



KNOX CITY COUNCIL

AGENDA

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 23 October 2017

KNOX CITY COUNCIL

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

**ON
MONDAY 23 OCTOBER 2017 AT 7.00 P.M.**

BUSINESS:

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TONY DOYLE
CHIEF EXECUTIVE OFFICER

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

SUMMARY: *Manager – City Planning & Building (Paul Dickie)*

Details of planning applications considered under delegation are referred for information. It is recommended that the items be noted.

RECOMMENDATION

That the planning applications decided under delegation report (between 1 September to 30 September 2017) be noted.

REPORT

Details of planning applications decided under delegation from 1 September to 30 September 2017 are attached. The applications are summarised as follows:

Application Type	No
Building & Works: Residential	6
Other	5
Subdivision	21
Units	18
Tree Removal/Pruning	7
Boundary Realignment	1
Signage	1
Change of Use	1
Variation of Easement	1
Variation of restrictive Covenant	1
TOTAL	62

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

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

Knox City Council
Planning Applications Decided by Responsible Officer

1 – 30 September 2017

Ward	No/Type	Address	Description	Decision
Baird	2017/6150	45 Rowson Street BORONIA VIC 3155	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	4/09/2017 Notice of Decision
Baird	2017/9130	5 McLellan Street BAYSWATER VIC 3153	Construction of a mezzanine and reduction in car parking	4/09/2017 Approved
Baird	2017/6433	40 Paton Crescent BORONIA VIC 3155	Three lot subdivision (Approved unit site)	11/09/2017 Approved
Baird	2017/6465	22 Rose Avenue BORONIA VIC 3155	Three lot subdivision (Approved Unit Site)	14/09/2017 Approved
Baird	2017/6437	81 Scoresby Road BAYSWATER VIC 3153	Three (3) lot subdivision (Approved Unit Site)	15/09/2017 Approved
Baird	2017/6137	11 Iris Crescent BORONIA VIC 3155	7 lot subdivision (Approved Unit Site)	13/09/2017 Approved
Baird	2016/6689	4 Cypress Avenue BORONIA VIC 3155	Development of the land for six (6) double storey dwellings	12/09/2017 Notice of Decision
Baird	2017/6350	8 Commercial Road FERNTREE GULLY VIC 3156	Use of the land for a child care centre and associated buildings and works	14/09/2017 Approved
Baird	2017/6467	301 Dorset Road BORONIA VIC 3155	17 Lot Subdivision (Approved Apartment Building)	21/09/2017 Approved
Baird	2016/6701	83 Power Road BORONIA VIC 3155	Development of the land for three (3) double storey and one (1) single storey dwelling (total four (4) dwellings)	22/09/2017 Refused
Baird	2017/6506	40 Pine Crescent BORONIA VIC 3155	3 lot subdivision (Approved Unit Site)	27/09/2017 Approved
Baird	2017/6028	231 Boronia Road BORONIA VIC 3155	The construction of four (4) double storey dwellings	20/09/2017 Approved
Baird	2017/6340	21-23 Erica Avenue BORONIA VIC 3155	Refurbishment, replacement of existing signage and increase in area of illuminated signage	20/09/2017 Approved
Chandler	2017/9129	7 Pinevale Court BORONIA VIC 3155	Verandah	1/09/2017 Approved
Chandler	2017/9128	65 & 67 Elsie Street BORONIA VIC 3155	Two lot boundary re-alignment	4/09/2017 Approved
Chandler	2017/9124	6-8 Sheffield Road THE BASIN VIC 3154	Verandah and shed	5/09/2017 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2017/6513	19 Landscape Drive BORONIA VIC 3155	Remove three trees	7/09/2017 Approved
Chandler	2017/6507	4 Cottesmore Court BORONIA VIC 3155	Remove two (2) X Cupressocyparis leylandii trees in the front	12/09/2017 Approved
Chandler	2016/6825	70 Boronia Road BORONIA VIC 3155	Two (2) single storey and Two (2) double storey dwellings and alteration of access to a Road Zone Category 1	15/09/2017 Approved
Chandler	2017/9133	47 Albert Avenue BORONIA VIC 3155	Remove one (1) Hesperocyparis macrocarpa tree	14/09/2017 Approved
Chandler	2017/9131	53 Torresdale Drive BORONIA VIC 3155	Steel shed	27/09/2017 Approved
Chandler	2017/6152	1/27 Chandler Road & 2A Rangeview Road BORONIA VIC 3155	The development of the land for seven (7) two storey dwellings and removal of associated vegetation	21/09/2017 Notice of Decision
Collier	2017/6269	24 Bateman Street WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	14/09/2017 Notice of Decision
Collier	2017/6324	2 Edna Court WANTIRNA VIC 3152	Three (3) lot subdivision (Approved Unit Development)	14/09/2017 Approved
Collier	2017/6480	295 Wantirna Road WANTIRNA VIC 3152	Eight lot subdivision (Approved Unit Site)	21/09/2017 Approved
Collier	2017/6545	8 Koomba Road WANTIRNA VIC 3152	Remove two Acacia melanoxylon trees	19/09/2017 Approved
Collier	2017/6473	513 Boronia Road WANTIRNA VIC 3152	Eight Lot Subdivision (Approved Unit Site)	22/09/2017 Approved
Dinsdale	2017/6420	41 High Street BAYSWATER VIC 3153	Seven lot subdivision (Approved Unit Site)	6/09/2017 Approved
Dinsdale	2017/6206	28 Armstrong Road BAYSWATER VIC 3153	Development of a single storey dwelling to the rear of the existing dwelling	12/09/2017 Notice of Decision
Dinsdale	2017/6156	67 Coleman Road WANTIRNA SOUTH VIC 3152	Construction of two (2) double storey dwellings on the land	25/09/2017 Notice of Decision
Dinsdale	2017/6249	7 Lawrence Court BAYSWATER VIC 3153	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	21/09/2017 Notice of Decision
Dinsdale	2017/6174	5 Moonah Road WANTIRNA SOUTH VIC 3152	Development of the land for two double storey dwellings	18/09/2017 Approved

Ward	No/Type	Address	Description	Decision
Dinsdale	2016/6884	9 Susan Street BAYSWATER VIC 3153	Development of a double storey dwelling to the rear of the existing dwelling and subdivision of the land into two (2) lots	21/09/2017 Approved
Dinsdale	2017/6084	3 Saxby Court WANTIRNA SOUTH VIC 3152	Development of land for two double storey dwellings	22/09/2017 Notice of Decision
Dinsdale	2017/6485	1-3/30 Elm Street BAYSWATER VIC 3153	Three Lot subdivision (Existing Dwellings)	28/09/2017 Approved
Dobson	2017/6398	32 Talaskia Road UPPER FERNTREE GULLY VIC 3156	Buildings and Works (Addition to single dwelling)	5/09/2017 Approved
Dobson	2017/9121	3 Tarana Avenue UPPER FERNTREE GULLY VIC 3156	Proposed prefabricated metal garage to replace small shed	8/09/2017 Approved
Dobson	2017/6509	53 Kevin Avenue FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	6/09/2017 Approved
Dobson	2017/9135	1-3/11 Bowen Street FERNTREE GULLY VIC 3156	Removal of one Eucalyptus cephalocarpa tree	14/09/2017 Approved
Dobson	2017/9137	18 Cornhill Street FERNTREE GULLY VIC 3156	2 Lot Subdivision	19/09/2017 Approved
Dobson	2016/6723	1310 Burwood Highway UPPER FERNTREE GULLY VIC 3156	Two (2) lot subdivision, removal of vegetation and alteration of access to a Road Zone Category 1	19/09/2017 Notice of Decision
Dobson	2017/9140	4 George Street FERNTREE GULLY VIC 3156	Buildings and works to construct a shed	21/09/2017 Approved
Dobson	2017/9139	35 St Elmo Avenue FERNTREE GULLY VIC 3156	Remove one Liquidambar styraciflua tree	22/09/2017 Approved
Dobson	2017/6533	1/24 Station Street FERNTREE GULLY VIC 3156	Removal of one Grevillea robusta and one Jacaranda mimosifolia	18/09/2017 Approved
Dobson	2017/6417	49 Viewgrand Rise LYSTERFIELD VIC 3156	Variation of restrictive covenant on PS 53913B by altering the building envelope	20/09/2017 Approved
Friberg	2017/9127	43 Conn Street FERNTREE GULLY VIC 3156	Two lot subdivision	1/09/2017 Approved
Friberg	2017/6426	Sh 17/1880 Ferntree Gully Road FERNTREE GULLY VIC 3156	Construction of a building (shop) addition.	11/09/2017 Approved

Ward	No/Type	Address	Description	Decision
Friberg	2017/6452	6 Mountain Gate Drive FERNTREE GULLY VIC 3156	Four (4) lot subdivision (Approved Unit Site)	14/09/2017 Approved
Friberg	2016/6906	35 Lydford Road FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling and two (2) lot subdivision	13/09/2017 Notice of Decision
Friberg	2017/6535	4B Coromandel Crescent South KNOXFIELD VIC 3180	Variation of easement	27/09/2017 Approved
Friberg	2017/6136	44 Rodney Drive KNOXFIELD VIC 3180	Develop the land for the construction of two (2) double storey dwellings	27/09/2017 Notice of Decision
Friberg	2017/9142	19/12 Henderson Road KNOXFIELD VIC 3180	Add mezzanine floor to storage facility	22/09/20017 Approved
Scott	2017/9138	14 The Ridge West KNOXFIELD VIC 3180	2 Lot Subdivision	20/09/2017 Approved
Scott	2017/6501	158 Argyle Way WANTIRNA SOUTH VIC 3152	Two lot subdivision (Approved Unit Site)	27/09/2017 Approved
Scott	2017/6488	10 Bunnett Road KNOXFIELD VIC 3180	Two lot subdivision (Approved Unit Site)	27/09/2017 Approved
Taylor	2017/6558	64 Sullivan Avenue LYSTERFIELD VIC 3156	2 Lot Subdivision (Approved Unit Development)	28/09/2017 Approved
Tirhatuan	2017/6334	7 Fifth Avenue ROWVILLE VIC 3178	The construction of a double storey dwelling to the rear of the existing dwelling	18/09/2017 Approved
Tirhatuan	2017/6216	7 George Street SCORESBY VIC 3179	The construction of two (2) double storey dwellings on the land	26/09/2017 Approved
Tirhatuan	2017/6052	701 Stud Road SCORESBY VIC 3179	The construction of four (4) double storey dwellings and creation of access to a road in a Road Zone Category 1	15/09/2017 Notice of Decision
Tirhatuan	2017/6475	119 Borg Crescent SCORESBY VIC 3179	3 Lot Subdivision (Approved Unit Site)	25/09/2017 Approved
Tirhatuan	2017/9136	31 South Corporate Avenue ROWVILLE VIC 3178	Parking bay shelters over a portion of existing car park	15/09/2017 Approved
Tirhatuan	2017/9143	800 Wellington Road ROWVILLE VIC 3178	Buildings and works	28/09/2017 Approved

Total: 62

TIRHATUAN WARD

6.2 APPLICATION FOR THE CONSTRUCTION OF SIX (6) 3-STOREY TOWNHOUSES AND ALTERATION OF ACCESS TO A ROAD IN A ROAD ZONE CATEGORY 1 AT 648 STUD ROAD, SCORESBY, (P/2017/6252)

1. SUMMARY:

Land:	648 Stud Road, Scoresby
Applicant:	Jesse Ant Architects
Proposed Development:	The construction of six (6) 3-storey townhouses and alteration of access to a road in a Road Zone Category 1
Existing Land Use:	Single Dwelling
Area/Density:	714 m ² / 1:119m ²
Zoning:	Residential Growth Zone - Schedule 1
Overlays:	Nil
Local Policy:	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
Application Received:	21 April 2017
Number of Objections:	5
PCC Meeting:	Not applicable

Assessment:

It is considered that the proposal to construct six (6) townhouses on the land and alteration of access to a Category 1 Road provides an appropriate balance between the need for additional housing within an established residential area adjoining the Principal Public Transport Network and the amenity of occupants and adjoining residents.

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

The proposal complies with the Residential Growth Zone - Schedule 1.

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

6.2 648 Stud Rd, Scoresby (cont'd)

2. BACKGROUND

2.1 Call Up

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

2.2 Subject Site and Surrounds

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

- The subject site is regular in shape and located on the south-west corner of Stud Road and Michele Drive in Scoresby. The site has a frontage of 12.19m to Stud Road and a depth of 43.26m, forming an overall area of 714m². A 2.44m wide easement runs along the west boundary. There are no restrictive covenants registered on the copy of title.
- The site currently contains a single storey brick dwelling with a tiled pitched roof setback 9.1m from the frontage. Vehicular access to the site is gained via an existing crossover adjacent the north boundary.
- Adjoining properties to the north and south of the site lie within the Residential Growth Zone – Schedule 1, and the adjoining properties to the west of the site lie within the General Residential Zone – Schedule 2 and are used for residential purposes. There is evidence of multi-dwelling development within the surrounding area.
- The site does not contain significant vegetation.

2.3 The Proposal

(Refer to attached plans at Appendix B)

The construction of six (6) 3-storey townhouses and alteration of access to a Category 1 Road. More specifically:

- Dwelling 1 will front Stud Road and will be setback 6m from the front boundary. Dwelling 1 will contain four (4) bedrooms and is provided with two covered parking spaces.
- Dwellings 2 – 6 will front Michele Drive with a front setback of 3m. The dwellings will contain two (2) bedrooms and are provided with one (1) car parking space.
- All dwellings are provided with north facing balconies on the first floor level with access from the kitchen/living/dining room.

6.2 648 Stud Rd, Scoresby (cont'd)

- One (1) visitor car parking space is provided in between Dwellings 4 and 5.
- All dwellings will be attached at ground floor level, first floor level and second floor level.
- The ground floor level will be setback 6m from the south (rear) boundary and 4.45m from the west boundary.
- The first floor will be setback 2.5m from the south boundary and 4.5m from the west boundary.
- The second floor will be setback a minimum 4.5m from the south boundary and 4.6m from the north boundary.
- The development will have a maximum height of 8.9m
- The proposed materials and finishes schedule includes: charcoal brickwork, white and grey render, metal cladding and clear glazing.
- Vehicle access to all dwellings will be via a new crossover off Michele Drive, adjacent to the west boundary.
- All vegetation is to be removed from the site to facilitate the development. A permit is not required for vegetation removal.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on each street frontage and notices sent to adjoining property owners and occupiers. Five (5) objections were received and are summarised below.

Non-compliances with ResCode (i.e. infrastructure, overshadowing, overlooking)

- *An assessment of the proposed development against Clause 55 (ResCode) is provided at Section 4.3 of this report.*

Overdevelopment

- *The site is located within an 'Activity Area' under the Knox Housing Strategy where the most substantial change in housing styles will occur. In Activity Areas, it is policy to encourage villa units, townhouses and apartments. The proposal is consistent with the design objectives of the Activity Area Neighbourhood Character Policy and is not considered to be an overdevelopment of the site.*

6.2 648 Stud Rd, Scoresby (cont'd)

- *Further, the proposal generally complies with ResCode Standards (Clause 55), in particular site coverage, landscaping, overlooking and overshadowing.*

Car parking and traffic

- *Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 4.3 of this report. Further, the proposed development is not expected to cause an unreasonable increase in traffic flows within the local street network.*

Neighbourhood Character

- *An assessment of the proposed development against Clause 22.07 Development in Residential Areas and Neighbourhood Character Policy is provided at Section 4.2.2 of this report.*

Removal of vegetation

- *A permit is not required to remove vegetation from the site. Further, Council's Arborist has advised that the site does not contain any significant vegetation.*

Amenity impacts (including noise)

- *The site is located within an established residential area where associated noise is a common feature. The development will not result in an unreasonable increase in residential noise. Standard construction amenity conditions will be placed on any permit issued.*

Inadequate open space

- *Each dwelling is provided with a 15m² balcony, which is consistent with the schedule to the zone.*

Impact on views

- *It has been determined at the Tribunal that in the absence of a planning control protecting views to particular places, nobody has the right to views.*

6.2 648 Stud Rd, Scoresby (cont'd)

Impact on existing services (i.e. sewerage, electricity, communications)

- *The impact of the development on the existing sewerage system is not a planning consideration. Prior to the commencement of the development, the developer must enter into a development agreement with South East Water. The development agreement will outline whether the sewerage system needs to be upgraded or whether the existing system is adequate.*
- *The impact on electricity and communication services is not a planning consideration. Should an application for subdivision be applied for in the future, the developer must enter into an agreement with the existing service providers.*

3.2 Referrals

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

VicRoads

- *VicRoads has considered the application and does not object and does not require the inclusion of any conditions.*

Traffic Engineer

- *Standard conditions to be included on any permit issued.*

Drainage Engineer

- *Standard conditions to be included on any permit issued.*

Arborist

- *None of the vegetation on site is significant.*
- *Subject to conditions of any permit to issue, the development should not impact upon vegetation located on adjoining properties.*

Landscape

- *Standard conditions to be included on any permit issued.*

6.2 648 Stud Rd, Scoresby (cont'd)

ESD Officer

- *The Sustainable Design Assessment provided by the applicant is satisfactory.*

Parks Services

- *No objection.*

Waste

- *Council is satisfied that individual Council-provided bin-based and non-bin based collection services can be provided at this site, with placement of bins, green waste and hard waste kerbside on the nature strip frontage of the property on Michelle Drive.*
- *Therefore a Waste Management Plan (WMP) is not required in this instance.*

Assets

- *No objection.*

4. DISCUSSION

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

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the Residential Growth Zone, Schedule 1. A permit is required for the construction of two or more dwellings on the land.

- *The proposal is consistent with the purpose of the Residential Growth Zone by providing for increased densities and a diversity of housing types in locations offering good access to services.*

The maximum height of a building used for the purpose of a dwelling or residential building must not exceed the building height specified in a schedule to this zone.

6.2 648 Stud Rd, Scoresby (cont'd)

If no building height is specified in a schedule to this zone, the maximum building height should not exceed 13.5 metres unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the height of the building should not exceed 14.5 metres.

- *The maximum height of the dwellings is 8.9m which complies.*

Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B6 (Minimum Street Setback) which requires if there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 6 metres, whichever is the lesser.

- *Dwelling 1 has a minimum setback of 6m from Stud Road which complies.*

Schedule 1 of the Residential Growth Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 250 square metres of the site area including a minimum of one canopy tree within the front setback per 5 metres of width of the site. Each tree will be required to be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres.

- *It is considered that the proposed development can accommodate the canopy tree planting.*

Schedule 1 to the Residential Growth Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of:

- An area of 40 square metres with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with minimum area of 25 square metres with a minimum dimension of 3 metres of secluded private open space with convenient access from a living room, or
- A balcony of 15 square metres with a minimum width of 1.8 metres and convenient access from a living room, or
- A roof-top area of 15 square metres with a minimum width of 2 metres and convenient access from a living room.

6.2 648 Stud Rd, Scoresby (cont'd)

- *Complies. All dwellings are provided with a balcony of 15m² with a minimum width of 1.8m. The balconies will be accessed by the kitchen/living/dining rooms of each dwelling.*

4.1.2 Overlays

The land is not affected by any overlays.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

State policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development.

Key Policies:

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

- *The design of the development will make a positive contribution to the streetscape, with built form considered to be appropriate given the site is located within an 'Activity Area'. The design of the development provides a reasonable level of articulation through setbacks and varied materials and finishes to reduce bulk and mass.*

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area with good access to urban services and transport.*
- *Should a permit be issued, the development is required to be constructed in accordance with the approved Sustainable Design Assessment.*

6.2 648 Stud Rd, Scoresby (cont'd)

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

- Neighbourhood character - *This is discussed in a later section of the report (Section 4.2.2).*
- Housing choice – *The development provides 5 x two (2) bedroom dwellings and 1 x four (4) bedroom dwelling, providing a range of housing choices.*
- Existing infrastructure – *The site is located within a fully serviced area.*
- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *The site is located within easy walking distance of public transport available along Stud Road.*

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

- *The site is located on Stud Road and forms part of the Principal Public Transport Network (PPTN).*
- *Smart Bus routes 901 runs along Stud Road. The 901 service runs at various intervals between Frankston and Melbourne Airport from 5am to midnight on weekdays, from 6am to midnight on Saturdays, and from 7am to 6pm on Sundays.*
- *Bus route 661/662 also runs along Stud Road. The 661/662 runs at various intervals between Lysterfield and Scoresby via Wantirna from 6.10am to 9.25pm weekdays, from 8.14am to 7.05pm Saturdays, and from 9.14am to 6.01pm Sundays.*

6.2 648 Stud Rd, Scoresby (cont'd)

4.2.2 Local Planning Policy Framework

Clause 21.02 Municipal Strategic Statement (MSS) – encourages planning and development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development and influencing the urban form so that Knox itself becomes more sustainable.

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

- *The site is located in an established urban area close to urban services and open space areas, where existing infrastructure is readily available.*
- *The Sustainable Design Assessment submitted with the application is satisfactory.*

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

- *The proposal respects the preferred neighbourhood character and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the open space requirements and provides opportunities for meaningful landscaping.*
- *The site is located in an Activity Area close to urban services and open space areas and has good access to public transport being located on the Principal Public Transport Network (PPTN).*

6.2 648 Stud Rd, Scoresby (cont'd)

Clause 21.05 – Housing – The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

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

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2015, which identifies a scaled approach to residential development. A Strategy is to direct housing growth toward Local Living and Activity Areas.

- *The intensity of the proposed development is consistent with the strategy of increased residential development within an Activity Area where a greater range and increased densities of residential development are encouraged.*
- *The proposal is considered to be consistent with the preferred neighbourhood character as set out in the local policy as the proposed development will make a positive contribution to the character of the surrounding area.*

Objective 2 is to support a diversity of housing choice in appropriate locations. Strategies include encouraging a diversity of housing styles, types, forms and sizes to cater for the changing needs of the community and to encourage developments of three or more dwellings in Activity Areas and Local Living areas to include a mix of dwelling sizes (including 1 and 2 bedroom dwellings), to respond to a shortfall in the number of smaller sized dwellings within the municipality.

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

6.2 648 Stud Rd, Scoresby (cont'd)

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

- *Landscaping can be accommodated within frontages, contributing to the green and leafy image of Knox.*

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

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

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

- *As noted above, the development will provide residents with alternative forms of housing styles and sizes. The development provides 5 x two (2) bedroom dwellings and 1 x four (4) bedroom dwelling.*

Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Activity Area – Villa units, townhouses and apartments are encouraged.

The desired future character of this area is to:

- See the most substantial change in housing styles than other areas in Knox.
- Balance the retention of the green and leafy character when viewed from the street, whilst allowing more intensive residential development.
- Provide new residential development that is well designed both architecturally and functionally.

The key (relevant) design objectives are:

Provide a landscaped front yard, including the planting of canopy trees in accordance with the requirements of the applicable zone schedule.

6.2 648 Stud Rd, Scoresby (cont'd)

- *A condition on any permit issued will require canopy trees to be planted within the street frontages, in accordance with the schedule to the zone.*

Retain existing canopy trees, wherever possible.

- *The site does not contain any significant vegetation.*

Locate carports and garages behind the line of or underneath the dwelling or in the rear yard.

- *The car parking provision for the dwellings will not dominate the façade of the development. The development is 'rear loaded' therefore the garages will not be visible from the streetscape.*

Provide single crossovers for driveways.

- *The development will utilise a single crossover to gain access to the site.*

Minimise the amount of paving in front yards and driveways.

- *Paving within the street frontages has been suitably minimised to pedestrian paths and the access way.*

Significantly setback first and second floor levels from the ground floor level.

- *The first floor is not significantly setback from the ground floor level as the first floor cantilevers the access way and minimal separation has been provided on the south side of the first floor level. However it is considered the development provides a reasonable level of articulation and visual interest through varied materials and finishes to reduce bulk and mass. Therefore the design response is considered acceptable.*

- *The second floor level is significantly setback from the first floor level.*

Provide wide, upper floor balconies fronting the street and any adjoining public open space to maximise passive surveillance.

- *All dwellings are provided with wide upper floor balconies to maximise passive surveillance.*

In developments of three or more dwellings, provide a mix of dwelling sizes (number of bedrooms). At least one dwelling should contain a bedroom, kitchen, bath or shower, and a toilet and wash basin at ground floor level.

6.2 648 Stud Rd, Scoresby (cont'd)

- *The development will provide residents with alternative forms of housing styles and sizes. The development provides 5 x two (2) bedroom dwellings and 1 x four (4) bedroom dwelling.*
- *The applicant has designed Dwelling 1 with a bedroom, ensuite, kitchenette and dining area at ground floor level to address mobility. Given the multi-level configuration of the development, this is considered satisfactory in this instance whilst balancing the need for housing within the Activity Area along the Principal Public Transport Network (PPTN).*

Applications must also consider:

Accessible Design

- *The proposed development considers the need of people with limited mobility as a clear and accessible path from the street to each front door has been provided.*
- *As noted above, the applicant has designed Dwelling 1 with a bedroom, ensuite, kitchenette and dining area at ground floor level to address mobility. Given the multi-level configuration of the development, this is considered satisfactory whilst balancing the need for housing within the Activity Area along the Principal Public Transport Network (PPTN).*

Sustainable Design

- *The development incorporates passive solar design with north facing living areas and balconies.*
- *The Sustainable Design Assessment submitted with the application is satisfactory.*

Architectural Design

- *The design and scale of the proposed development is consistent with the housing types encouraged in the Activity Area.*
- *The development provides an appropriate degree of visual interest and articulation to present an appropriate scale to Stud Road and adjoining sites.*
- *Large blank walls and facades have been avoided through the incorporation of glazing and varied building materials and finishes.*

6.2 648 Stud Rd, Scoresby (cont'd)

Housing for Aged Persons

- *The development has not been specifically designed as a form of housing for aged persons.*

4.3 Particular Provisions

Clause 52.06 – Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided to each dwelling and any applicable visitor parking at a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings.

- *The proposal satisfies the car parking provision for each dwelling, with 2 car spaces provided for Dwelling 1 which contains four (4) bedrooms, and one car space provided for every two bedroom dwelling. One visitor car parking space has been provided which complies.*

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

Design Standard 1: Access ways – *Complies, as discussed:*

- *Swept Paths have been provided demonstrating that a 'B85 vehicle' from AS2890.1:2004 can successfully enter and exit all garages and parking spaces.*
- *A cross-section plan (shown on TP09) demonstrates that all car parking spaces are provided with at least 2.1m headroom beneath overhead obstructions (particularly for the car parking spaces to Dwellings 4 and 5).*

Design Standard 2: Car Parking Spaces – *Generally complies. The car parking spaces allocated to Dwelling 1 are dimensioned 4.9m long by 3.0m wide (as opposed to 5.5m long by 3.5m wide for a garage) which is considered appropriate given:*

6.2 648 Stud Rd, Scoresby (cont'd)

- *There is no fundamental difference between a carport and car parking space, only that a carport has a roof above. However, this is no different to car parking spaces located within a basement car park;*
- *The 6m length required for garages and carports with doors is to ensure adequate clearance for vehicles to park between the door and wall and to accommodate storage area. However, the car parking spaces do not contain a door and have separate storage area. A condition of any permit to issue will ensure that the car parking spaces are not enclosed and open at all times.*
- *The swept paths confirm that access to the car parking spaces is appropriate.*

Design Standard 3: Gradients – *Complies.*

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

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

Clause 52.29 Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road – To ensure appropriate access to identified roads.

A permit is required to create or alter access to a road in a Road Zone, Category 1.

An application to create or alter access to a road declared as an arterial road under the Road Management Act 2004 must be referred to the Roads Corporation under Section 55 of the Act.

- *The application was referred to VicRoads under Section 55 of the Act. VicRoads did not object to the proposal and did not provide any conditions to be included in any permit issued.*

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

Neighbourhood Character and Infrastructure

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

Residential Policy – *Complies, refer to Section 4.2 above.*

6.2 648 Stud Rd, Scoresby (cont'd)

Infrastructure – *Complies.*

Integration with the Street – *Complies.*

Site Layout and Building Massing

Street Setback – *Complies.*

Building Height – *Complies. The development will have a height of 8.9m. It is noted that the overall height is not shown on the elevation plans which will be rectified via conditions of any permit to issue.*

Site Cover/Permeability – *Complies.*

Energy Efficiency – *Complies. North facing living areas and balconies are provided and a condition of approval will require the development to be constructed in accordance with the approved Sustainable Design Assessment (SDA) to the satisfaction of the Responsible Authority.*

Safety – *Complies. Entrances to the dwellings are not obscured or isolated from the street.*

Landscaping – *Complies, a condition on any permit issued will require that appropriate landscape plans are submitted to the satisfaction of the Responsible Authority.*

Access – *Complies.*

Parking Location – *Complies.*

Amenity Impacts

Side and rear setbacks – *Complies.*

Walls on boundaries – *Complies.*

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

North-facing windows – *Complies.*

Overshadowing open space – *Complies. The proposal will overshadow adjoining properties to the south and west. These properties will still receive a minimum of five hours of sunlight between 9am and 3pm on 22 September, in accordance with Clause 55.04-5 (Overshadowing) of the Knox Planning Scheme and therefore complies with the overshadowing standard.*

6.2 648 Stud Rd, Scoresby (cont'd)

Overlooking – *Generally complies, as discussed below:*

Ground floor level: No overlooking is expected as it is proposed to construct a 2.0m high fence along the west boundary (detailed on the elevation plans but not on the site plan) and the south boundary contains a 1.9m high fence which complies with Standard B22 of ResCode.

First floor level: Most windows have been designed and screened in accordance with Standard B22 of ResCode. However a condition of any permit to issue will require the south facing kitchen windows to Dwellings 2 and 3 and the west facing dining window to Dwelling 6 screened in accordance with Standard B22 of ResCode.

Second floor level: All windows have been designed and screened in accordance with Standard B22 of ResCode.

A condition will require a notation on plan stating that the windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7m above finished floor level. The window may be clear and openable above 1.7m. Adhesive film must not be used.

Internal views – *Complies.*

Noise Impacts – *Complies. No mechanical plants and the like are proposed to be located near bedrooms of immediately adjacent existing dwellings.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Generally complies, as discussed above.*

Solar access – *Complies. Balconies are located on the north side of the dwellings.*

Storage – *Complies. To ensure that the contents of the storage areas are not visible from Michele Drive, a condition of any permit to issue will require the windows to be screened with obscure glazing.*

Detailed Design

Design Detail – *Complies.*

Common Property – *Complies.*

Site Services – *Complies.*

Front fence – *Complies.*

6.2 648 Stud Rd, Scoresby (cont'd)

4.5 General Decision Guidelines

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

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

5. CONCLUSION

Clause 10.04 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the development is appropriate given the following:

- *The development is consistent with State Policy, Clause 21.07 (Municipal Strategic Statement), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme, subject to conditions.*
- *The proposal complies with the Residential Growth Zone - Schedule 1, subject to conditions.*
- *The development is generally compliant with ResCode subject to conditions of any permit issued.*
- *The development provides an appropriate balance between policies that encourage increased housing densities along the Principal Public Transport Network (PPTN) and the amenity of adjoining properties.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit to develop the land for six (6) 3-storey dwellings and alteration of access to road in a Road Zone Category 1 at 648 Stud Road, Scoresby subject to the following conditions:

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)****Amended plans**

- 1. Prior to the commencement of any buildings or works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans prepared Jesse Ant Architects but modified to show:**
 - 1.1 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.**
 - 1.2 Location of meter boxes and gas and water meters shown on the plans. They must be appropriately screened if located within the front setback.**
 - 1.3 The provision of a convex mirror at the bend of the access way (adjacent Dwelling 6).**
 - 1.4 The proposed 2.0m fence along the west boundary shown on the site plan (TP05).**
 - 1.5 The south facing kitchen windows to Dwellings 2 and 3 and the west facing dining window to Dwelling 6 screened in accordance with Standard B22 of ResCode.**
 - 1.6 A notation on plan stating that the windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7m above finished floor level. The window may be clear and openable above 1.7m. Adhesive film must not be used.**
 - 1.7 A notation on the plans stating 'no excavation, trenching or grade changes within the tree protection zones of the vegetation located on the adjoining properties to the west and south. The proposed driveway constructed above grade with a gap-graded structural soil within the tree protection zones (TPZ = 2m)'.**

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 1.8 A notation on the plan requiring the existing concrete and gravel driveway to be carefully removed under the supervision of a qualified Arborist.**
- 1.9 Annotation stating “no parking” in front of all garages/car spaces.**
- 1.10 Overall building height clearly shown on the elevation plans.**
- 1.11 The storage windows to Dwellings 2-6 screened with obscure glazing.**
- 1.12 Drainage Plans in accordance with Condition 2.**
- 1.13 Landscape Plans in accordance with Condition 4.**
- 1.14 Tree Protection methods shown on the plans, in accordance with Conditions 7-14.**
- 1.15 A Construction Management Plan in accordance with Condition 29.**

To the satisfaction of the Responsible Authority.

Drainage plans

- 2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:**
 - 2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
 - 2.2 The internal drains of the dwellings to be independent of each other.**
 - 2.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
 - 2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 2.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
- 2.6 All levels to be to AHD (Australian Height Datum).
To the satisfaction of the Responsible Authority.**
- 3. Stormwater runoff from all buildings and hardstand surfaces shall be properly collected and discharged in a complete and effective system of drains within the property and shall not cause or create a nuisance to abutting properties.**

Landscape plans

- 4. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
 - 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).**
 - 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.**
 - 4.4 Details of the surface finishes of pathways and driveways.**
 - 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
 - 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
- 4.8 The plan must also show the provision of at least 4 additional trees and at least 8 additional large feature shrubs (min height 4-5m) chosen from plant list 1 or 2 of Council's 'Landscape Plan Guidelines'. These canopy trees must be a minimum of 1.5 – 2.0 metres tall when planted and are to be in the following areas:
 - 4.8.1 One (1) large upper canopy tree along Stud Road frontage;
 - 4.8.2 Two (2) medium canopy trees along Stud Road frontage;
 - 4.8.3 One (1) large feature shrub in the corner of Michele Drive and Stud Road frontage;
 - 4.8.4 One (1) large feature shrub in the front setback of Dwellings 2, 3, 4, 5 and 6.
 - 4.8.5 One (1) medium canopy tree in the south-west corner garden bed; and
 - 4.8.6 Two (2) feature shrubs in the south-west corner garden bed.
- 4.9 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.

To the satisfaction of the Responsible Authority.

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

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)****Tree Protection**

- 7. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 8. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
- 9. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 10. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 11. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 12. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**
- 13. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 13.1 Construction activities.
 - 13.2 Dumping and/or storage of materials, goods and/or soil.
 - 13.3 Trenching or excavation.
 - 13.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
14. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Sustainable Design Assessment

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

General

16. All development must be in accordance with the endorsed plans.
17. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
18. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
19. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
20. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Car parking and Driveways

21. Before the dwellings are occupied, driveways and car parking areas must be:

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 21.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and**
 - 21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and**
 - 21.3 Treated with an all-weather seal or some other durable surface; and**
 - 21.4 Line-marked or provided with some other adequate means of showing the car parking spaces.**
- 22. The car spaces for Dwellings 1, 4, 5 and the visitor spaces must not be fully enclosed. The rear of the spaces must remain open at all times.**

To the satisfaction of the Responsible Authority.

- 23. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 24. Car parking areas must not be used for storage.**
- 25. Redundant crossovers must be removed and the kerb and channel and nature strip reinstated to the satisfaction of the Responsible Authority.**
- 26. Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.**

Fencing

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

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)****Construction Management Plan**

29. Prior to the commencement of construction or any works on the site (including demolition and material removal) the applicant must submit for approval to the responsible authority a Construction Management Plan to the Responsible authority. The plan must be to the satisfaction of the responsible authority and must address, but not be limited to the following:

29.1 containment of dust, dirt and mud within the site and method and frequency of clean-up procedures in the event of build-up of matter outside of the site;

29.2 onsite facilities for washing construction vehicles;

29.3 parking arrangements for construction workers;

29.4 delivery and unloading points and expected frequency;

29.5 a liaison officer for contact by residents and the responsible authority in the event of relevant queries or problems experienced;

29.6 an outline of requests to occupy public footpaths or roads, or anticipated disruption to local services.

To the satisfaction of the Responsible Authority.

30. Construction activity at the site is to accord with this approved Construction Management Plan.

Construction Amenity

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

31.1 the appearance of building, works or materials on the land

31.2 parking of motor vehicles

31.3 transporting of materials or goods to or from the site

31.4 hours of operation

31.5 stockpiling of top soil or fill materials

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

31.6 air borne dust emanating from the site

31.7 noise

31.8 rubbish and litter

31.9 sediment runoff

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

Permit Expiry

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

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

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

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- The total Permissible Site Discharge for the property including all dwellings is 3.9L/s to the existing Council drainage system for a 5 year ARI event.**

6.2 648 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

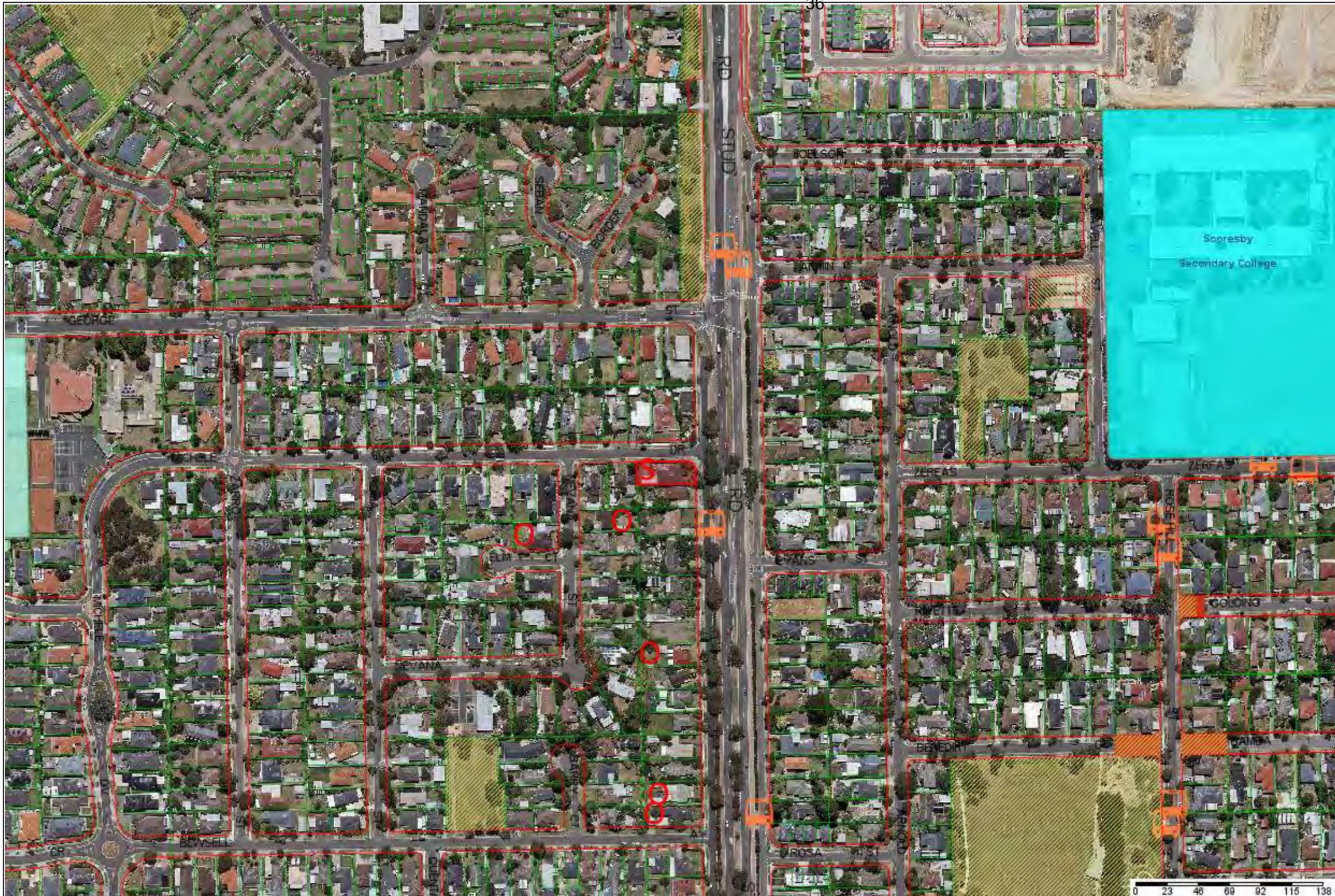
- Applicant is to direct all stormwater to the south-west corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The development is to provide adequate clearance for the overland flow path through the property to Council's satisfaction. Details of regarding overland flow must be included in the engineering stormwater design plans.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- A building permit must be obtained before development is commenced.
- Road opening permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements without Council consent.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- The dwellings must achieve a minimum 6-Star Energy Rating.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- All litter and rubbish associated with the construction must be contained on site at all times.

Report Prepared By: *Principal Planner (Nancy Neil)*

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



Knox City Council
REPORT APPENDIX: A

Property - Address	648 Stud Road, SCORESBY
Application Number	P/2017/6252
Description	Development of the land for six (6) triple storey dwellings and alteration of access to a road in a Road Zone Category 1
Wardname	Tirhatuan

LEGEND:

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



Scale: **1:3000**

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

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.
4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.

**PROPOSAL FOR 6 THREE STOREY TERRACES
AT 648 STUD ROAD, SCORESBY, VIC 3179**

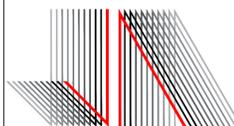


TOWN PLANNING DRAWING LIST:

- TP00 - COVER SHEET
- TP01 - SITE LOCATION PLAN
- TP02 - NEIGHBORHOOD CHARACTER & SITE ANALYSIS
- TP03 - DESIGN RESPONSE
- TP04 - DEMOLITION PLAN & STREETSCAPES
- TP05 - GROUND FLOOR PLAN
- TP06 - FIRST FLOOR PLAN
- TP07 - SECOND FLOOR PLAN
- TP08 - ROOF PLAN
- TP09 - PROPOSED ELEVATIONS & SECTIONS
- TP10 - PROPOSED ELEVATIONS
- TP11 - SHADOW DIAGRAMS
- TP12 - SHADOW DIAGRAMS

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REV A 16/06/2017

Notes
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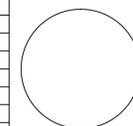


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 Ph: (03) 9817 6788
 Email: info@jesseantarchitects.com.au; www.jesseantarchitects.com.au
 ABN: 29 469 352 797

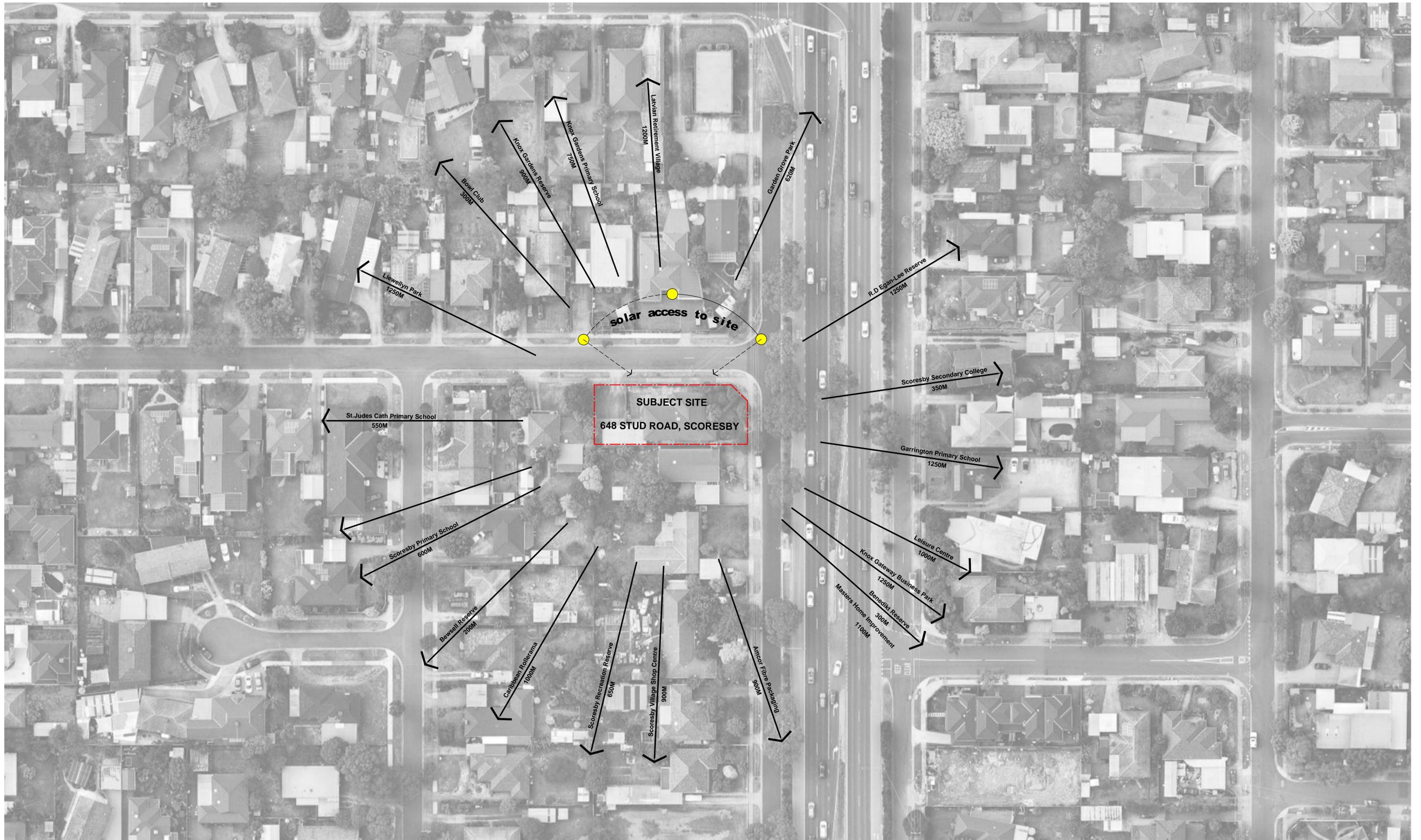
Project
 648 Stud Road, Scoresby

Drawing
 COVER SHEET

Date	Rev	Description



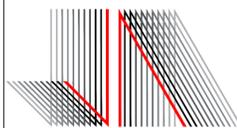
Project Number 17006		Drawing Number TP00	
Date 16-06-2017	Scale	Amendment	
Drawn FF	Checked AL /JW		



SITE LOCATION PLAN
SCALE 1:500 @ A1

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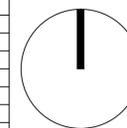
Notes
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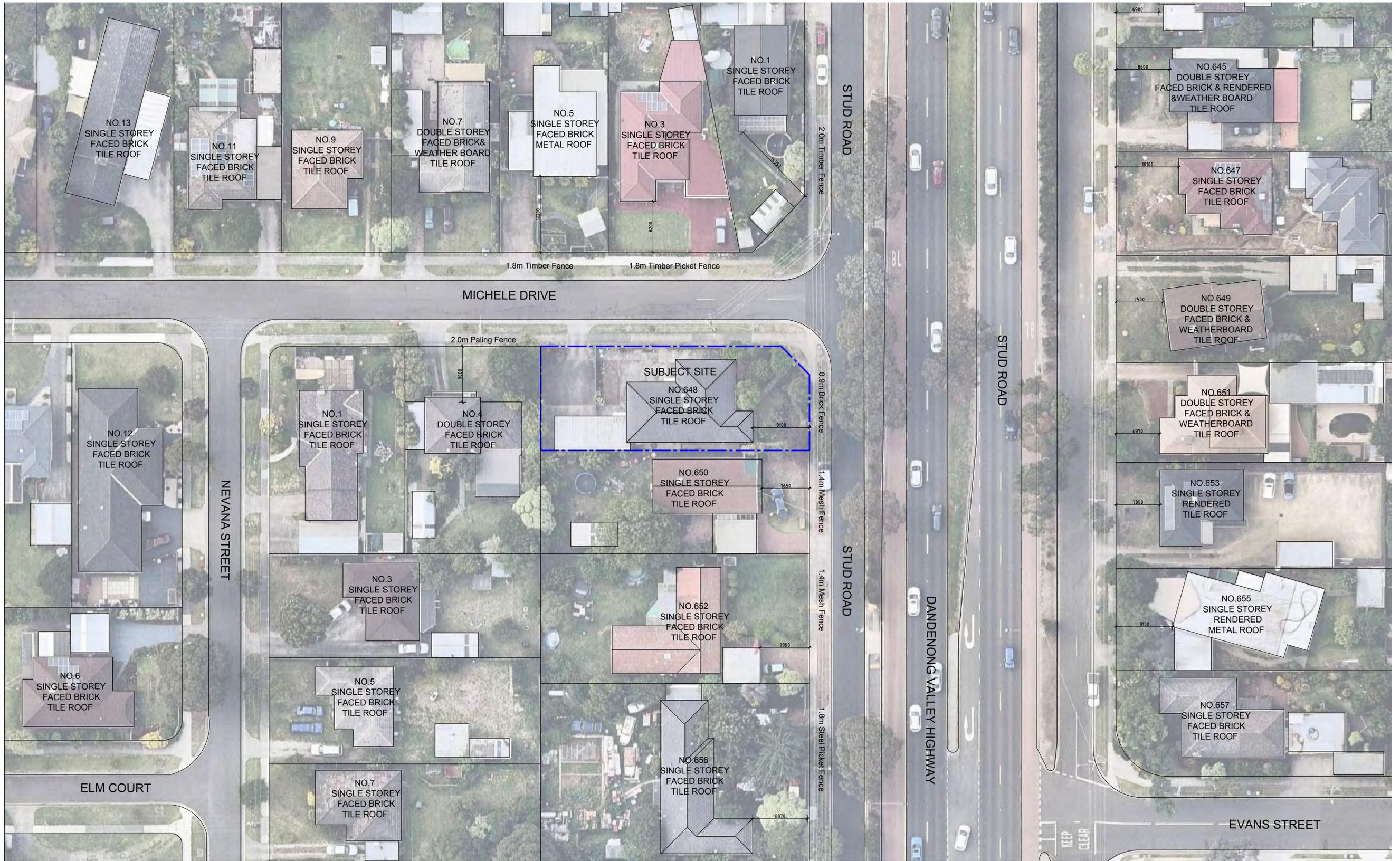
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Project
648 Stud Road, Scoresby
Drawing
LOCATION PLAN

Date	Rev	Description



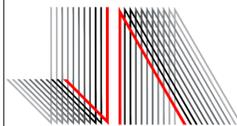
Project Number 17006		Drawing Number TP01	
Date 16-06-2017	Scale 1:500	Amendment	
Drawn FF	Checked AL/JW		



NEIGHBORHOOD CHARACTER
SCALE 1:300 @ A1

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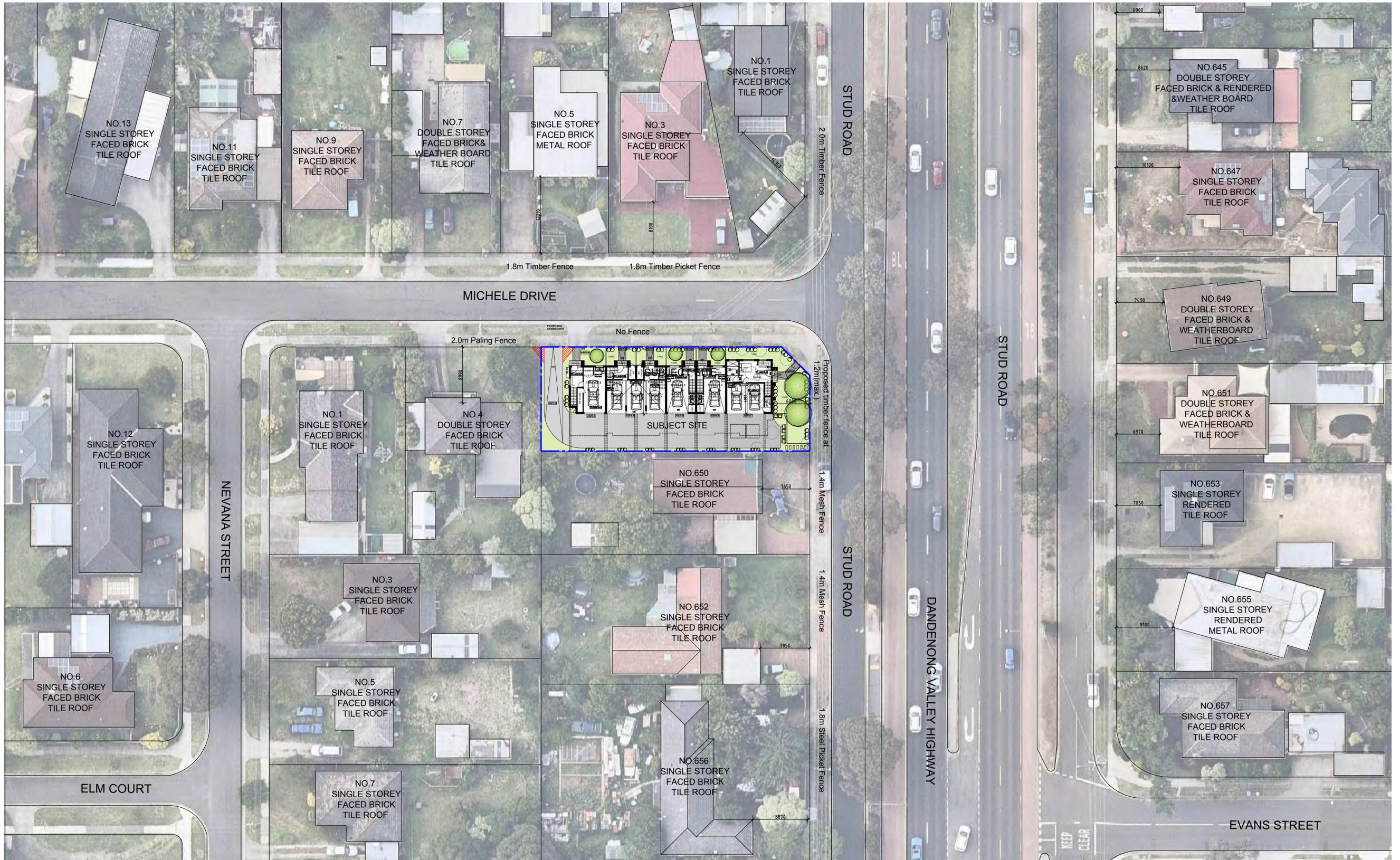
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Project
648 Stud Road, Scoresby

Drawing
NEIGHBORHOOD CHARACTER

Date	Rev	Description

	Project Number 17006		Drawing Number TP02
	Date 16-06-2017	Scale 1:300	Amendment
	Drawn FF	Checked AL/JW	

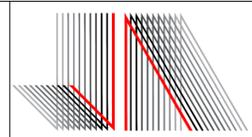


40

DESIGN RESPONSE
SCALE 1:300 @ A1

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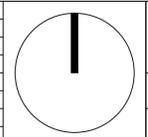


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Project
648 Stud Road, Scoresby

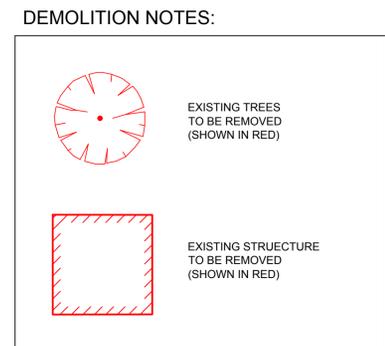
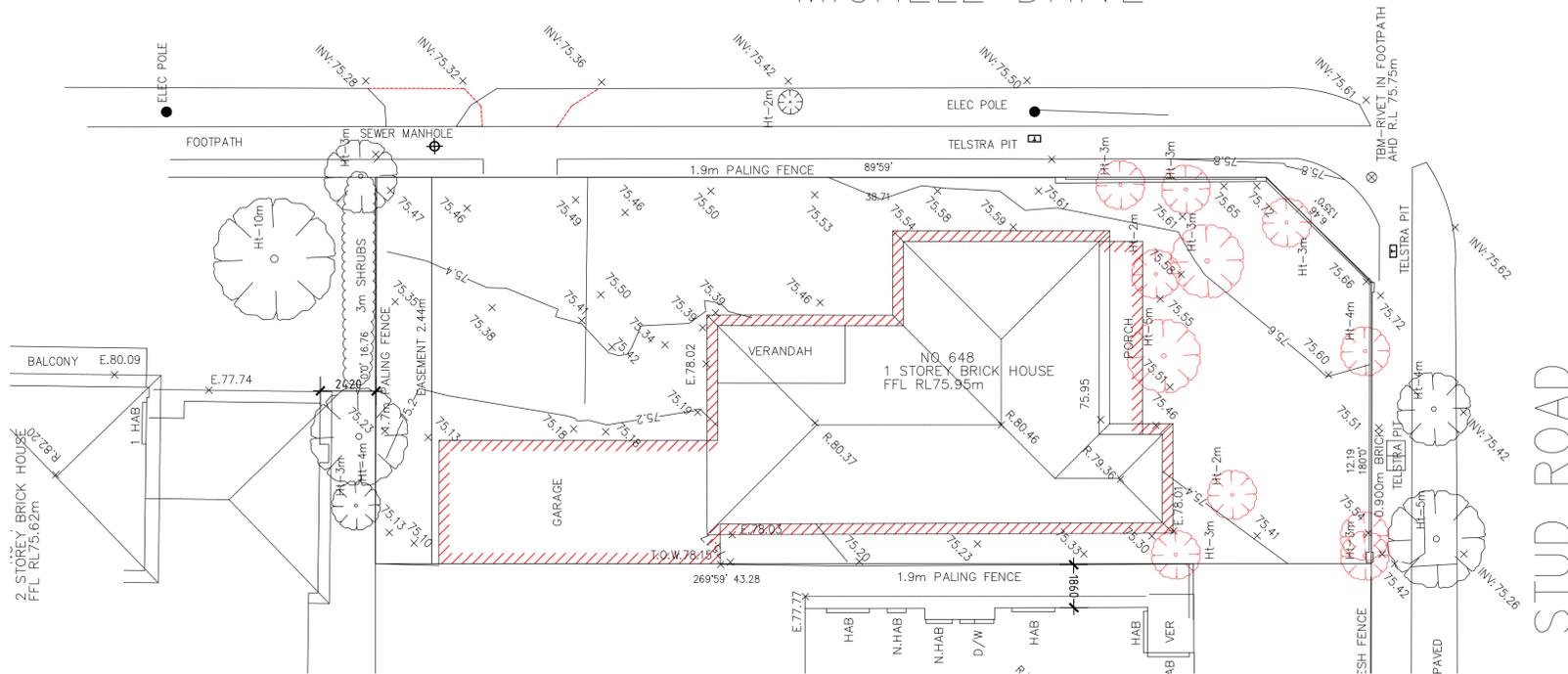
Drawing
DESIGN RESPONSE

Date	Rev	Description



Project Number 17006		Drawing Number TP03	
Date 16-06-2017	Scale 1:300	Amendment	
Drawn FF	Checked AL/JW		

MICHELE DRIVE



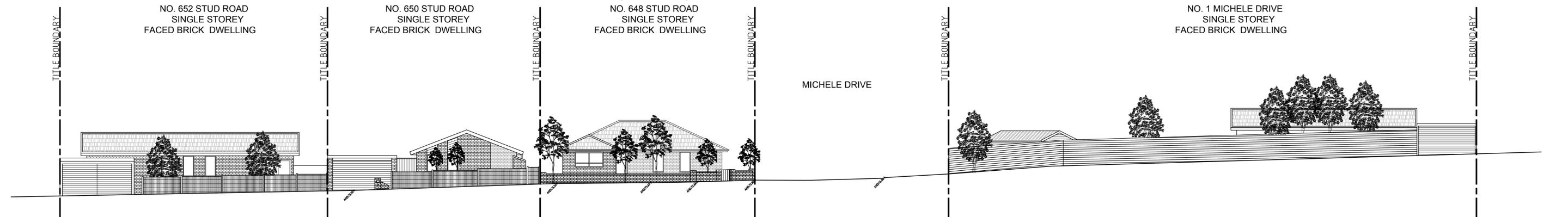
DEMOLITION PLAN
SCALE 1:150 @ A1

NO. 652 STUD ROAD
SINGLE STOREY
FACED BRICK DWELLING

NO. 650 STUD ROAD
SINGLE STOREY
FACED BRICK DWELLING

(SUBJECT SITE)
NO. 648 STUD ROAD
SINGLE STOREY
FACED BRICK DWELLING

NO. 1 MICHELE DRIVE
SINGLE STOREY
FACED BRICK DWELLING



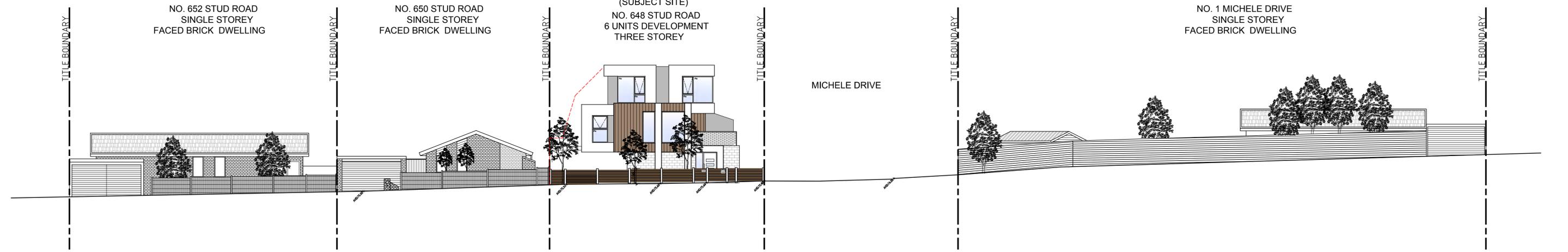
EXISTING STREETScape
SCALE 1:150 @ A1

NO. 652 STUD ROAD
SINGLE STOREY
FACED BRICK DWELLING

NO. 650 STUD ROAD
SINGLE STOREY
FACED BRICK DWELLING

(SUBJECT SITE)
NO. 648 STUD ROAD
6 UNITS DEVELOPMENT
THREE STOREY

NO. 1 MICHELE DRIVE
SINGLE STOREY
FACED BRICK DWELLING



PROPOSED STREETScape
SCALE 1:150 @ A1

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Project	648 Stud Road, Scoresby
Drawing	DEMOLITION PLAN & STREETSCAPES

Date	Rev	Description

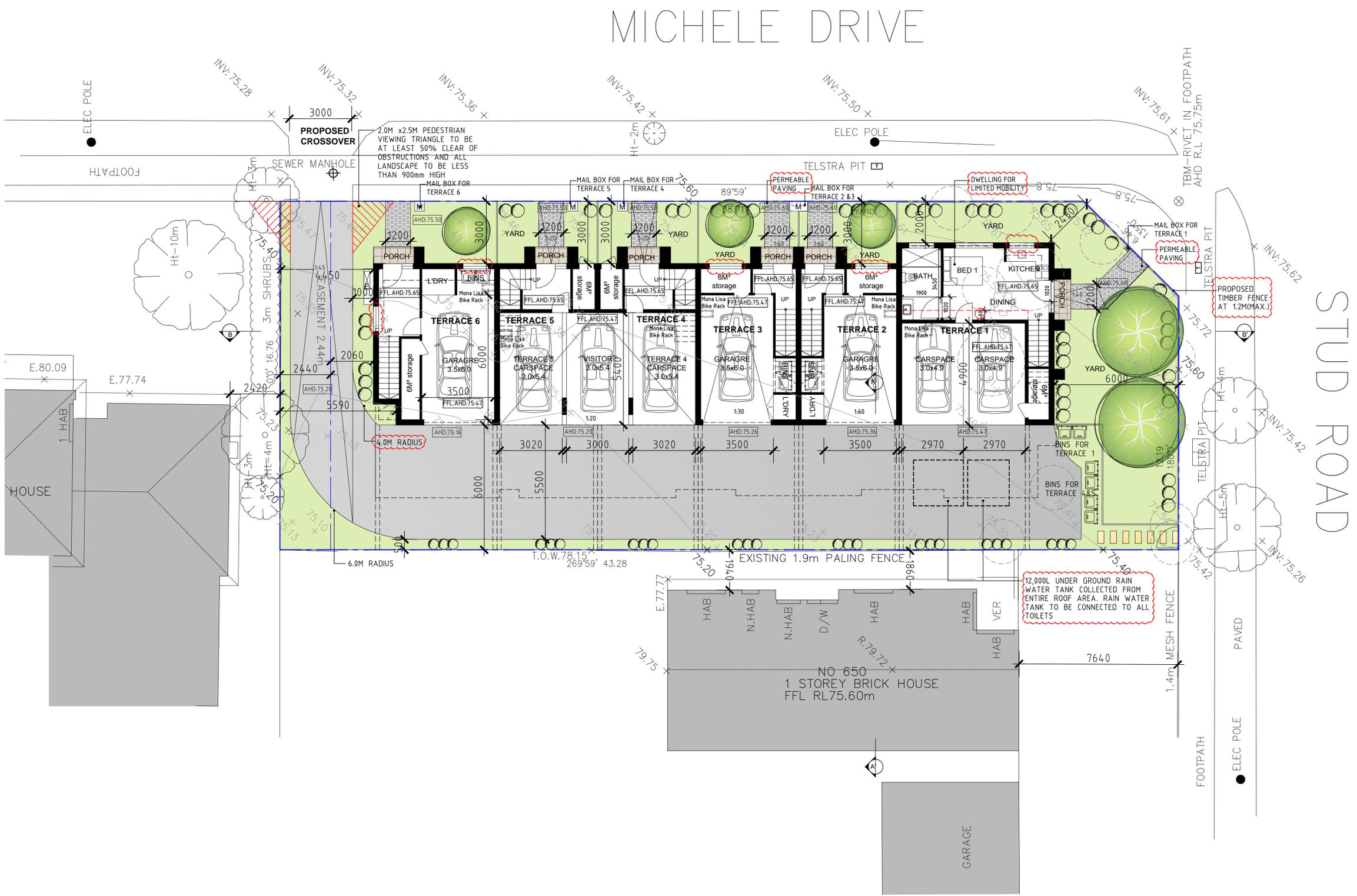
	Project Number 17006		Drawing Number TP04
	Date 16-06-2017	Scale 1:150	Amendment
Drawn	FF	Checked	AL/JW

DEVELOPMENT SUMMARY

Total Site Area	714.9m ²		
Total Site Coverage	383.0m ² (53.6%)		
Total Permeable Area	208.8m ² (29.2%)		
Total Driveway Area	233.2 m ²		
TERRACE 1			
Ground Floor Area	65.4m ²	No. of Bed:	4
First Floor Area	66.4m ²	No. of Carspace:	2
Second Floor Area	48.4m ²	Storage:	6m ³
Total Floor Area	180.2 m ²		
Yard Area	86.4 m ²		
Balcony Width >1.8m	17.6 m ²		
TERRACE 2			
Ground Floor Area	37.6 m ²	No. of Bed:	2
First Floor Area	37.3 m ²	No. of Carspace:	1
Second Floor Area	38.4 m ²	Storage:	6m ³
Total Floor Area	113.3m ²		
Balcony Width >1.8m	15.3 m ²		
Yard Area	14.5 m ²		
TERRACE 3			
Ground Floor Area	37.6 m ²	No. of Bed:	2
First Floor Area	37.3 m ²	No. of Carspace:	1
Second Floor Area	38.4 m ²	Storage:	6m ³
Total Floor Area	113.3m ²		
Balcony Width >1.8m	15.3 m ²		
Yard Area	14.5 m ²		
TERRACE 4			
Ground Floor Area	28.5 m ²	No. of Bed:	2
First Floor Area	38.1 m ²	No. of Carspace:	1
Second Floor Area	39.9 m ²	Storage:	6m ³
Total Floor Area	106.5 m ²		
Balcony Width >1.8m	15.3 m ²		
Yard Area	14.5 m ²		
TERRACE 5			
Ground Floor Area	28.5 m ²	No. of Bed:	2
First Floor Area	38.1 m ²	No. of Carspace:	1
Second Floor Area	39.9 m ²	Storage:	6m ³
Total Floor Area	106.5 m ²		
Balcony Width >1.8m	15.3 m ²		
Yard Area	14.5 m ²		
TERRACE 6			
Ground Floor Area	45.1 m ²	No. of Bed:	2
First Floor Area	44.1 m ²	No. of Carspace:	1
Second Floor Area	39.3 m ²	Storage:	6m ³
Total Floor Area	128.5 m ²		
Balcony Width >1.8m	15.8 m ²		
Yard Area	17.8 m ²		

LEGEND

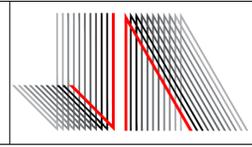
-  PROPOSED INDIGENOUS CANOPY TREE
-  SHRUBS & SMALL SCALE PLANTS
-  EXISTING TREES OR SHRUBS TO BE REMOVED
-  6 CUBIC METRES OF STORAGE SHED
-  SELECTED MAIL BOX LOCATION
-  SELECTED ELECTRICITY METER BOX LOCATION
-  SELECTED PERMEABLE PAVING
-  SELECTED PAVED AREA



GROUND FLOOR PLAN
SCALE 1:100 @ A1

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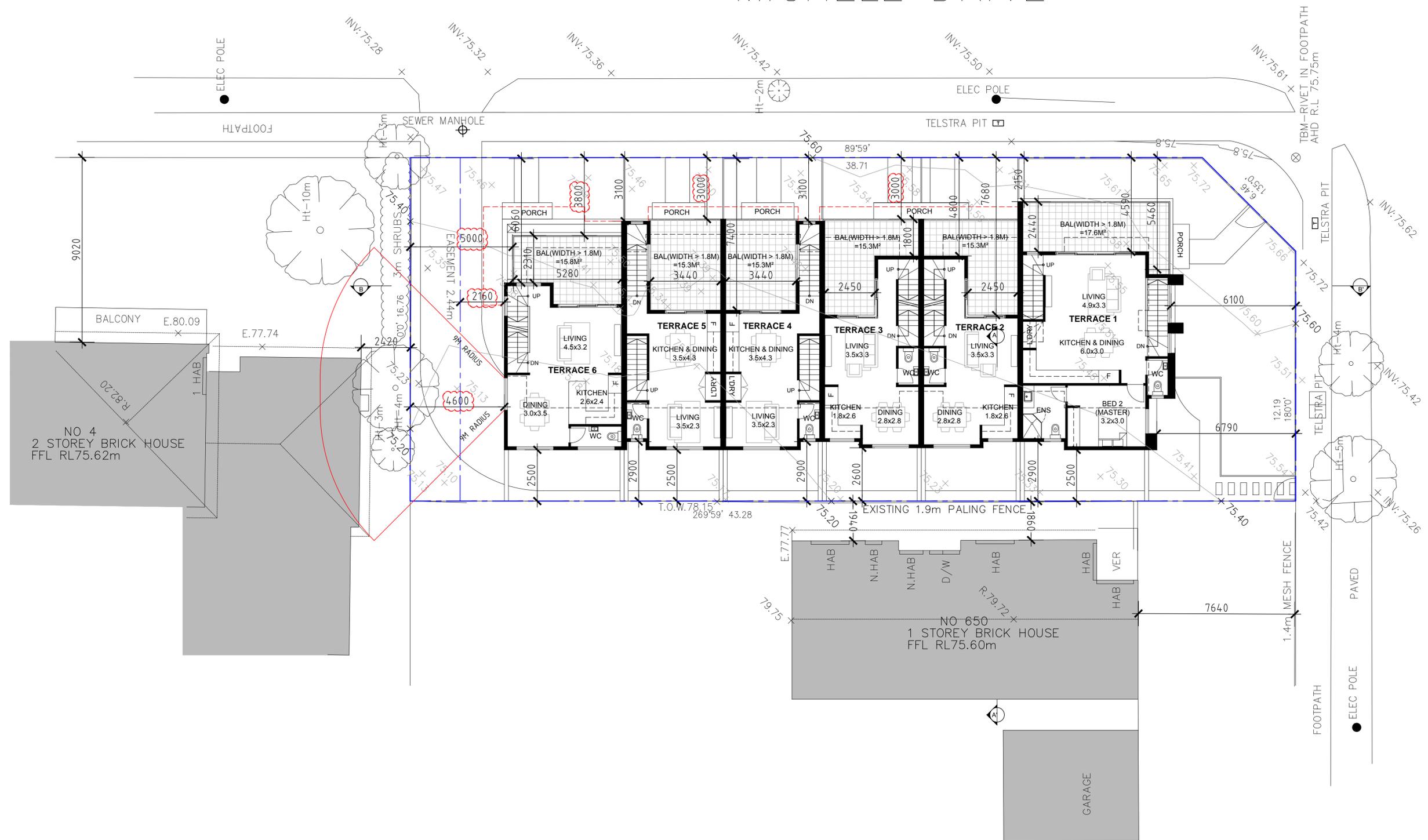
Project	648 Stud Road, Scoresby
Drawing	GROUND FLOOR PLAN

Date	Rev	Description

Project Number	17006		Drawing Number	TP05
Date	16-06-2017	Scale	1:100	Amendment
Drawn	FF	Checked	AL/JW	

MICHELE DRIVE

STUD ROAD



FIRST FLOOR PLAN
SCALE 1:100 @ A1

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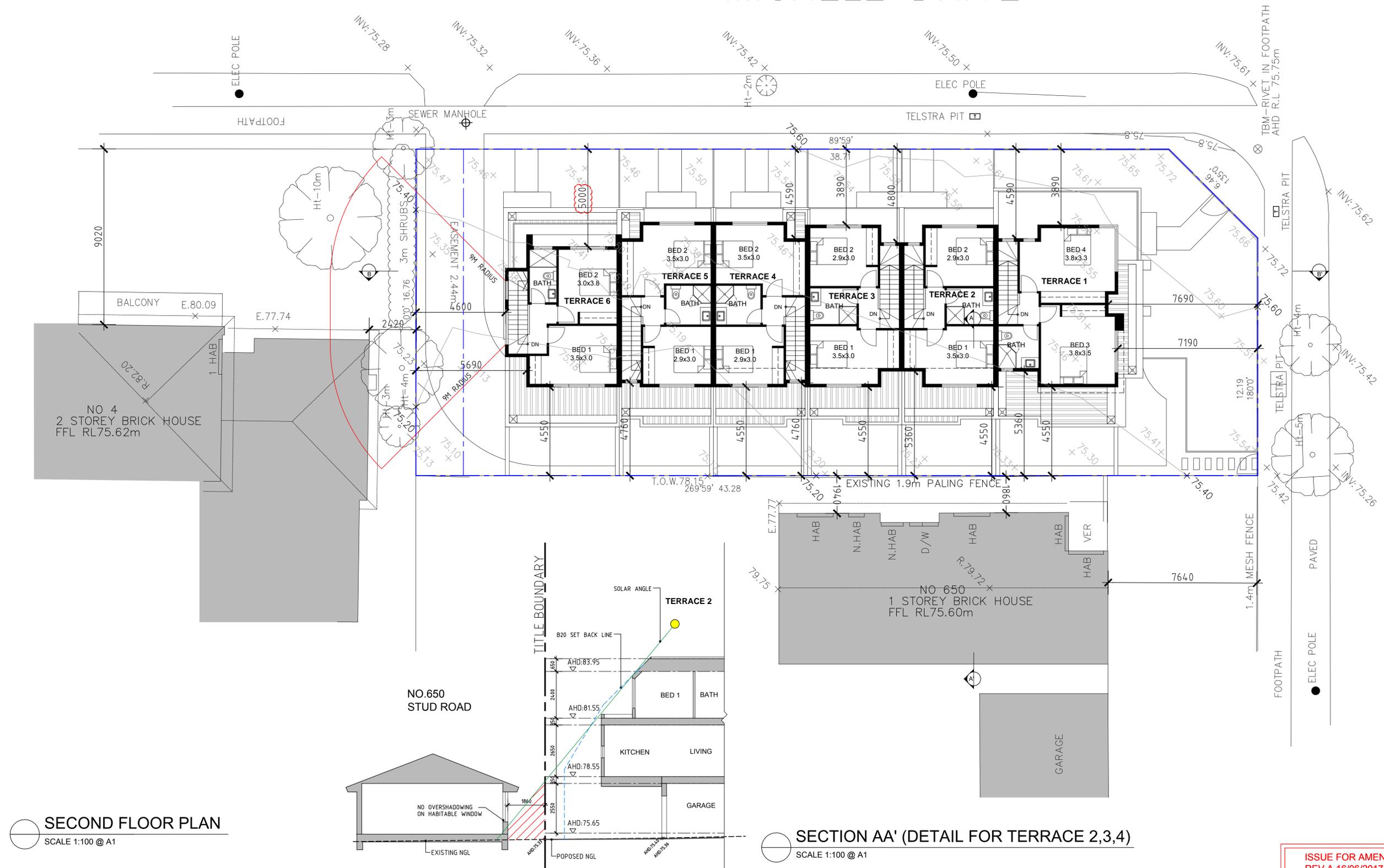
Project	648 Stud Road, Scoresby
Drawing	FIRST FLOOR PLAN

Date	Rev	Description

Project Number		17006		Drawing Number		TP06	
Date	16-06-2017	Scale	1:100	Amendment			
Drawn	FF	Checked	AL/JW				

MICHELE DRIVE

STUD ROAD

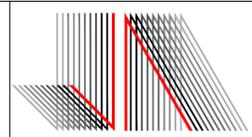


SECOND FLOOR PLAN
SCALE 1:100 @ A1

SECTION AA' (DETAIL FOR TERRACE 2,3,4)
SCALE 1:100 @ A1

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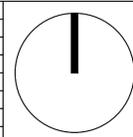


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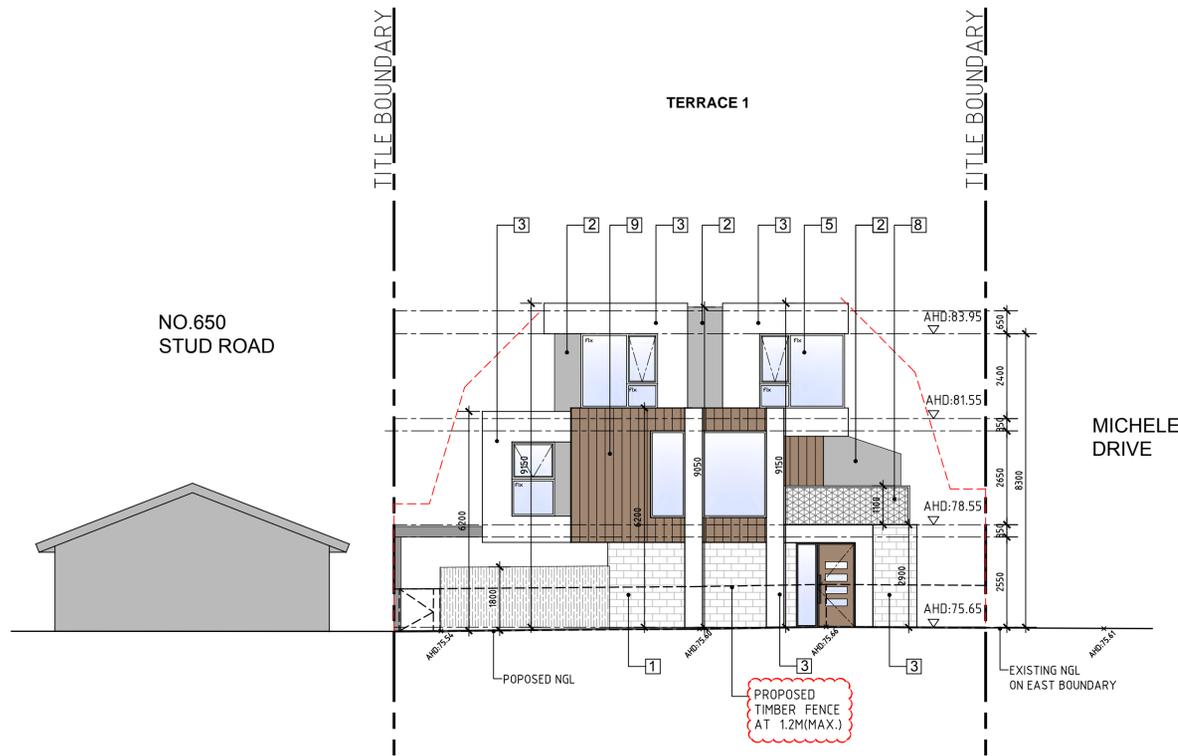
Project
648 Stud Road, Scoresby

Drawing
SECOND FLOOR PLAN

Date	Rev	Description

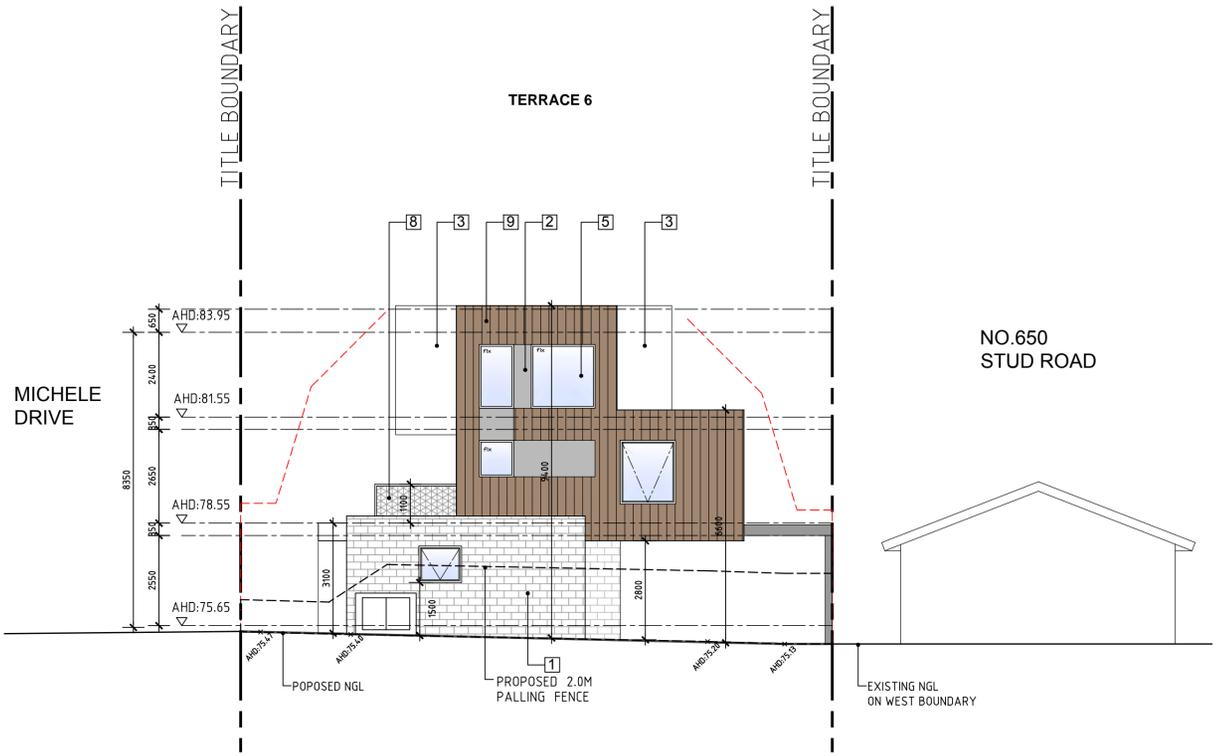


Project Number 17006		Drawing Number TP07	
Date 16-06-2017	Scale 1:100	Amendment	
Drawn FF	Checked AL/JW		



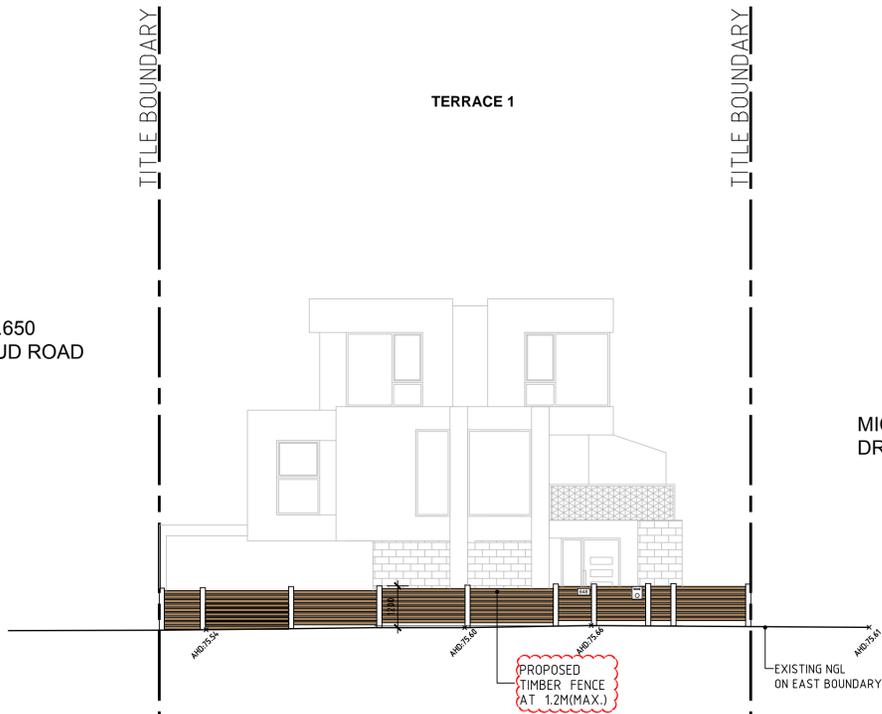
MATERIAL SCHEDULE:

1	SELECTED FACE BRICK
2	SELECTED COLOR RENDER 1
3	SELECTED COLOR RENDER 2
4	FIXED OBSCURE GLAZING
5	CLEAR GLAZING
6	SELECTED STEEL BEAM & COLUMN
7	SECTIONAL GARAGE DOOR
8	SELECTED PERFORATED METAL SHEET
9	SELECTED CEMENT COMPOSITE PANEL

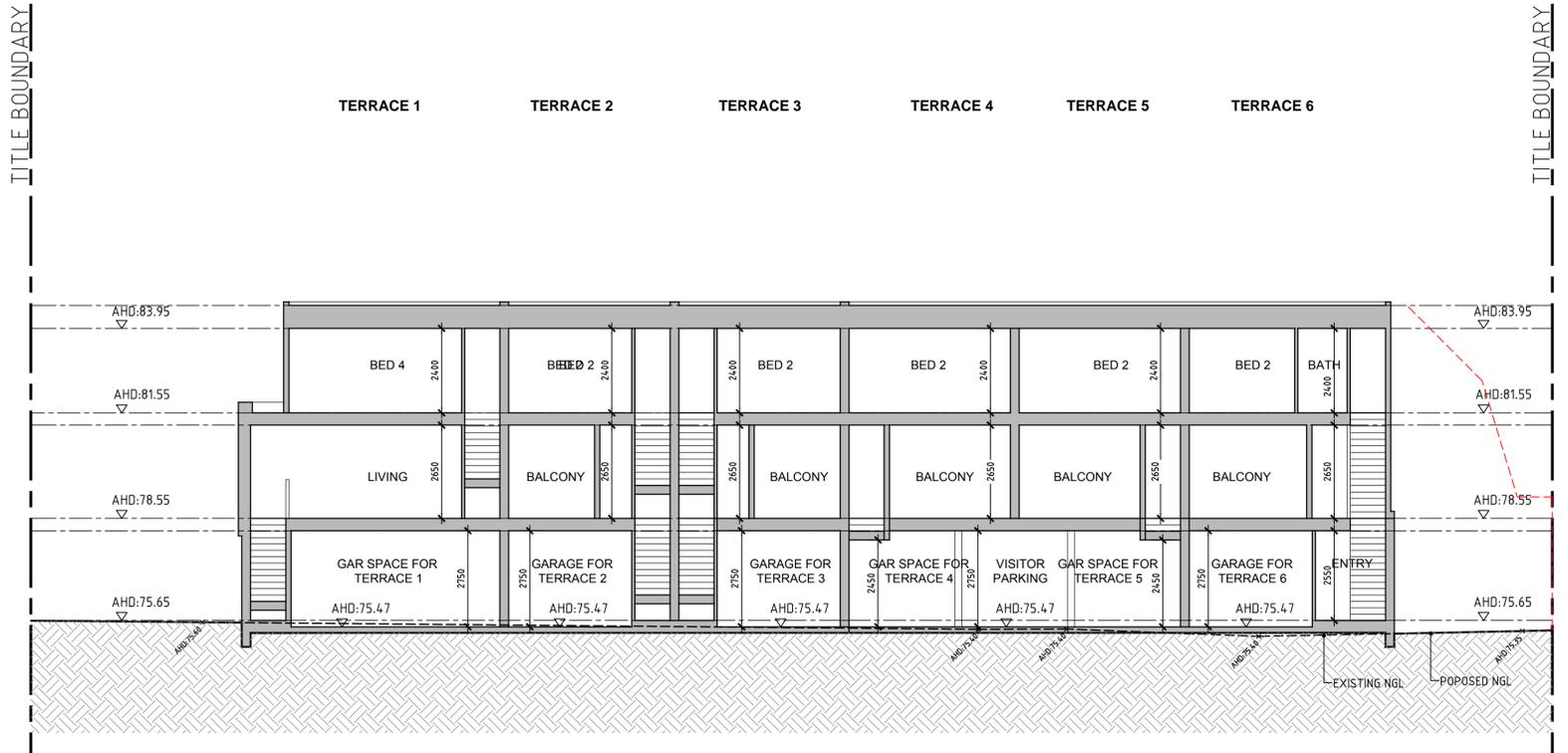


EAST ELEVATION
SCALE 1:100 @ A1

WEST ELEVATION
SCALE 1:100 @ A1



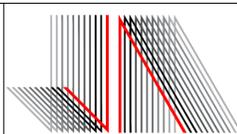
FRONT FENCE ELEVATION
SCALE 1:100 @ A1



SECTION BB'
SCALE 1:100 @ A1

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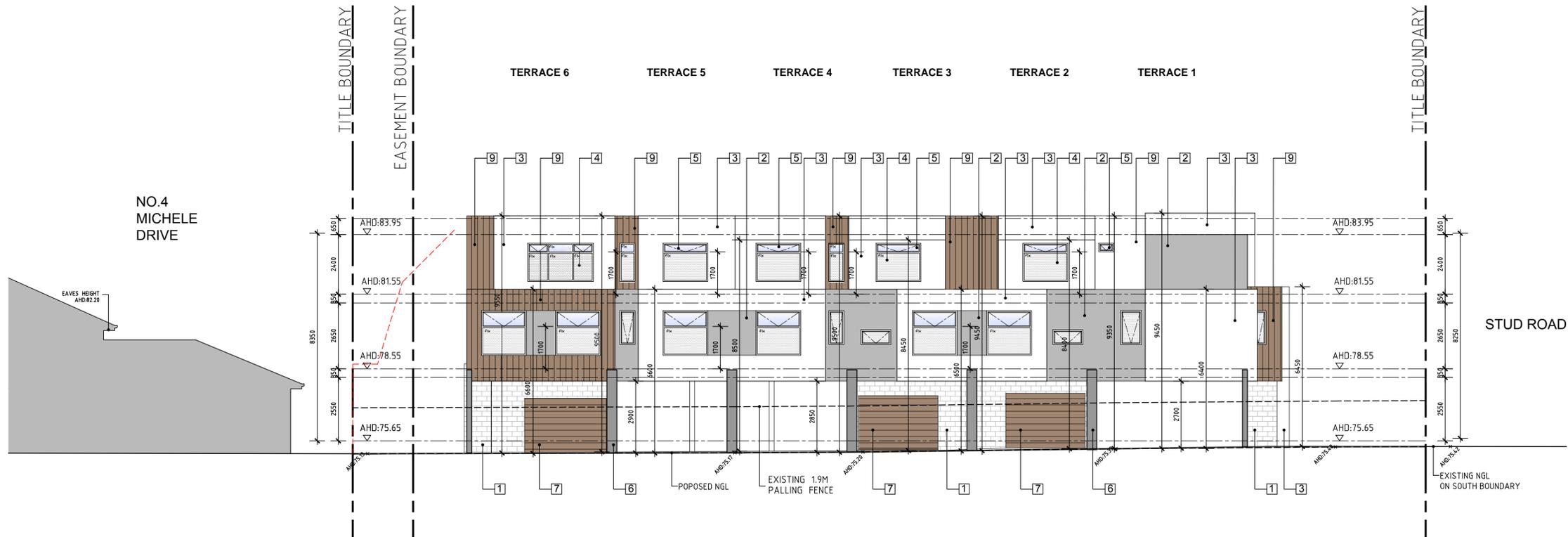


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Project	648 Stud Road, Scoresby
Drawing	ELEVATIONS & SECTIONS

Date	Rev	Description

Project Number		17006		Drawing Number		TP09	
Date	16-06-2017	Scale	1:100	Amendment			
Drawn	FF	Checked	AL/JW				



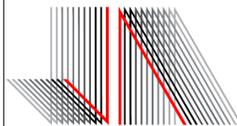
SOUTH ELEVATION
SCALE 1:100 @ A1



NORTH ELEVATION
SCALE 1:100 @ A1

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REV A 16/06/2017

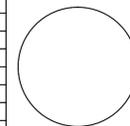
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- ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH SPECIFICATIONS, STRUCTURAL, MECHANICAL, ELECTRICAL, HYDRAULIC, LANDSCAPE ARCHITECTURAL DRAWINGS. LOCATION OF ALL HARDWARE, FIXTURES AND FITTINGS TO BE CONFIRMED WITH ARCHITECT PRIOR TO WORKS COMMENCING.



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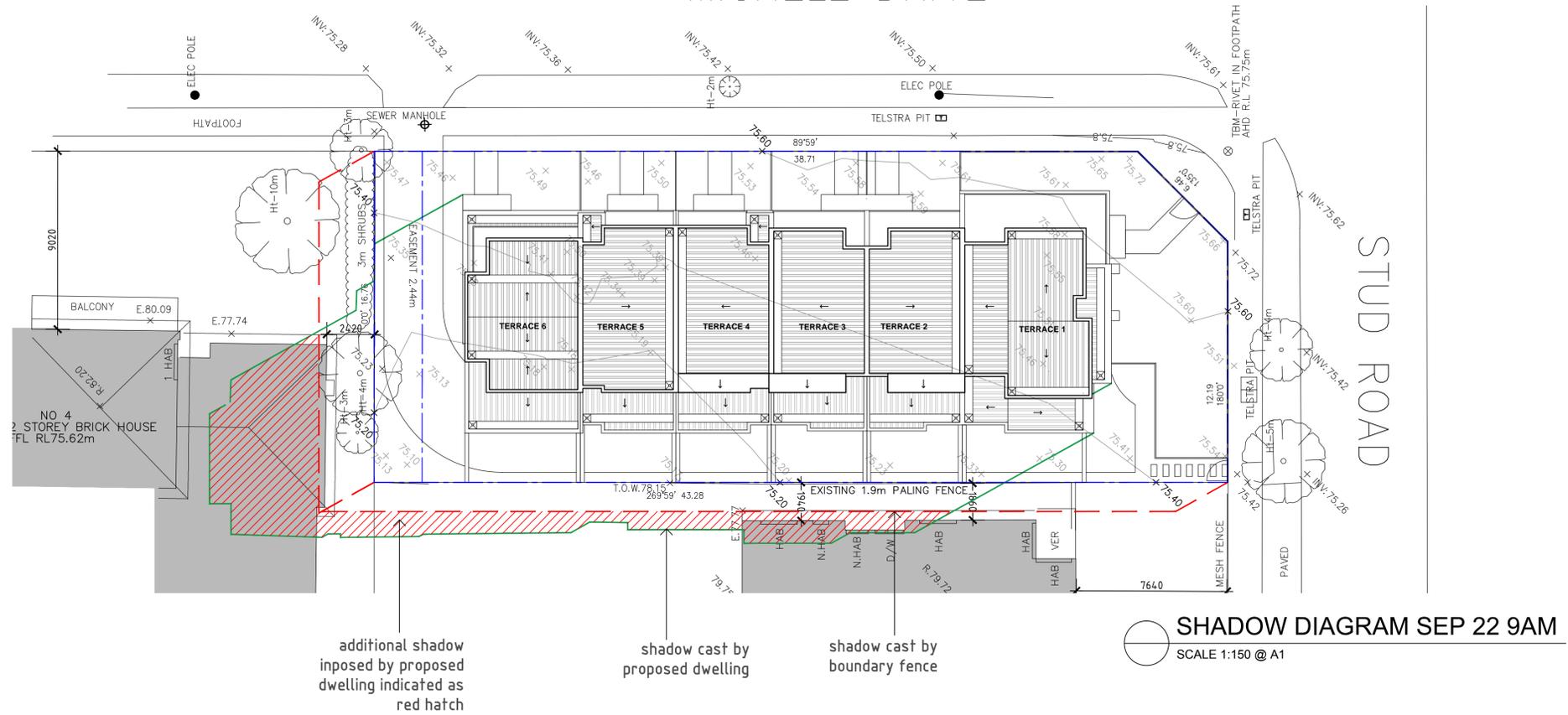
Project
648 Stud Road, Scoresby
Drawing
ELEVATIONS

Date	Rev	Description

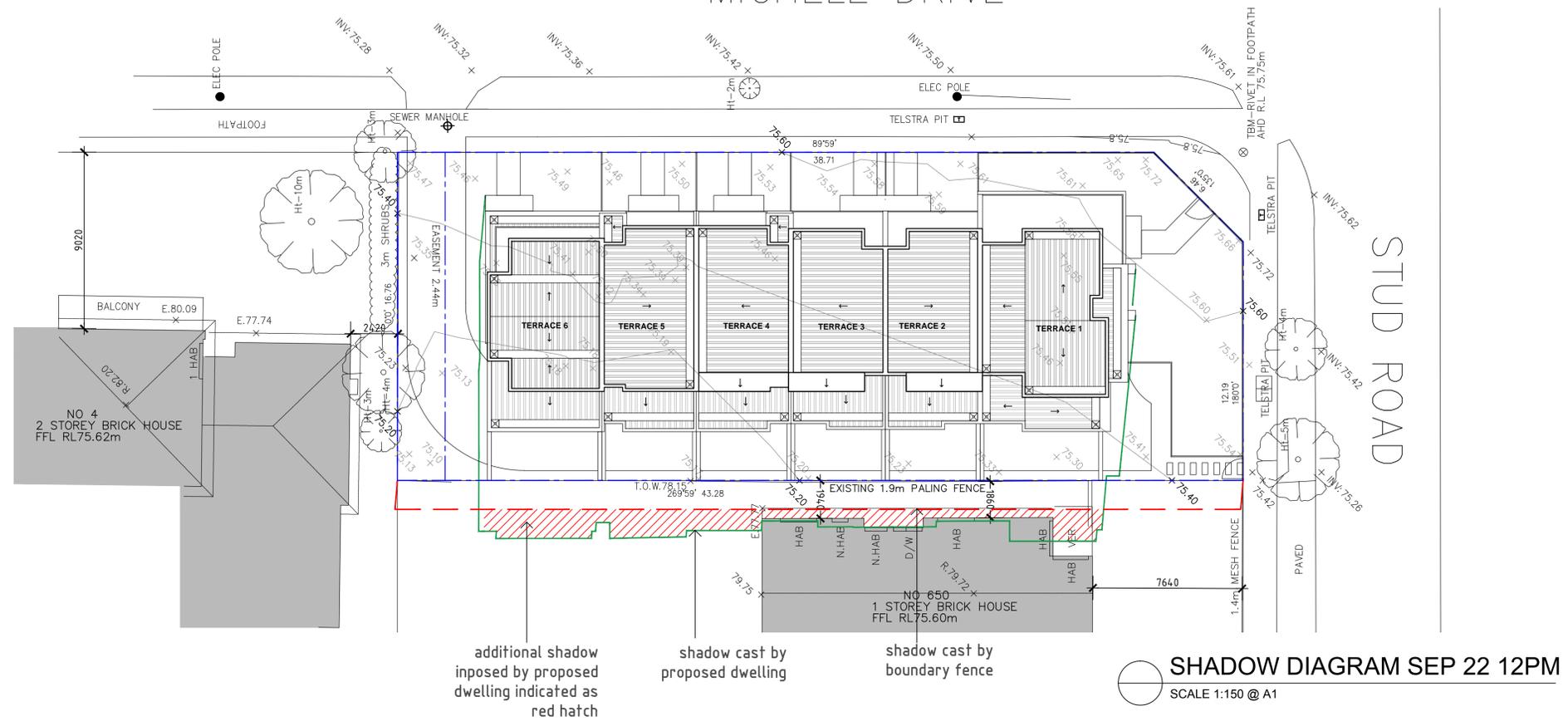


Project Number 17006		Drawing Number TP10	
Date 16-06-2017	Scale 1:100	Amendment	
Drawn FF	Checked AL/JW		

MICHELE DRIVE

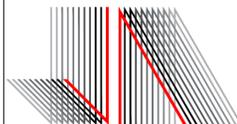


MICHELE DRIVE



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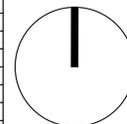


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Project
648 Stud Road, Scoresby

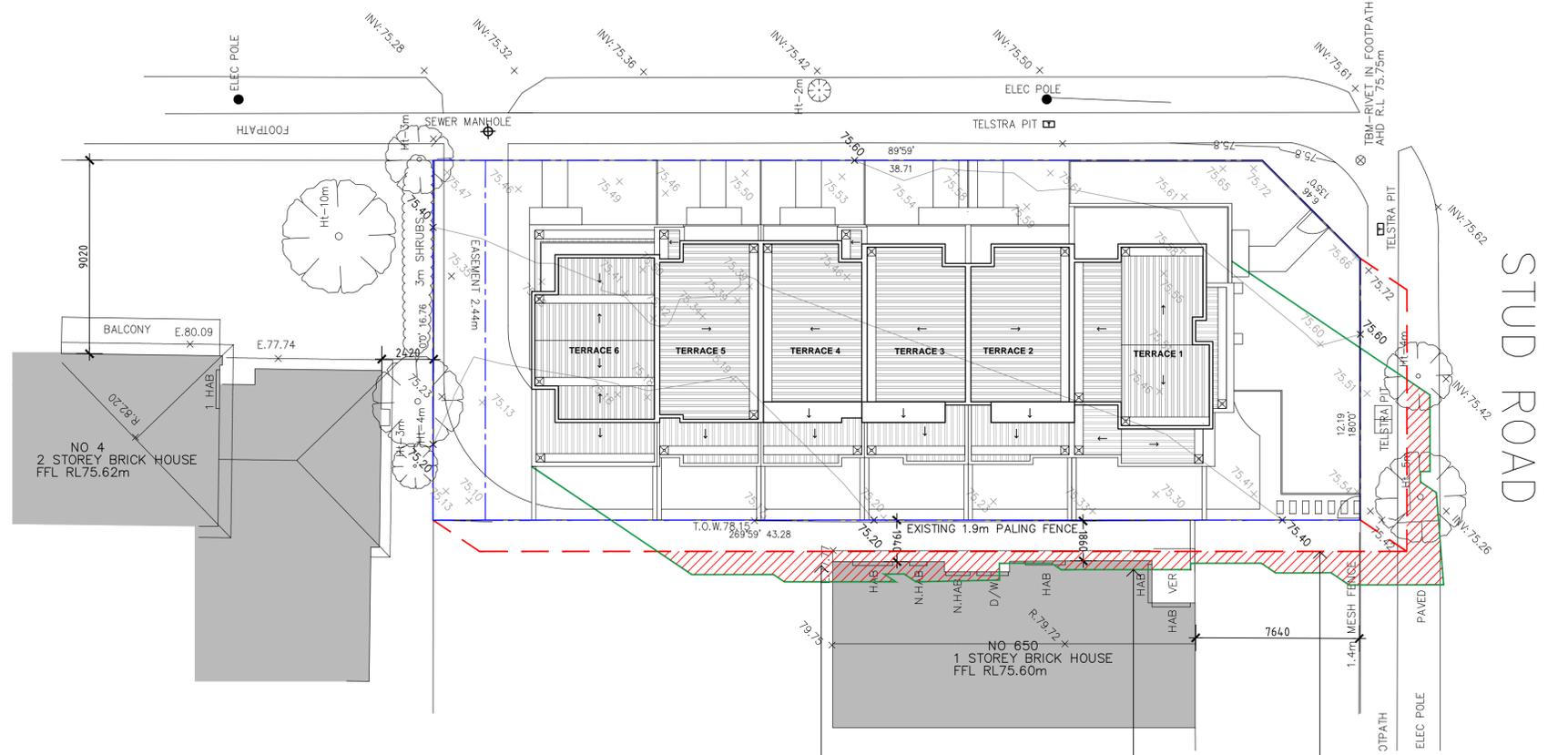
Drawing
SHADOW DIAGRAMS

Date	Rev	Description



Project Number 17006		Drawing Number TP11	
Date 16-06-2017	Scale 1:150	Amendment	
Drawn FF	Checked AL/JW		

MICHELE DRIVE

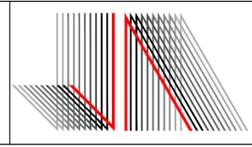


additional shadow imposed by proposed dwelling indicated as red hatch
 shadow cast by proposed dwelling
 shadow cast by boundary fence

SHADOW DIAGRAM SEP 22 3PM
 SCALE 1:150 @ A1

ISSUE FOR AMENDMENT
 REV A 16/06/2017

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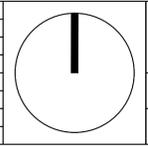


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Project
 648 Stud Road, Scoresby

Drawing
 SHADOW DIAGRAMS

Date	Rev	Description



Project Number
 17006

Date 16-06-2017 Scale 1:150

Drawn FF Checked AL/JW

Drawing Number
 TP12

Amendment

TIRHATUAN WARD

6.3 APPLICATION FOR THE CONSTRUCTION OF SIX (6) 3-STOREY TOWNHOUSES AND ALTERATION OF ACCESS TO A ROAD IN A ROAD ZONE CATEGORY 1 AT 676 STUD ROAD, SCORESBY, (P/2017/6257)

1. SUMMARY:

Land:	676 Stud Road, Scoresby
Applicant:	Jesse Ant Architect
Proposed Development:	The construction of six (6) 3-storey townhouses and alteration of access to a road in a Road Zone Category 1
Existing Land Use:	Single Dwelling
Area/Density:	725 m ² / 1:120m ²
Zoning:	Residential Growth Zone - Schedule 1
Overlays:	Nil
Local Policy:	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
Application Received:	24 April 2017
Number of Objections:	12
PCC Meeting:	Not applicable

Assessment:

It is considered that the proposal to construct six (6) townhouses on the land and alteration of access to a Category 1 Road provides an appropriate balance between the need for additional housing within an established residential area adjoining the Principal Public Transport Network and the amenity of occupants and adjoining residents.

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

The proposal complies with the Residential Growth Zone - Schedule 1.

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

6.3 676 Stud Rd, Scoresby (cont'd)

2. BACKGROUND

2.1 Call Up

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

2.2 Subject Site and Surrounds

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

- The subject site is regular in shape and located on the western side of Stud Road, Scoresby. The site has a frontage of 16.76m and a depth of 43.33m, forming an overall area of 725m². A 2.44m wide easement runs along the west (rear) boundary. There are no covenants registered on the copy of title.
- The site currently contains a single storey brick dwelling with a tiled pitched roof setback 8.1m from the frontage. Vehicular access to the site is gained via an existing crossover located centrally across the frontage.
- Adjoining properties to the north and south of the site lie within the Residential Growth Zone – Schedule 1, and the adjoining properties to the west of the site lie within the General Residential Zone – Schedule 2 and are used for residential purposes. There is evidence of multi-dwelling development within the surrounding area.
- The site does not contain significant vegetation.

2.3 The Proposal

(Refer to attached plans at Appendix B)

The construction of six (6) 3-storey townhouses and alteration of access to a Category 1 Road. More specifically:

- Dwelling 1 will front Stud Road and will be setback 6m from the front boundary. Dwelling 1 will contain four (4) bedrooms and is provided with a double garage.
- Dwellings 2, 3, 4 and 5 will contain two (2) bedrooms and are provided with a single garage each.
- Dwelling 6 will contain four (4) bedrooms and is provided with a double garage.

6.3 676 Stud Rd, Scoresby (cont'd)

- All dwellings are provided with north facing balconies on the first floor level with access from the kitchen/living/dining room.
- One (1) visitor car parking space is provided behind Dwelling 6.
- All dwellings will be attached at ground floor level, first floor level and second floor level.
- The ground floor level will be setback 2.3m from the south boundary (with part of Dwelling 6 constructed on the boundary), 5.6m from the north boundary and 2.6m from the west (rear) boundary.
- The first floor will be setback 2.8m from the south boundary, 2m from the north boundary (measured from the balconies) and 4.3m from the west (rear) boundary.
- The second floor will be setback a minimum 4.5m from the south boundary, 3.2m from the north boundary and 6m from the west (rear) boundary.
- The development will have a maximum height of 9.4m
- The proposed materials and finishes schedule includes: charcoal brickwork, white and grey render, metal cladding and clear glazing.
- A pedestrian footpath providing access to the dwellings is provided along the south boundary.
- Vehicle access to all dwellings will be via a new crossover adjacent the north boundary.
- All vegetation is to be removed from the site to facilitate the development. A permit is not required for vegetation removal.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on the site and notices sent to adjoining property owners and occupiers. 12 objections were received and are summarised below.

Maximum building height

- *The site is located within a Residential Growth Zone, Schedule 1 where the maximum building height is 13.5m. The proposed development is well under the allowed height.*

6.3 676 Stud Rd, Scoresby (cont'd)

Stormwater runoff

- *Drainage plans to the satisfaction of the Responsible Authority will form part of any permit to issue. Further, a standard condition of permit will ensure that stormwater runoff from all buildings and hardstand surfaces shall be properly collected and discharged in a complete and effective system of drains within the property and shall not cause or create a nuisance to abutting properties.*

Garden Area not provided

- *The Garden Area requirements do not apply to the Residential Growth Zone.*

Waste Management

- *A condition of any permit to issue will require a Waste Management Plan to the satisfaction of the Responsible Authority.*

Non-compliances with ResCode (i.e. infrastructure, overshadowing, overlooking)

- *An assessment of the proposed development against Clause 55 (ResCode) is provided at Section 4.3 of this report.*

Overdevelopment

- *The site is located within an 'Activity Area' under the Knox Housing Strategy where the most substantial change in housing styles will occur. In Activity Areas, it is policy to encourage villa units, townhouses and apartments. The proposal is consistent with the design objectives of the Activity Area Neighbourhood Character Policy and is not considered to be an overdevelopment of the site.*
- *Further, the proposal generally complies with ResCode Standards (Clause 55), in particular site coverage, landscaping, overlooking and overshadowing.*

Car parking and traffic

- *Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 4.3 of this report. Further, the proposed development is not expected to cause an unreasonable increase in traffic flows within the local street network.*

6.3 676 Stud Rd, Scoresby (cont'd)

Neighbourhood Character

- *An assessment of the proposed development against Clause 22.07 Development in Residential Areas and Neighbourhood Character Policy is provided at Section 4.2.2 of this report.*

Removal of vegetation

- *A permit is not required to remove vegetation from the site. Further, Council's Arborist has advised that the site does not contain any significant vegetation.*

Amenity impacts (including noise)

- *The site is located within an established residential area where associated noise is a common feature. The development will not result in an unreasonable increase in residential noise. Standard construction amenity conditions will be placed on any permit issued.*

Impact on views

- *It has been determined at the Tribunal that in the absence of a planning control protecting views to particular places, nobody has the right to views.*

Impact on existing services (i.e. sewerage, electricity, communications)

- *The impact of the development on the existing sewerage system is not a planning consideration. Prior to the commencement of the development, the developer must enter into a development agreement with South East Water. The development agreement will outline whether the sewerage system needs to be upgraded or whether the existing system is adequate.*
- *The impact on electricity and communication services is not a planning consideration. Should an application for subdivision be applied for in the future, the developer must enter into an agreement with the existing service providers.*

3.2 Referrals

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

6.3 676 Stud Rd, Scoresby (cont'd)VicRoads

- *VicRoads has considered the application and has no comments to make in relation to the proposal.*

Traffic Engineer

- *Standard conditions to be included on any permit issued.*

Drainage Engineer

- *Standard conditions to be included on any permit issued.*
- *Inadequate overland flow path through the property is shown. The applicant must demonstrate how overland flow for the 100 year ARI will be appropriately managed to Council's satisfaction.*

Arborist

- *None of the vegetation on site is significant.*
- *A Callistemon viminalis located on the adjoining property to the north will be affected by the proposal. Conditions of any permit to issue will require changes to the driveway to ensure the tree is not adversely impacted.*

Landscape

- *Standard conditions to be included on any permit issued.*

ESD Officer

- *The Sustainable Design Assessment provided by the applicant is satisfactory.*

Waste

- *Individual placed kerbside for clearance will not be permitted at this site.*
- *A condition of any permit to issue will require an amended Waste Management Plan (WMP) to be submitted to the satisfaction of the Responsible Authority.*

Assets

- *No objection.*

6.3 676 Stud Rd, Scoresby (cont'd)

4. DISCUSSION

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

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the Residential Growth Zone, Schedule 1. A permit is required for the construction of two or more dwellings on the land.

- *The proposal is consistent with the purpose of the Residential Growth Zone by providing for increased densities and a diversity of housing types in locations offering good access to services.*

The maximum height of a building used for the purpose of a dwelling or residential building must not exceed the building height specified in a schedule to this zone.

If no building height is specified in a schedule to this zone, the maximum building height should not exceed 13.5 metres unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the height of the building should not exceed 14.5 metres.

- *The maximum height of the dwellings is 9.4m which complies.*

Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B6 (Minimum Street Setback) which requires if there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 6 metres, whichever is the lesser.

- *Dwelling 1 has a minimum setback of 6m which complies.*

6.3 676 Stud Rd, Scoresby (cont'd)

Schedule 1 of the Residential Growth Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 250 square metres of the site area including a minimum of one canopy tree within the front setback per 5 metres of width of the site. Each tree will be required to be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres.

- *It is considered that the proposed development can accommodate the canopy tree planting.*

Schedule 1 to the Residential Growth Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of:

- An area of 40 square metres with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with minimum area of 25 square metres with a minimum dimension of 3 metres of secluded private open space with convenient access from a living room, or
- A balcony of 15 square metres with a minimum width of 1.8 metres and convenient access from a living room, or
- A roof-top area of 15 square metres with a minimum width of 2 metres and convenient access from a living room.
- *Complies. All dwellings are provided with a balcony of 15m² with a minimum width of 1.8m. The balconies will be accessed by the kitchen/living/dining rooms of each dwelling.*

4.1.2 Overlays

The land is not affected by any overlays.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

State policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development.

6.3 676 Stud Rd, Scoresby (cont'd)

Key Policies:

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

- *The design of the development will make a positive contribution to the streetscape, with built form considered to be appropriate given the site is located within an 'Activity Area'. The design of the development provides a reasonable level of articulation through setbacks and varied materials and finishes to reduce bulk and mass.*

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area with good access to urban services and transport.*
- *Should a permit be issued, the development is required to be constructed in accordance with the approved Sustainable Design Assessment.*

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

- *Neighbourhood character - This is discussed in a later section of the report (Section 4.2.2).*
- *Housing choice – The development provides 2 x four (4) bedrooms and 4 x two (2) bedroom dwellings, providing a range of housing choices.*
- *Existing infrastructure – The site is located within a fully serviced area.*

6.3 676 Stud Rd, Scoresby (cont'd)

- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *The site is located within easy walking distance of public transport available along Stud Road.*

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

- *The site is located on Stud Road and forms part of the Principal Public Transport Network (PPTN).*
- *Smart Bus routes 901 runs along Stud Road. The 901 service runs at various intervals between Frankston and Melbourne Airport from 5am to midnight on weekdays, from 6am to midnight on Saturdays, and from 7am to 6pm on Sundays.*
- *Bus route 661/662 also runs along Stud Road. The 661/662 runs at various intervals between Lysterfield and Scoresby via Wantirna from 6.10am to 9.25pm weekdays, from 8.14am to 7.05pm Saturdays, and from 9.14am to 6.01pm Sundays.*

4.2.2 Local Planning Policy Framework

Clause 21.02 Municipal Strategic Statement (MSS) – encourages planning and development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development and influencing the urban form so that Knox itself becomes more sustainable.

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

- *The site is located in an established urban area close to urban services and open space areas, where existing infrastructure is readily available.*
- *The Sustainable Design Assessment submitted with the application is satisfactory.*

6.3 676 Stud Rd, Scoresby (cont'd)

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

- *The proposal respects the preferred neighbourhood character and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the open space requirements and provides opportunities for meaningful landscaping.*
- *The site is located in an Activity Area close to urban services and open space areas and has good access to public transport being located on the Principal Public Transport Network (PPTN).*

Clause 21.05 – Housing – The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

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

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2015, which identifies a scaled approach to residential development. A Strategy is to direct housing growth toward Local Living and Activity Areas.

6.3 676 Stud Rd, Scoresby (cont'd)

- *The intensity of the proposed development is consistent with the strategy of increased residential development within an Activity Area where a greater range and increased densities of residential development are encouraged.*
- *The proposal is considered to be consistent with the preferred neighbourhood character as set out in the local policy as the proposed development will make a positive contribution to the character of the surrounding area.*

Objective 2 is to support a diversity of housing choice in appropriate locations. Strategies include encouraging a diversity of housing styles, types, forms and sizes to cater for the changing needs of the community and to encourage developments of three or more dwellings in Activity Areas and Local Living areas to include a mix of dwelling sizes (including 1 and 2 bedroom dwellings), to respond to a shortfall in the number of smaller sized dwellings within the municipality.

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

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

- *Landscaping can be accommodated within the front setback and along the driveway, contributing to the green and leafy image of Knox.*

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

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

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

6.3 676 Stud Rd, Scoresby (cont'd)

- *As noted above, the development will provide residents with alternative forms of housing styles and sizes. The development provides 2 x four (4) bedroom and 4 x two (2) bedroom dwellings.*

Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Activity Area – Villa units, townhouses and apartments are encouraged.

The desired future character of this area is to:

- See the most substantial change in housing styles than other areas in Knox.
- Balance the retention of the green and leafy character when viewed from the street, whilst allowing more intensive residential development.
- Provide new residential development that is well designed both architecturally and functionally.

The key (relevant) design objectives are:

Provide a landscaped front yard, including the planting of canopy trees in accordance with the requirements of the applicable zone schedule.

- *A condition on any permit issued will require canopy trees to be planted within the front yard, in accordance with the schedule to the zone.*

Retain existing canopy trees, wherever possible.

- *The site does not contain any significant vegetation.*

Locate carports and garages behind the line of or underneath the dwelling or in the rear yard.

- *The car parking provision for the dwellings will not dominate the façade of the development. The garages will not be overly visible from the street frontage and are setback behind the front wall of the development.*

Provide single crossovers for driveways.

- *The development will utilise one single crossover to gain access to the site.*

6.3 676 Stud Rd, Scoresby (cont'd)

Minimise the amount of paving in front yards and driveways.

- *As noted above, the development will utilise the existing single crossover to gain access to the site and a pedestrian path will be provided along the south boundary.*

Significantly setback first and second floor levels from the ground floor level.

- *The first floor is not significantly setback from the ground floor level as the balconies cantilever the access way and minimal separation has been provided on the south side of the first floor level (with the exception of Dwelling 6). However it is considered the development provides a reasonable level of articulation and visual interest through varied materials and finishes to reduce bulk and mass. Therefore the design response is considered acceptable.*
- *The second floor level is significantly setback from the first floor level.*

Provide wide, upper floor balconies fronting the street and any adjoining public open space to maximise passive surveillance.

- *All dwellings are provided with wide upper floor balconies. In particular, part of the balcony to Dwelling 1 fronts Stud Road to maximise passive surveillance. The north and west side of the balconies will need to be screened to 1.7m above finish floor levels to prevent overlooking, however distant views would be possible.*
- *Ground floor windows have been included to provide a sense of passive surveillance along the south boundary.*

In developments of three or more dwellings, provide a mix of dwelling sizes (number of bedrooms). At least one dwelling should contain a bedroom, kitchen, bath or shower, and a toilet and wash basin at ground floor level.

- *The development will provide residents with alternative forms of housing styles and sizes. The development provides 2 x four (4) bedroom dwellings and 4 x two (2) bedroom dwellings.*

6.3 676 Stud Rd, Scoresby (cont'd)

- *The applicant has designed Dwelling 6 with a bedroom, ensuite, kitchen and dining area at ground floor level to address mobility. Given the multi-level configuration of the development, this is considered satisfactory in this instance whilst balancing the need for housing within the Activity Area along the Principal Public Transport Network (PPTN).*

Applications must also consider:

Accessible Design

- *The proposed development considers the need of people with limited mobility as a clear and accessible path from the street to each front door has been provided.*
- *As noted above, the applicant has designed Dwelling 6 with a bedroom, ensuite, kitchen and dining area at ground floor level to address mobility. Given the multi-level configuration of the development, this is considered satisfactory in this instance whilst balancing the need for housing within the Activity Area along the Principal Public Transport Network (PPTN).*

Sustainable Design

- *The development incorporates passive solar design with north facing living areas and balconies.*
- *The Sustainable Design Assessment submitted with the application is satisfactory.*

Architectural Design

- *The design and scale of the proposed development is consistent with the housing types encouraged in the Activity Area.*
- *The development provides an appropriate degree of visual interest and articulation to present an appropriate scale to Stud Road and adjoining sites.*
- *Large blank walls and facades have been avoided through the incorporation of glazing and varied building materials and finishes.*

Housing for Aged Persons

- *The development has not been specifically designed as a form of housing for aged persons.*

6.3 676 Stud Rd, Scoresby (cont'd)

4.3 Particular Provisions

Clause 52.06 – Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided to each dwelling and any applicable visitor parking at a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings.

- *The proposal satisfies the car parking provision for each dwelling, with 2 car spaces provided for every four bedroom dwelling and one car space provided for every two bedroom dwelling. One visitor car parking space has been provided which complies.*

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

Design Standard 1: Access ways – *Complies, as discussed:*

- *Swept Paths have been provided demonstrating that a 'B85 vehicle' from AS2890.1:2004 can successfully enter and exit all garages and parking spaces.*

Design Standard 2: Car Parking Spaces – *Generally complies, as discussed:*

- *A condition of any permit to issue will require the bicycle racks to be at least 1.1m above ground level to ensure they do not interfere with vehicles parked in the garages.*
- *A condition of any permit to issue will require the over-bonnet storage to Dwelling 5 to be at least 2.1m above ground level to ensure the manoeuvrability of the vehicle is not impeded.*

Design Standard 3: Gradients – *Complies.*

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

Design Standard 5: Urban Design – *Complies.*

6.3 676 Stud Rd, Scoresby (cont'd)

Design Standard 6: Safety – *Complies*.

Design Standard 7: Landscaping – *Generally complies. A condition of any permit to issue will require the pedestrian path along the south boundary to be reduced to 900mm wide to improve landscaping opportunities.*

Clause 52.29 Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road – To ensure appropriate access to identified roads.

A permit is required to create or alter access to a road in a Road Zone, Category 1.

An application to create or alter access to a road declared as an arterial road under the Road Management Act 2004 must be referred to the Roads Corporation under Section 55 of the Act.

- *The application was referred to VicRoads under Section 55 of the Act. VicRoads did not object to the proposal and did not provide any conditions to be included in any permit issued.*

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

Neighbourhood Character and Infrastructure

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

Residential Policy – *Complies, refer to Section 4.2 above.*

Infrastructure – *Complies.*

Integration with the Street – *Complies.*

Site Layout and Building Massing

Street Setback – *Complies.*

Building Height – *Complies.*

Site Cover/Permeability – *Complies.*

Energy Efficiency – *Complies. North facing living areas and balconies are provided and a condition of approval will require the development to be constructed in accordance with the approved Sustainable Design Assessment (SDA).*

6.3 676 Stud Rd, Scoresby (cont'd)

Safety – Complies. Entrances to the dwellings are not obscured or isolated from the street. Further, ground floor windows will provide passive surveillance along the south boundary.

Landscaping – Complies, a condition on any permit issued will require that appropriate landscape plans are submitted to the satisfaction of the Responsible Authority.

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies. The roofs to Dwellings 2-5 have been raked to comply with Standard B20.

North-facing windows – Complies.

Overshadowing open space – Complies. The proposal will overshadow adjoining properties to the south and west. These properties will still receive a minimum of five hours of sunlight between 9am and 3pm on 22 September, in accordance with Clause 55.04-5 (Overshadowing) of the Knox Planning Scheme and therefore complies with the overshadowing standard.

Overlooking – Generally complies, as discussed below:

Ground floor level: An existing 2.0m high fence exists along the west boundary to prevent ground floor overlooking. A condition of any permit to issue will require a new 2.0m high fence along the north and south boundaries to prevent ground floor overlooking.

First floor level: All windows have been designed and screened in accordance with Standard B22 of ResCode. The north side of the balcony to Dwelling 1 will require to be screened to 1.7m above FFL to comply with Standard B22 of ResCode.

Second floor level: All windows have been designed and screened in accordance with Standard B22 of ResCode.

A condition will require a notation on plan stating that the balconies/windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7m above finished floor level. The window may be clear and openable above 1.7m. Adhesive film must not be used.

6.3 676 Stud Rd, Scoresby (cont'd)

Internal views – *Complies.*

Noise Impacts – *Complies. No mechanical plants and the like are proposed to be located near bedrooms of immediately adjacent existing dwellings.*

On-Site Amenity and Facilities

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies.*

Solar access – *Complies. Balconies are located on the north side of the dwellings.*

Storage – *Complies.*

Detailed Design

Design Detail – *Complies.*

Common Property – *Complies.*

Site Services – *Complies.*

Front fence – *Complies. It is proposed to construct a 1.5m high steel picket fence with brick piers along the front boundary. It is also proposed to construct a fence forward of Dwelling 1 (to 'enclose' the front yard forward of the dwelling). A condition of approval will require a notation on the plan stating the fence to be visually transparent with a maximum height of 1.5m. This will ensure that the openness of the front setback will not be compromised by solid fencing.*

4.5 General Decision Guidelines

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

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

6.3 676 Stud Rd, Scoresby (cont'd)

5. CONCLUSION

Clause 10.04 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the development is appropriate given the following:

- *The development is consistent with State Policy, Clause 21.07 (Municipal Strategic Statement), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme, subject to conditions.*
- *The proposal complies with the Residential Growth Zone - Schedule 1.*
- *The development is generally compliant with ResCode subject to conditions of any permit issued.*
- *The development provides an appropriate balance between policies that encourage increased housing densities along the Principal Public Transport Network (PPTN) and the amenity of adjoining properties.*

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit to develop the land for six (6) 3-storey dwellings and alterations of access to a road in a Road Zone Category 1 at 676 Stud Road, Scoresby subject to the following conditions:

Amended plans

- 1. Prior to the commencement of any buildings or works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans prepared Jesse Ant Architects but modified to show:**

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 1.1 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
- 1.2 Location of meterboxes and gas and water meters shown on the plans. They must be appropriately screened if located within the front setback.
- 1.3 Any changes required to satisfy Condition 2.5.
- 1.4 The provision of a new 2.0m high fence along the north and south boundaries.
- 1.5 The north elevation of the balcony to Dwelling 1 screened to comply with Standard B22 of ResCode.
- 1.6 A notation on the plan stating that the balconies/windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7m above finished floor level. The window may be clear and openable above 1.7m. Adhesive film must not be used.
- 1.7 A notation on the plan stating 'the proposed driveway to be constructed above natural ground level with permeable material within the tree protection zone of the Callistemon viminalis located on the adjoining property to the north (TPZ = 7.2m). Only the grass layer can be scraped off the area. Council's Arborist to be contacted on 9298 8125 during the implementation of the driveway'.
- 1.8 Annotation stating "no parking" in front of all garages.
- 1.9 The fence forward of Dwelling 1 (excluding the fence along the front boundary) to be visually transparent with a maximum height of 1.5m.
- 1.10 The bicycle racks to be at least 1.1m above ground level to ensure they do not interfere with vehicles parked in the garages.
- 1.11 The over-bonnet storage to Dwelling 5 to be at least 2.1m above ground level to ensure the manoeuvrability of the vehicle is not impeded.

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 1.12 The pedestrian path along the south boundary to be reduced to 900mm wide to improve landscaping opportunities.**
- 1.13 Drainage Plans in accordance with Condition 2.**
- 1.14 Landscape Plans in accordance with Condition 4.**
- 1.15 A Waste Management Plan in accordance with Condition 8.**
- 1.16 Tree Protection methods shown on the plans, in accordance with Conditions 9-17.**
- 1.17 A Construction Management Plan in accordance with Condition 30.**

To the satisfaction of the Responsible Authority.

Drainage plans

- 2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:**
 - 2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
 - 2.2 The internal drains of the dwellings to be independent of each other.**
 - 2.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
 - 2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
 - 2.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
 - 2.6 All levels to be to AHD (Australian Height Datum).**

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

To the satisfaction of the Responsible Authority.

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

Landscape plans

4. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
 - 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
 - 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).
 - 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.
 - 4.4 Details of the surface finishes of pathways and driveways.
 - 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
 - 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 4.8 The plan must also show the provision of at least 3 additional trees and at least 3 additional large feature shrubs (min height 4-5m) chosen from plant list 1 or 2 of Council's 'Landscape Plan Guidelines'. These canopy trees must be a minimum of 1.5 – 2.0 metres tall when planted and are to be in the following areas:**
- 4.8.1 Two (2) large upper canopy trees along Stud Road frontage;**
 - 4.8.2 One (1) small canopy tree along Stud Road frontage;**
 - 4.8.3 Three (3) feature shrubs along the north boundary.**
- 4.9 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**

To the satisfaction of the Responsible Authority.

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

Sustainable Design Assessment

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

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)****Waste Management Plan**

8. Before the development commences, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority.

Tree Protection

9. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority.
10. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
11. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.
12. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
13. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

14. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
15. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
16. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 16.1 Construction activities.
 - 16.2 Dumping and/or storage of materials, goods and/or soil.
 - 16.3 Trenching or excavation.
 - 16.4 Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.
17. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

General

18. All development must be in accordance with the endorsed plans.
19. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
20. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
21. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- 22. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

Car parking and Driveways

- 23. Before the dwellings are occupied, driveways and car parking areas must be:**

23.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and

23.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and

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

23.4 Line-marked or provided with some other adequate means of showing the car parking spaces.

To the satisfaction of the Responsible Authority.

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

- 25. Car parking areas must not be used for storage.**

- 26. Redundant crossovers must be removed and the kerb and channel and nature strip reinstated to the satisfaction of the Responsible Authority.**

- 27. Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.**

Fencing

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

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

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

Construction Management Plan

30. Prior to the commencement of construction or any works on the site (including demolition and material removal) the applicant must submit for approval to the responsible authority a Construction Management Plan to the Responsible authority. The plan must be to the satisfaction of the responsible authority and must address, but not be limited to the following:

30.1 containment of dust, dirt and mud within the site and method and frequency of clean-up procedures in the event of build-up of matter outside of the site;

30.2 onsite facilities for washing construction vehicles;

30.3 parking arrangements for construction workers;

30.4 delivery and unloading points and expected frequency;

30.5 a liaison officer for contact by residents and the responsible authority in the event of relevant queries or problems experienced;

30.6 an outline of requests to occupy public footpaths or roads, or anticipated disruption to local services.

To the satisfaction of the Responsible Authority.

31. Construction activity at the site is to accord with this approved Construction Management Plan.

Construction Amenity

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

32.1 the appearance of building, works or materials on the land

32.2 parking of motor vehicles

32.3 transporting of materials or goods to or from the site

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

32.4 hours of operation

32.5 stockpiling of top soil or fill materials

32.6 air borne dust emanating from the site

32.7 noise

32.8 rubbish and litter

32.9 sediment runoff

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

Permit Expiry

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

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

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

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

NOTES

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

- **Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- The total Permissible Site Discharge for the property including all dwellings is 4.0L/s to the existing Council drainage system for a 5 year ARI event.
- Applicant is to direct all stormwater to the south of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The development is to provide adequate clearance for the overland flow path through the property to Council's satisfaction. Details of regarding overland flow must be included in the engineering stormwater design plans.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

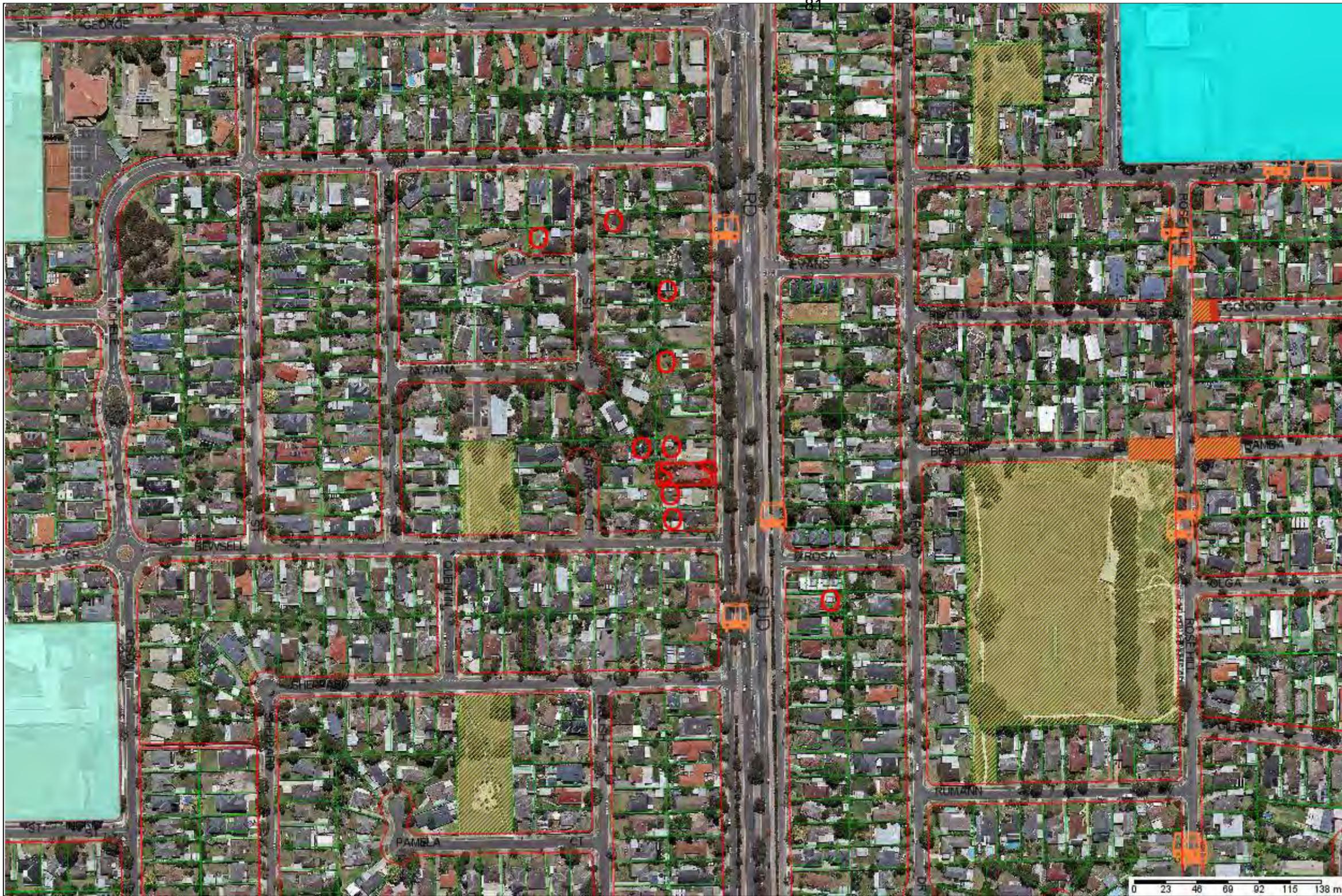
- A building permit must be obtained before development is commenced.
- Road opening permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements without Council consent.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- The dwellings must achieve a minimum 6-Star Energy Rating.

6.3 676 Stud Rd, Scoresby (cont'd)**Recommendation (cont'd)**

- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- All litter and rubbish associated with the construction must be contained on site at all times.

Report Prepared By: Principal Planner (Nancy Neil)

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



Knox City Council
REPORT APPENDIX: A

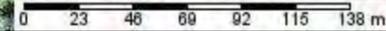
Property - Address	676 Stud Road, SCORESBY
Application Number	P/2017/6257
Description	Development of the land for six (6) triple storey dwellings and alteration of access to a road in a Road Zone Category 1
Wardname	Tirhatuan

LEGEND:

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



Scale: 1:3000



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

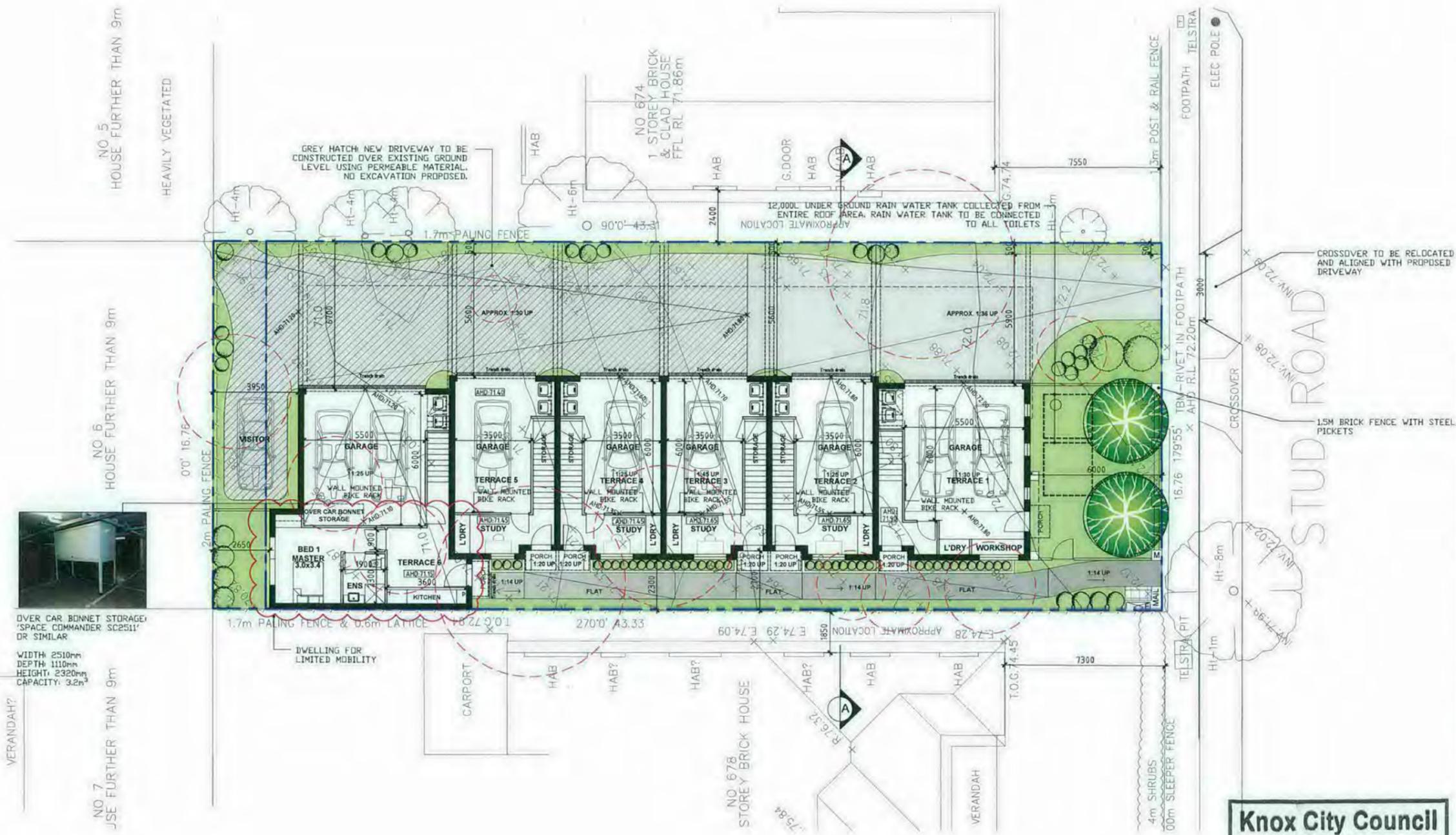
1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.
4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.

Development Summary:
 Total Site Area: 726.0m²
 Total Floor Area: 799.9m² Balcony: 102.6m²
 Permeability: 287.5m² (39.6%)

Terrace 1:	
Site Area:	100.0m ²
Ground Floor:	23.3m ²
First Floor:	54.0m ²
Second Floor:	51.2m ²
Total:	128.5m ²
Balcony:	21.2m ²
Garage:	33.0m ²
Total Roof:	76.6m ²

Terrace 2,3,4,5:	
Site Area:	39.9m ²
Ground Floor:	19.8m ²
First Floor:	40.3m ²
Second Floor:	39.7m ²
Total:	99.3m ²
Balcony:	15.1m ²
Garage:	20.1m ²
Total Roof:	49.3m ²

Terrace 6:	
Site Area:	85.9m ²
Ground Floor:	43.6m ²
First Floor:	58.6m ²
Second Floor:	39.1m ²
Total:	141.3m ²
Balcony:	16.8m ²
Garage:	33.0m ²
Total Roof:	93.2m ²



LEGEND

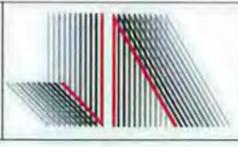
- IDENTIFIES TREE IDENTIFICATION NUMBER MENTIONED IN ARBESIST REPORT
- IDENTIFIES TREE PROTECTION ZONE & STRUCTURE ROOT ZONE
- IDENTIFIES AREA OF STRUCTURE ENCRUSH INTO THE TREE PROTECTION ZONE
- IDENTIFIES EXISTING TREES OR SHRUBS TO BE REMOVED
- IDENTIFIES PROPOSED INDIGENOUS CANOPY TREE
- IDENTIFIES PROPOSED SHRUBS & SMALL SCALE PLANTS
- IDENTIFIES LAWN, GARDEN BED AND EXTERNAL PERVIOUSLY SOFTSCAPED AREAS
- IDENTIFIES SELECTED CONCRETE DRIVEWAY
- IDENTIFIES SELECTED EXPOSED AGGREGATE CONCRETE DRIVEWAY
- IDENTIFIES SELECTED PAVED AREA TO BE Laid ON PERVIOUS COMPACTED SAND BASE
- IDENTIFIES WEATHERPROOFED TILE AREA
- IDENTIFIES SELECTED DECKING AREA
- IDENTIFIES SELECTED STEPPING STONES
- IDENTIFIES 6 CUBIC METRES OF STORAGE SHED
- IDENTIFIES SELECTED CLOTHESLINE LOCATION
- IDENTIFIES SELECTED MAIL BOX LOCATION
- IDENTIFIES SELECTED ELECTRICITY METER BOX LOCATION
- IDENTIFIES SELECTED 2000 LITERS 25L/DL/DL RAINWATER TANK
- IDENTIFIES SELECTED AIR CONDITIONING UNIT LOCATION
- IDENTIFIES SELECTED HOT WATER SYSTEM LOCATION

Knox City Council RECEIVED
 13 JUN 2017
 PLANNING DEPARTMENT

ISSUE FOR RFI
 07.06.2017

GROUND FLOOR PLAN
 SCALE 1:100 @ A1

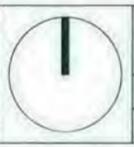
Notes
 - DO NOT SCALE FROM DRAWINGS
 - SITE & FLOOR LEVELS TO BE CONFIRMED ON SITE BY BUILDER PRIOR TO COMMENCEMENT OF ANY WORKS. ANY ERRORS, DISCREPANCIES OR OMISSIONS IN THE DRAWINGS, NOTATIONS OR DIMENSIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE ARCHITECT FOR CLARIFICATION PRIOR TO WORKS COMMENCING.
 - ARCHITECTURAL DRAWINGS TO BE READ IN CONJUNCTION WITH SPECIFICATIONS, STRUCTURAL, MECHANICAL, ELECTRICAL, HYDRAULIC, LANDSCAPE ARCHITECTURAL DRAWINGS.
 - LOCATION OF ALL HARDWARE, FIXTURES AND FITTINGS TO BE CONFIRMED WITH ARCHITECT PRIOR TO WORKS COMMENCING.



JESSE ANT ARCHITECTS
 6 / 1153-1157 Burke Road, Kew VIC 3101
 Ph: (03) 9817 6788
 Email: info@jesseantarchitects.com.au; www.jesseantarchitects.com.au
 ABN: 29 469 352 797

Project	Date	Rev	Description
676 Stud Road, Scoresby	27.04.2017	-	First submission
	07.06.2017	-	Issue for RFI

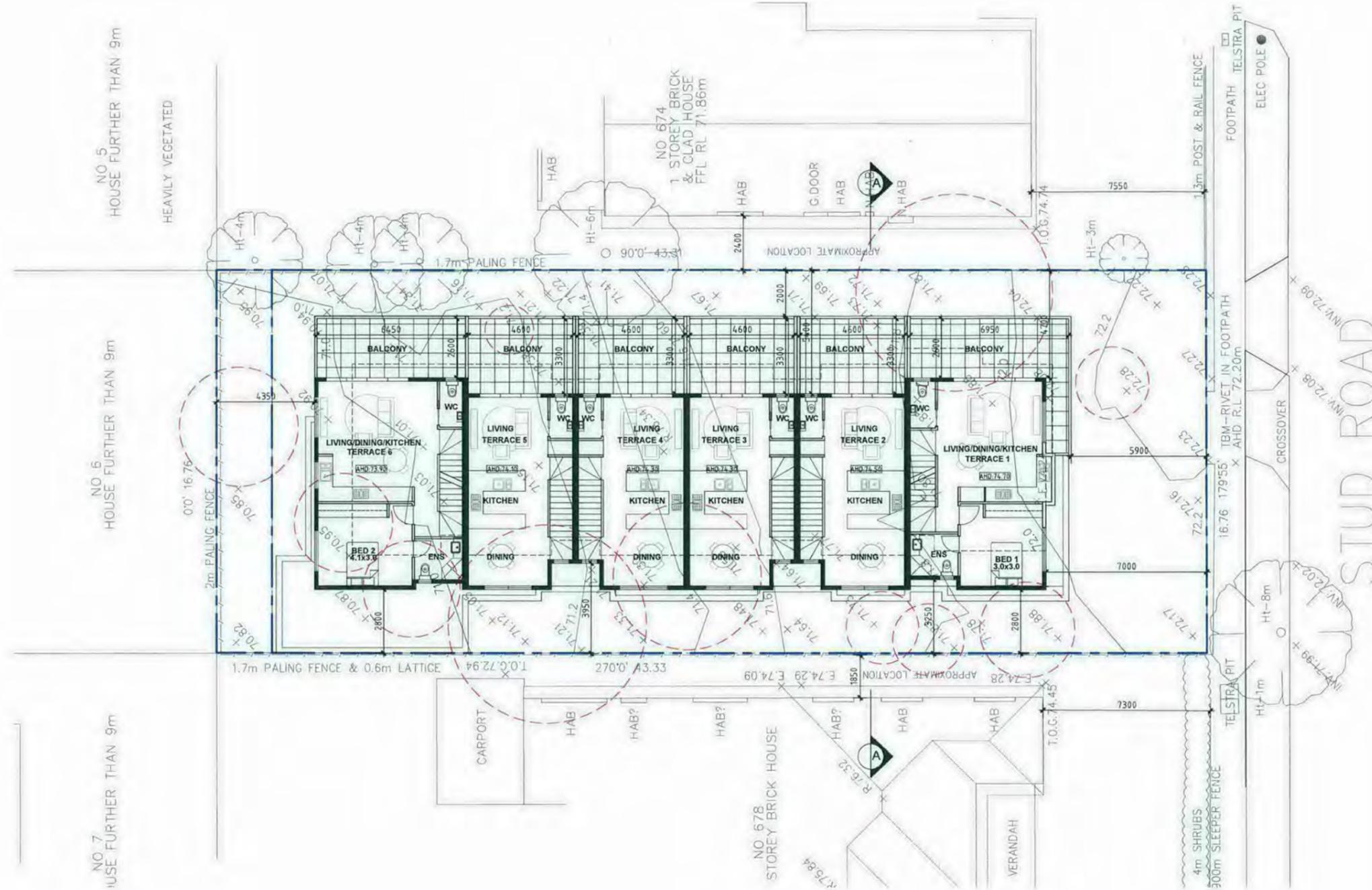
Drawing	Date	Rev	Description
GROUND FLOOR PLAN			



Project Number	Drawing Number
17005	TP05

Date	Scale	Amendment
12-04-2017	1:100	

Drawn	Checked	AL/JW
-	-	-



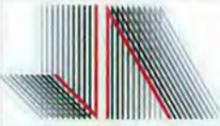
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 PLANNING DEPARTMENT

FIRST FLOOR PLAN
 SCALE 1:100 @ A1

ISSUE FOR RFI
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Notes

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- LOCATION OF ALL HARDWARE, FIXTURES AND FITTINGS TO BE CONFIRMED WITH ARCHITECT PRIOR TO WORKS COMMENCING.



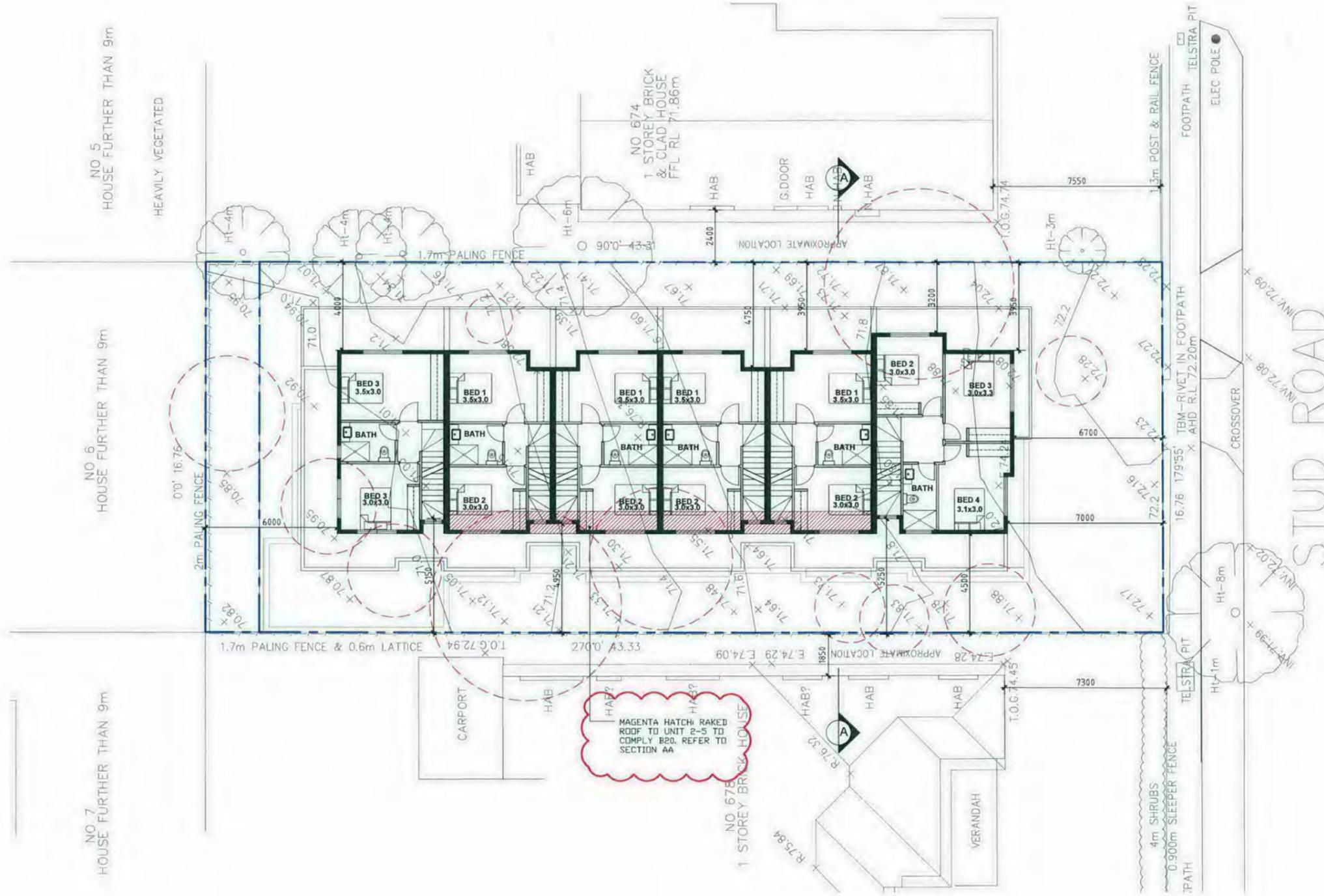
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 ABN: 29 469 352 797

Project	676 Stud Road, Scoresby		
Drawing	FIRST FLOOR PLAN		

Date	Rev	Description
27.04.2017	-	First submission
07.06.2017	-	Issue for RFI



Project Number	17005			Drawing Number	TP06
Date	12-04-2017	Scale	1:100	Amendment	-
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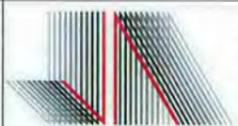


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SECOND FLOOR PLAN
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07.06.2017

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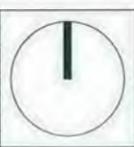


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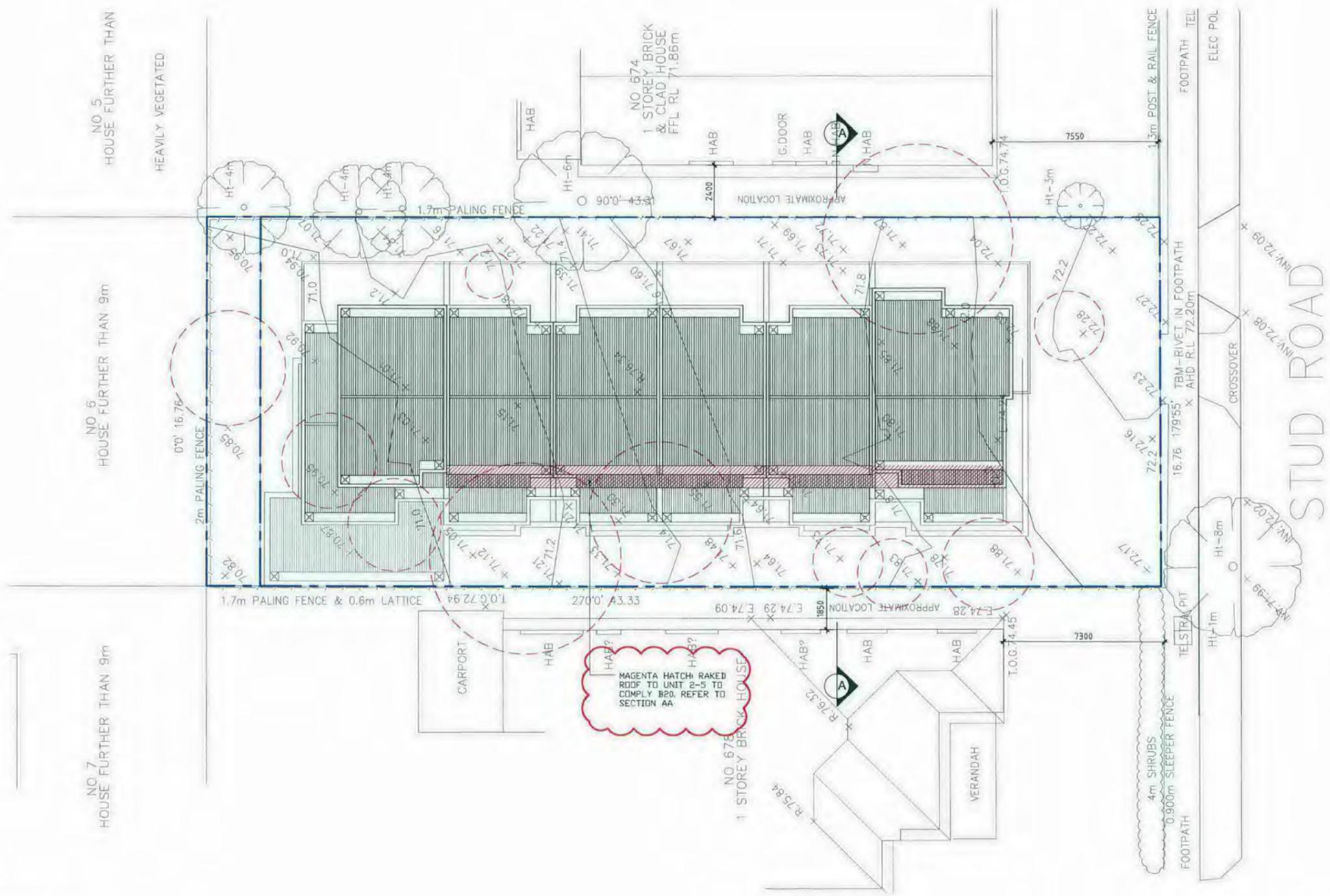
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Date	Rev	Description
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07.06.2017	-	Issue for RFI



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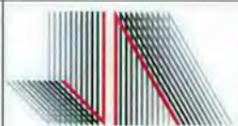


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ROOF PLAN
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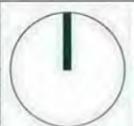


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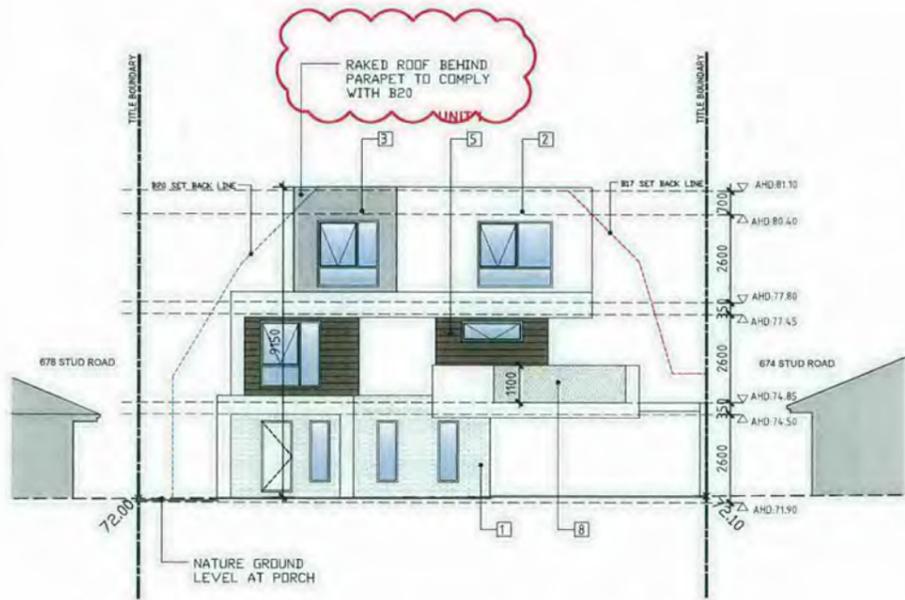
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Drawing
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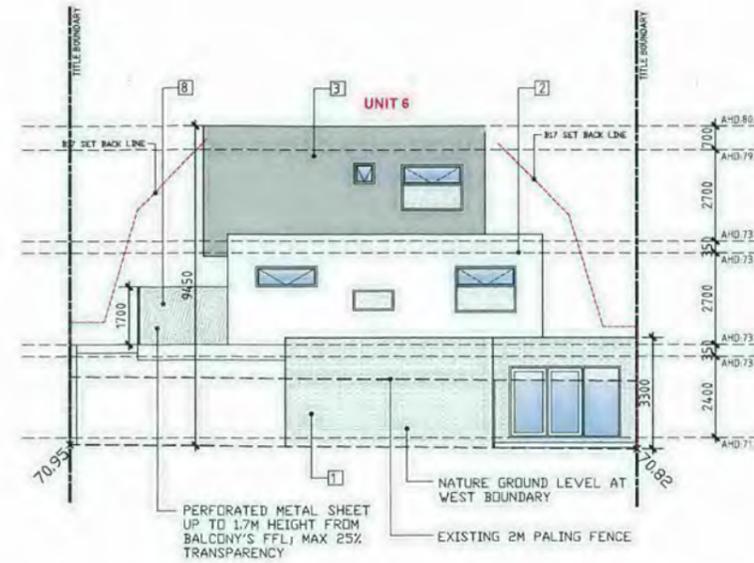
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07.06.2017	-	Issue for RFI



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Date	12-04-2017	Scale	1:100
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Amendment		-	



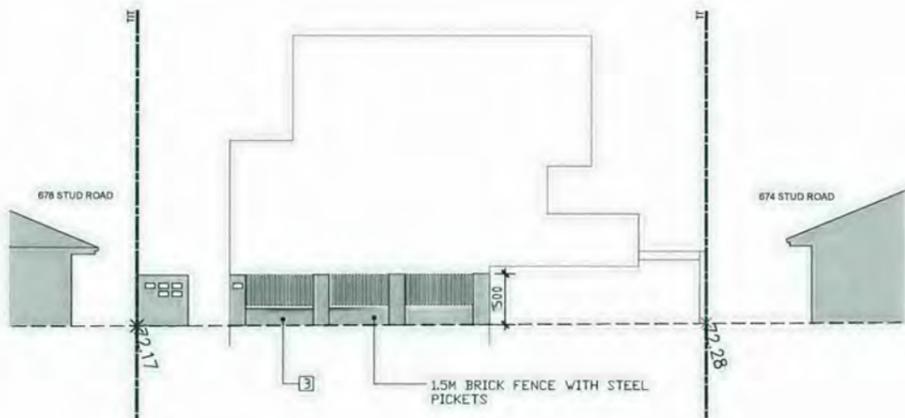
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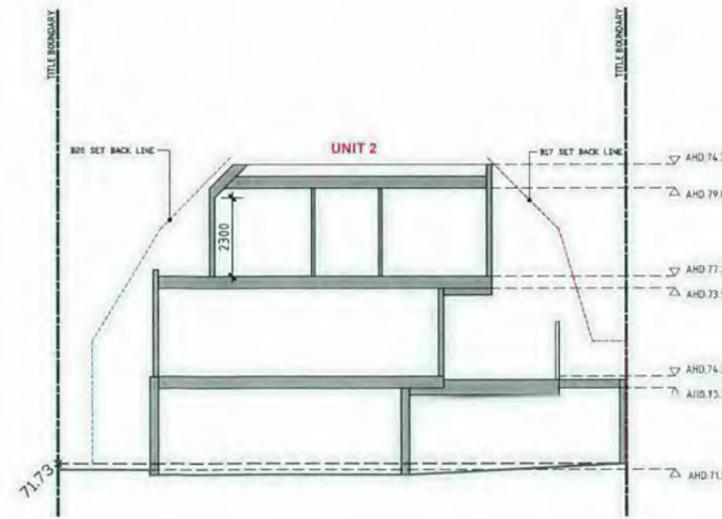
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7	OBSCURE GLAZING WITH NO MORE THAN 25% TRANSPARENT
8	PERFORATED METAL SHEET



FRONT FENCE ELEVATION
SCALE 1:100 @ A1

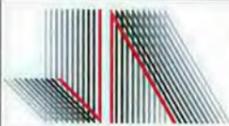


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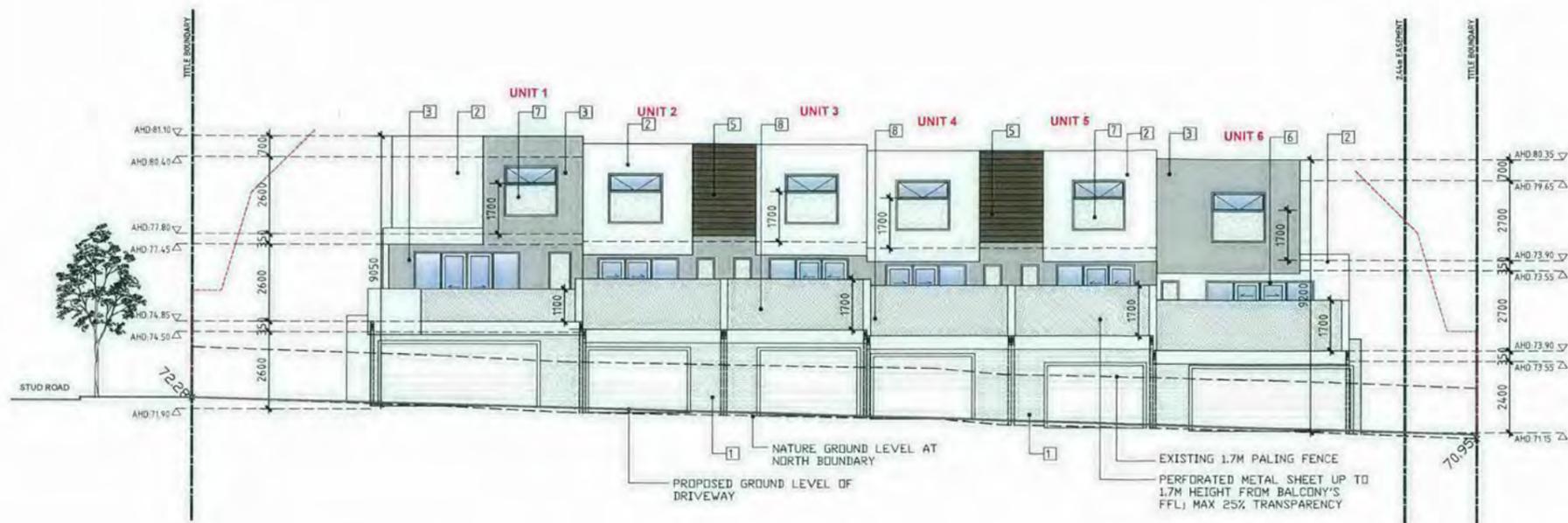


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Project	676 Stud Road, Scoresby
Drawing	ELEVATIONS

Date	Rev	Description
27.04.2017	-	First submission
07.06.2017	-	Issue for RFI

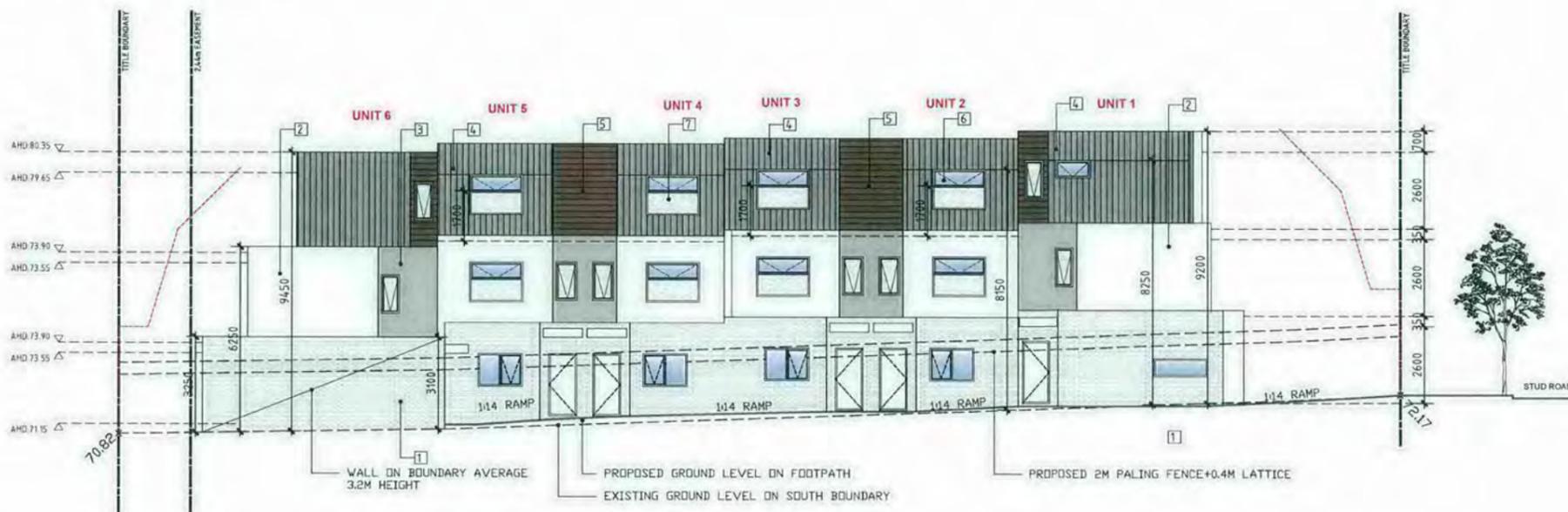
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	Date	12-04-2017		Scale	1:100
Drawn	-	Checked	AL /JW	Amendment	-



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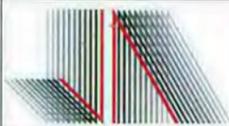


SOUTH FENCE ELEVATION
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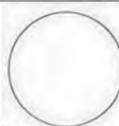


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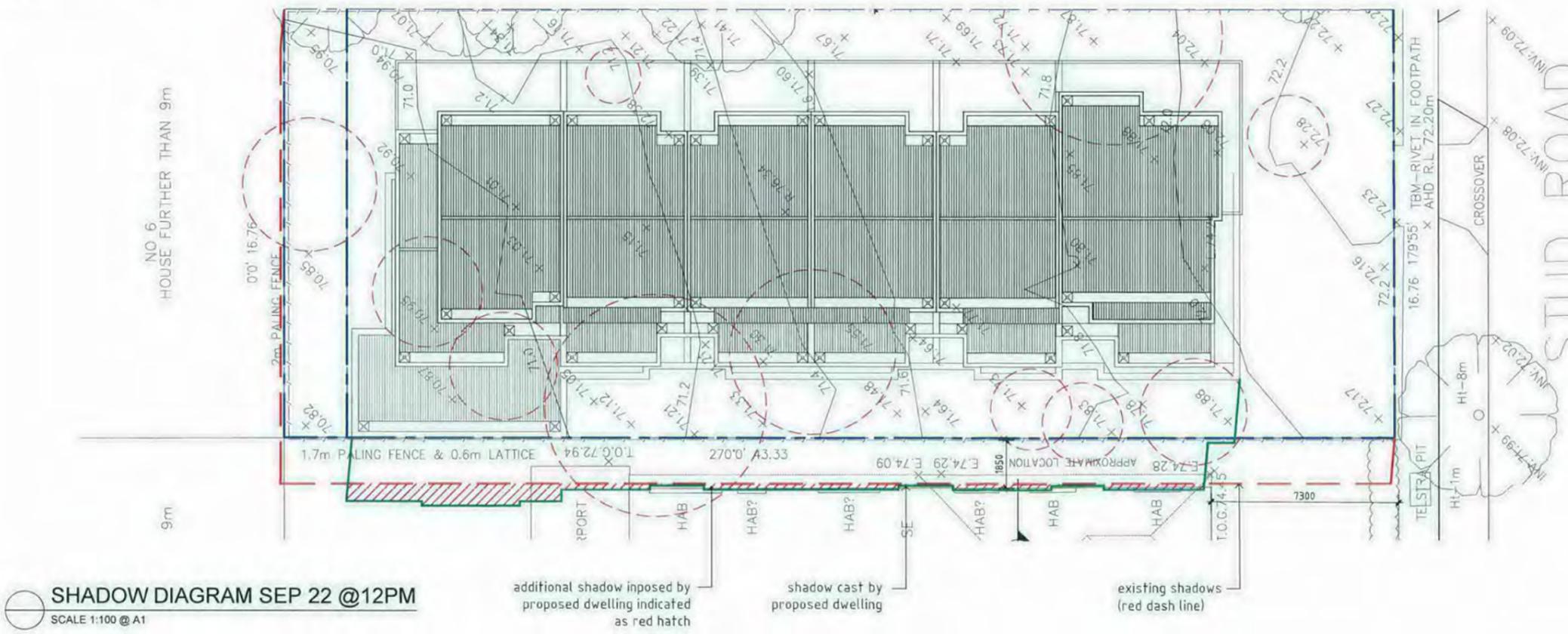
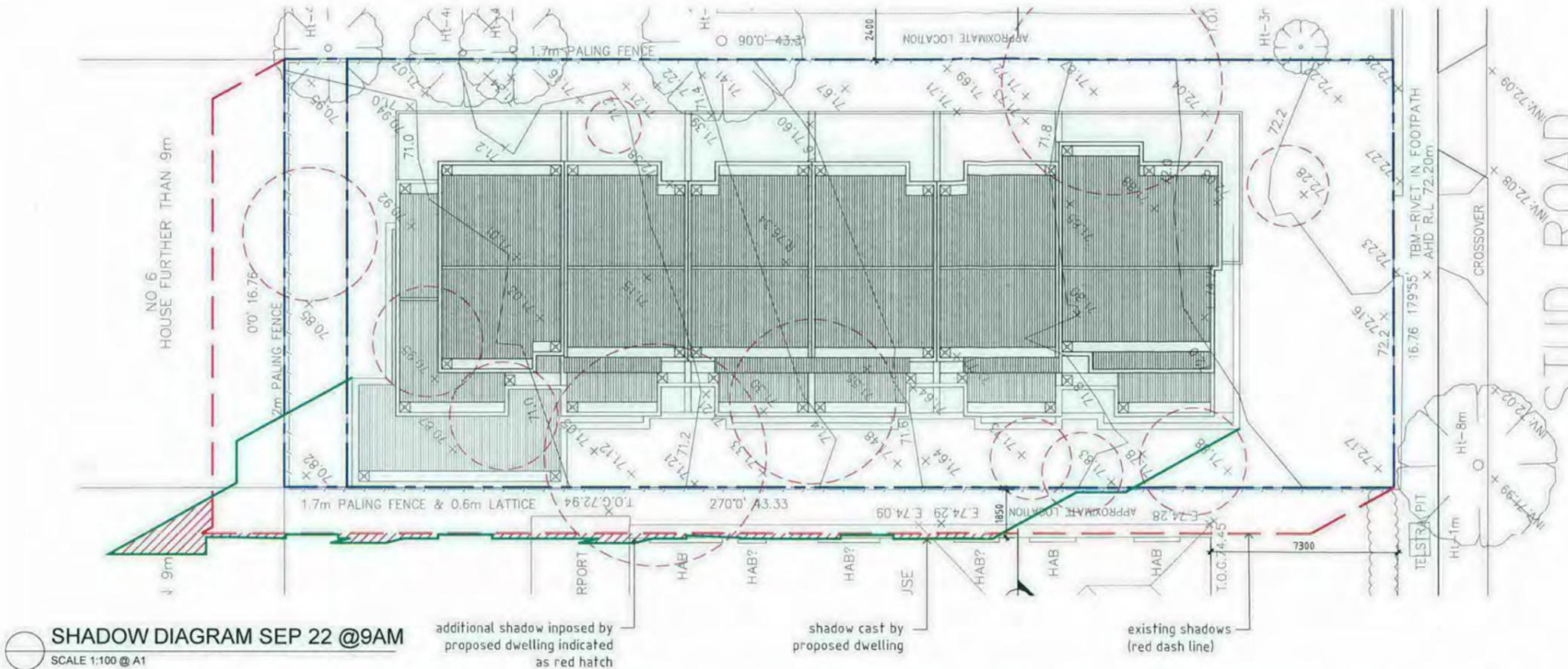
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676 Stud Road, Scoresby

Drawing
ELEVATIONS

Date	Rev	Description
27.04.2017	-	First submission
07.06.2017	-	Issue for RFI



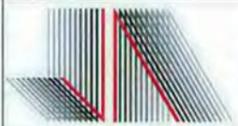
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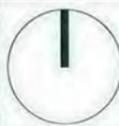
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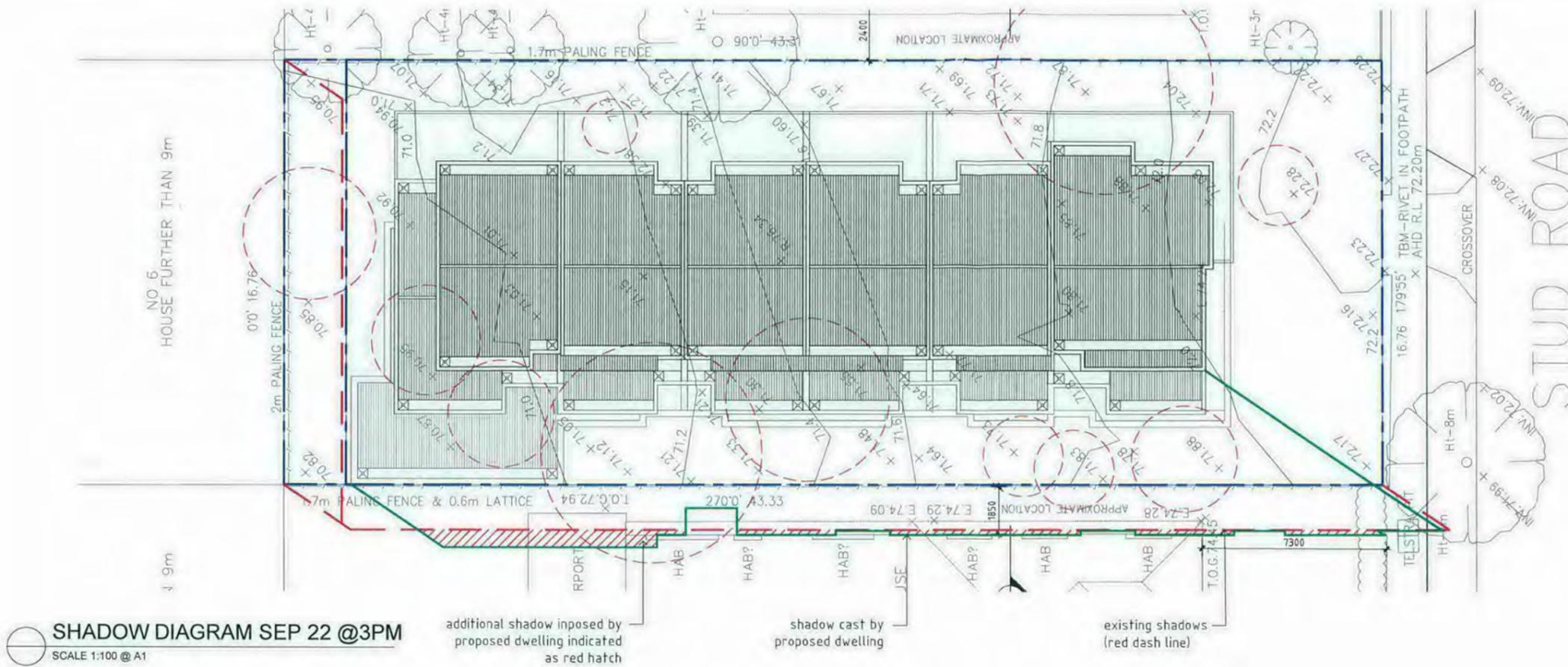
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Project	676 Stud Road, Scoresby
Drawing	SHADOW DIAGRAM

Date	Rev	Description
27.04.2017	-	First submission
07.06.2017	-	Issue for RFI



Project Number	17005			Drawing Number	TP11
Date	12-04-2017	Scale	1:100	Amendment	-
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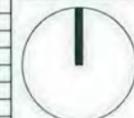
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Project	676 Stud Road, Scoresby
Drawing	SHADOW DIAGRAM

Date	Rev	Description
27.04.2017	-	First submission
07.06.2017	-	Issue for RFI



Project Number		17005		Drawing Number		TP12	
Date	12-04-2017	Scale	1:100	Amendment			
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ALL WARDS**6.4 SEX WORK INDUSTRY IN KNOX**

SUMMARY: *Manager – City Planning & Building (Paul Dickie)*

This report responds to a call up item resolved by Council at the 22 May 2017 Council Meeting, regarding the sex work industry in Knox. The report provides details of the legislative framework for the Sex Work industry in Victoria. The report also provides an overview of complaints and actions over the last five years with respect to the legal and illegal sex work industry in Knox.

The report also notes the current enforcement practices by Victoria Police for illegal brothels, and suggests that research and advocacy may help to protect the labour rights of sex workers and contribute to improved public health outcomes.

RECOMMENDATION

That Council receives and notes this Call Up report.

1. INTRODUCTION

At the 22 May 2017 Council Meeting – Council resolved the following call up item:

That a Report be prepared for discussion at the September 2017 Issues Briefing and Consideration at the October 2017 Council Meeting on Council’s regulatory, enforcement and advocacy role and approach with respect to Legal and Illegal Brothels in Knox. The report shall be informed by officers meeting with the Victoria Police and Project Respect, and must address the following items:

- *How are we currently assisting Victoria Police on tackling the issue of illegal brothels and how Council could further assist (including available statistics regarding complaints and actions for illegal brothels over the last 5 years); and*
- *How Council can best advocate for change in the sex work industry to acknowledge the gender equity issues and the risk it places those in the industry whether at legal or illegal sites.*

This report responds to the above call up item. As a part of undertaking the work required for this Call Up Item, officers have had regard to Council’s Call Up Items at Council Meetings Policy, and in particular, Item 6.5 which states:

‘Where preparing a report responding to a Call Up Item which will require more than 3 person days or \$5,000 in costs, then the matter which is subject to the Call Up Item should be referred by Council to the next budget considerations with a supporting business case for consideration along with other competing priorities.’

This issue was discussed at an Issues Briefing on 9 October 2017.

6.4 Sex Work Industry in Knox (cont'd)

2. DISCUSSION

2.1 Legislation controlling Sex Work in Victoria

Sex Work in Victoria is controlled and licensed by a number of Acts and Regulations which are in turn administered and enforced by a number of agencies.

The primary legislation applicable to the Sex Work industry is the Sex Work Act 1994 and Sex Work Regulations 2016. Other legislation and regulations that are relevant to the Sex Work industry include:

- Occupational Health and Safety Act 2004;
- Occupational Health and Safety Regulations 2007;
- Public Health and Wellbeing Act 2008;
- Planning and Environment Act 1987;
- Crimes Act 1958 (Vic);
- Crimes Act 1914 (Commonwealth); and
- Migration Act 1958 (Commonwealth).

Brothels must also comply with laws that apply to all business such as Consumer Law, Business Registration, Taxation Law and Workplace Agreements.

Pursuant to the Sex Work Act:

sex work means the provision by one person to or for another person (whether or not of a different sex) of sexual services in return for payment or reward; and

sex work service provider means a person carrying on a business of a kind referred to in the definitions in this section of *brothel* and *escort agency*;

The Sex Work Act provides for licensing and operational requirements of brothels and escort agencies, as well as regulating street sex work.

The Business Licensing Authority administers the licensing requirements for sex workers, as well as brothels or escort agencies. Consumer Affairs Victoria, Victoria Police and local councils enforce the licensing, criminal and planning requirements of the Act, respectively. The Australian Federal Police and the Department of Immigration and Citizenship assist with enforcement regarding human trafficking and sex slavery within the industry.

2.2 Planning Scheme Controls

Brothels

Brothels are also regulated by the Planning and Environment Act as a defined land use under the Victoria Planning Provisions. Brothels are prohibited in most zones, however relevant to Knox they are permitted subjected to the granting of a planning permit within the Industrial 1 and Commercial 1 and 2 zones. These zones cover all activity centres and most industrial areas in Knox.

6.4 Sex Work Industry in Knox (cont'd)

Clause 52.46 of the Planning Scheme requires that any application to use or develop a brothel must consider the matters set out in Section 73 of the Sex Work Act. Those matters are:

- Any other brothel in the neighbourhood;
- The effect of the operation of a brothel on children in the neighbourhood;
- Whether the land is within 200 metres of a place of worship, hospital, school, education and care premises, children's services centre or any other place regularly frequented by children for recreational or cultural activities and, if so, the effect on the community of a brothel being located within that distance of a facility or place;
- Other land uses within the neighbourhood involving similar hours of operation and creating similar amounts of noise or traffic;
- Any guidelines about brothels issued by the Minister for Planning;
- The amenity of the neighbourhood;
- The provision of off street parking;
- Landscaping of the site;
- Access to the site;
- The proposed size of the brothel and the number of people proposed to be working in it; and
- The proposed method and hours of operation of the brothel.

Clause 52.46 of the Planning Scheme also requires applications should be refused in accordance with the restrictions contained in Section 74 of the Sex Work Act (transition provisions apply).

Those restrictions are:

- If the land is within an area that is zoned primarily for residential use;
- If the land is within 100 metres of a dwelling;
- If the land is within 200 metres of a place of worship, hospital, school, education and care service premises, children's services centre or any other facility regularly frequented by children for recreational or cultural activities; or
- Unless special circumstances exist, if more than 6 rooms in the proposed brothel are to be used for sex work.

Massage Premises

Massage Premises (legitimate premises offering therapeutic, remedial or relaxation massages) are generally considered as a Medical Centre under the Planning Scheme definitions. Medical Centres are a sub-set of the Office definition, and are permitted within the Commercial 1 and 2 zones without a planning permit.

6.4 Sex Work Industry in Knox (cont'd)

2.3 Legal Brothels in Knox

There are two legal brothels located in Knox:

- 895 Mountain Highway Bayswater – Planning Permit 962374 issued 8 May 1996 allowing the continued use of the land for a brothel. The permit was amended in September 2008 allowing an additional room for sex work; and
- 4/12 Mosrael Place Rowville – Planning Permit P/2003/6193 issued 3 June 2003.

2.4 Illegal Sex Work Industry in Knox

It is understood that Illegal sex work in Knox is based around Illegal Brothels – that is usually premises that present as offering relaxation massage (or similar) but can offer sexual services instead or in addition to advertised services. It is important to note that officers do not believe that all relaxation massage premises offer sexual services – there are many legitimate businesses operating.

Officers are not aware of problems or concerns with street sex work in Knox, although the Police would normally deal with those concerns in the first instance.

2.5 Concerns with Council enforcement of illegal brothels

The enforcement of illegal brothels can be complex – and as outlined above there can be a number of enforcement agencies involved.

As a starting point – it is clear that illegal brothels will breach the planning scheme as well as many provisions of the Sex Work Act. It is also quite possible that there could be breaches involving sex slavery or human trafficking.

Given the impact that an illegal brothel could have on the amenity or business environment of an area, as well as the potential of exposing children to the sexual services industry it is not surprising that many would seek the removal of such businesses as soon as practical.

Council officers seek to act together with the Victoria Police in any investigation. The reasons for this approach are as follows:

- Illegal Sex Work sometimes involves organised crime. This poses significant risks for Council enforcement officers in terms of the potential for threats and violence – whilst officers are resilient, dealing with organised crime figures without police assistance is considered inappropriate and a significant OH&S issue.
- Also with respect to organised crime is the ongoing risk of bribery from operators. In 2012 and 2013 two Planning Enforcement Officers from inner metropolitan Councils were convicted of accepting bribes with respect to the sex industry.

6.4 Sex Work Industry in Knox (cont'd)

- Another challenge regarding investigations of illegal brothels is the need to prove that sexual services take place. Inevitably, sexual services are neither advertised nor offered to men off the street, which leaves Councils in the position of having either officers or private investigators pose as customers – to obtain the necessary evidence that sexual services are taking place from a premises. Police have broader powers of investigation to allow gathering of the required evidence than local government officers.
- Finally, it is noted that Council generally and the Planning Investigation Officers in particular have a positive relationship with the local police and regularly cooperate on investigations.

2.6 Complaints and actions against legal & illegal brothels in last 5 years

The following is a summary of complaints and actions with respect to legal and illegal brothels in Knox over the last 5 years.

- Two separate complaints were received against a legal brothel regarding signs and lighting. Both matters were resolved without the need for formal enforcement action.
- A complaint was received against a relaxation massage premises operating as a home occupation from a residential property. Whilst no evidence was obtained to establish that sexual services were provided, the use did cease shortly after Council contact.
- A complaint was received against a relaxation massage premises operating within a commercial area which offered massages from naked women. The business denied offering sexual services and no evidence was obtained to prove otherwise.
- Following complaints received (by Council and local Police) against three massage premises within commercial areas, officers met local police officers where it was proposed that Council Officers would work with local Police on an investigation into all suspected illegal brothels in Knox.

Twelve premises in total were identified; however no further action was taken by the police. Nine of those massage premises are still operating at the time of writing this report, and no further complaints about those businesses have been received.

2.7 Advocacy

To address the second dot point of the call up item, the following feedback has been received from Council's Community Wellbeing Department. Additional information regarding Project Respect, Scarlet Alliance, RhED and the Australian Adult Entertainment Industry Inc (AAEI) was provided at the Issues Briefing on 9 October 2017.

6.4 Sex Work Industry in Knox (cont'd)

The adoption of any advocacy position and approach in relation to sex work, gender equity and risk – if Council is deemed to have a role in this space – should be informed by a comprehensive, evidence-based analysis of the social, health, legal and political issues surrounding the sex industry in Victoria.

The regulation of sex work in Australia varies from state to state. Victoria's current system is licensing, rendering some components of the industry legal (eg: licensed brothels, escort agencies and private workers who are registered Sex Work Providers) and other components illegal (eg: street work, unregistered private workers and unlicensed brothels).

As a regulatory model licensing creates a two-tiered system in which those businesses and individuals that comply are deemed legal and those that do not comply are deemed illegal. The two-tiered system has several negative public health and rights-based implications.

People working in the legal industry – especially those in Victorian brothels – have regular access to health promotion professionals and sexual health resources via ongoing outreach programs. This information does not flow through to sex workers in the illegal industry to the same extent, placing the workers, their clients and the public at greater health risk.

The rights and responsibilities of people working in the legal industry, along with those of their employers, are enshrined in the Sex Work Act (1994), the corresponding Sex Work Regulations (2016) and the Public Health and Wellbeing Act (2008). Sex workers and owner/operators in the illegal industry are working outside these parameters, thereby placing workers at greater risk of labour exploitation.

If Council were of a mind to take any further action, as noted above Council should be better informed by a comprehensive, evidence-based analysis of the social, health, legal and political issues surrounding the sex industry in Victoria.

3. CONSULTATION

There has been no community consultation on the issues raised in this report.

4. ENVIRONMENTAL/AMENITY ISSUES

The sex work industry raises few environmental issues, however management of amenity issues is an important influence in the regulatory framework established in Victoria, and the enforcement of that framework.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Planning Enforcement is funded through the Statutory Planning Budget. If required additional resources such as private investigators can be funded as required. Resources would be required (in the order of \$10,000-\$20,000 depending on scope) should Council seek to do further research and advocacy regarding the Sex Work Industry.

6.4 Sex Work Industry in Knox (cont'd)

6. SOCIAL IMPLICATIONS

As noted throughout this report, the sex work industry can have significant social impacts, both on the individual sex worker and the wider community. The management of adverse social impacts is more difficult within the illegal segment of the sex work industry.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

The regulation of the Sex Work Industry, and the enforcement of those regulations are relevant to a number of goals of the Knox Community and Council Plan 2017 -2021, including:

- We feel safe and secure;
- We have a strong local economy, local; employment and learning opportunities; and
- We are healthy, happy and well.

8. CONCLUSION

The current approach where Council works in partnership with the Victoria Police with respect to the enforcement of potential illegal brothels in Knox should be continued. If Council were of a mind to take further action it could resource the appointment of private investigators to obtain the necessary evidence and take action under the Planning and Environment Act.

If Council were of a mind to take further action, Council could consider allocating funds for research and potential advocacy to the State for reform of the sex industry in Victoria, with the view to protecting the labour rights of sex workers and contributing to improved public health outcomes.

9. CONFIDENTIALITY

There are no items of a confidential nature in this report.

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

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

ALL WARDS**6.5 DOMESTIC ANIMAL MANAGEMENT PLAN**

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

The review of the Knox City Council Domestic Animal Management Plan (DAM Plan) aligns with legislative requirement that all Councils review and develop a DAM Plan every four years. The DAM Plan provides detailed strategies implemented over a four-year period to promote responsible animal management in Knox.

RECOMMENDATION

That Council adopts the Draft Domestic Animal Management Plan 2017-2021 as attached to this report as Appendix A for community comment and submissions.

1. INTRODUCTION

Section 68A of the Domestic Animals Act 1994, requires that every Council must, every four years, prepare a Domestic Animal Management Plan, (DAM Plan). The DAM Plan 2017 – 2021, as in previous Plans, must address a number of specified areas in line with a template plan document issued by the Department of Environment, Land, Water and Planning (DEWLP).

The specified areas include:

1. Training of authorised officers
2. Registration and identification;
3. Nuisance;
4. Dog attacks;
5. Dangerous, menacing and restricted breed dogs;
6. Overpopulation and high euthanasia rates;
7. Domestic animal businesses;
8. Other matters (including Council Orders).

While the Plan mainly focuses on statutory compliance, domestic pets are much more to a family than simply registering and complying with legislative requirements. Pets are found to bring numerous health and wellbeing benefits such as reducing isolation, increase socialisation and an enabler of active exercise.

The Plan also considers community and environmental drivers which integrate with Council's wider strategic direction. The DAM Plan 2017 – 2021 proposes a number of new initiatives in the following areas:

6.5 Domestic Animal Management Plan (cont'd)

1. Animal Registrations.
2. Managing Cat Nuisance and Barking Dog Nuisance.
3. A new Destination/Dog Play Park strategic plan and policy.
4. Review and determine Council's role related to Pets that are exposed to Domestic Violence.

These actions are undertaken in addition to daily functions undertaken by the Community Laws Team.

These matters were also discussed at the Issues Briefing on 14th August 2017.

2. DISCUSSION

2.1 Animal Registration

The 2016 animal registration data found that there were 6,266 registered cats and 18,839 registered dogs living in Knox households. This equates to approximately 12 dogs and 4 cats for every 100 people living in Knox. Data released in 2016 ¹ indicated that there could be up to 20 dogs and 16 cats for every 100 people across Australia. For Knox, this means that there could be up to 12,561 dogs and 18,854 cats that are currently unregistered.

There has been an improvement in the rate of animal registrations over the past DAM Plan period. The introduction in 2017 of SMS reminders for unregistered animals positively impacted on the renewal of animal registrations.

Over the next four year period and in conjunction with recently introduced practices such as SMS reminders, the Plan proposes the introduction of the following activities to increase overall registration:

- Highlight to the community the benefits of animal registration.
- Use of available microchip data to ensure all animals residing in Knox are registered.
- Offer further discounted animal registrations fees for Knox aged pensioners and persons on a disability pension.

2.2 Managing Nuisance

This Plan proposes to introduce additional strategies to assist in managing nuisances that continue to be a community concern in Knox:

- Cats that cause nuisance by wandering outside of their properties; and
- Nuisance caused by barking and aggressive dogs.

¹(Pet Ownership in Australia 2016, p7)

6.5 Domestic Animal Management Plan (cont'd)

2.2.1 Cats

A community survey was conducted during the DAM Plan consultation period, asking for the community's opinion on a cat curfew. Of the 782 survey respondents, 85% confirmed that a cat curfew was preferred, which included 253 respondents that identified as cat owners. About 15% of the respondents did not support any confinement requirements.

The Draft DAM Plan acknowledges that cat owners recognise the health and wellbeing benefits associated with confining their cat at night. In addition, an increasing number of cat owners are taking it upon themselves to confine cats to their property or indoors 24/7 without any requirements via legislation.

The Draft DAM Plan proposes the introduction of a sunset to sunrise cat curfew. This is proposed for year two (2019) of the DAM Plan period; enabling sufficient time for community education in the introduction of a cat curfew.

2.2.2 Nuisance caused by barking dogs

Barking dogs was the most significant dog nuisance issue raised by community survey respondents, with 50% stating that this was currently an issue for them or has been an issue in the last 12 months. The community consultation also received a significant number of written submissions and complaints on this matter.

In 2016, Council's Community Laws received 394 barking dog complaints. This is a reduction of 211 complaints received regarding barking dogs in 2013, the beginning of the current DAM Plan period.

Residents are often unaware that their dog is barking, causing distress to their neighbours. Council encourages neighbours to discuss and resolve their issues directly with their neighbours. Unresolved issues may be escalated to Council for compliance activities, however these include significant commitment of staff resources and prolongs the impact on effected residents.

Charters Towers Council, in Northern Queensland, has determined that better outcomes are being achieved by contracting an animal behaviourist as an intermediary in dealing with the issue. This approach is seen to be a better application of resources and is achieving better community outcomes. This approach is more aligned to a 'building better relationships with the community' philosophy than a punitive philosophy.

This Draft Plan proposes to use of an animal behaviourist in more problematic barking dog complaints and dog rush/minor attack investigations. It is estimated that these more complex investigations would comprise approximately 80 annual complaints in total, with each animal behaviourist appointment at an estimated \$200 providing a total activity cost of \$16,000.

6.5 Domestic Animal Management Plan (cont'd)

2.3 Dog Play Parks

Knox was one of the first councils to trial a fully fenced dog park. The park has proved popular and there have been numerous requests for additional facilities of this type. This draft DAM Plan proposes to introduce additional dog play parks following the development of a strategic plan and policy, in alignment with Knox's Community and Council Plan 2017- 2021. This proposal is supported by the results of the community survey, where 73.6% (578) of the 785 respondents agreed to the proposal of introducing additional dog play parks. Further to this, the draft Plan seeks to introduce protocols associated with the design and operation of Dog Play Parks.

Community Infrastructure Department have engaged a consultant to assist Council in developing a strategic plan and policy for dog play parks within Knox. This report is expected approximately April 2018.

2.4 Domestic Violence and Pets

This plan acknowledges that Council will further review and determine its role with regards to domestic violence, where owners and their pets are impacted.

A study conducted by Eastern Domestic Violence Service (EDVOS) showed that 53% of women in violent relationships reported pets being hurt or killed, and 46% reported their pets had been threatened.

Research shows that many women will not remove themselves or their children from a family violence situation because of threats to the safety of their pets. Perpetrators of family violence frequently use threats or inflict actual physical harm on pets in order to coerce and control their family.

3. CONSULTATION

Community consultation to date has included a community survey of 782 residents, primarily pet owners. This survey was compiled through community invitations through:

- A 'flyer' delivered to every dwelling within Knox;
- Promotion through Council's website and Social Media outlets; and
- An advertisement in the Knox Leader.

Therefore the survey does not necessarily reflect the views of the wider community, and it is considered that only interested persons may have responded to the survey. Most people who responded to the survey were cat and or dog owners.

6.5 Domestic Animal Management Plan (cont'd)

In addition to the online survey, the following activities were undertaken:

- Two council staff workshops;
- An industry workshop involving RSPCA, dog obedience clubs, the veterinary sector, Victorian Animal Aid, Lost Dogs Home;
- A Community Forum;
- Interviews with peak associations including Getting to Zero (G2Z), the Australian Veterinary Association, Victorian Animal Aid, Animals Australia; and
- Review of research documents.

This report recommendation seeks to exhibit the draft DAM Plan on Council's website and social media for a period of 28 days to further community comment and feedback to the proposed actions outlined within the Plan.

4. ENVIRONMENTAL/AMENITY ISSUES

A sunset to sunrise cat curfew is expected to provide improved protection for both Knox's native wildlife and the cats themselves.

Initiatives to reduce the incidence of barking dogs is expected to significantly improve the amenity within residential areas, particularly within increasing higher development areas within Knox.

Proposed additional dog play parks recommended within the Plan will be designed and operated in accordance with environmental and sustainability principles.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Introduction of a cat curfew and the use of an animal behaviourist will require the allocation of resources. This additional expenditure is expected to be offset by additional animal registration income. While there is an expectation to absorb the new intervention within existing Community Laws resource, experience from other Councils in introducing a cat curfew, has found an initial increase in staff resource requirements during the introduction period. This short term staff resources impact will be accommodated with variance of officer duties during the implementation phase of a cat curfew.

6.5 Domestic Animal Management Plan (cont'd)

The introduction of proposed further discounted animal registration for aged and disability pensioners will have a financial impact through reduced fee income to Council. These proposed fee reductions will be subject to further research, and will be considered by Council in the setting of fees and charges for the 2018/2019 financial year.

It is however anticipated that the social benefits will outweigh the cost to Council for this initiative. The other initiatives outlined in the Registration section of the draft Plan are anticipated to increase registration fee income to Council over the life of the Plan.

6. SOCIAL IMPLICATIONS

The draft Plan seeks to increase responsible pet ownership within Knox, and compliance with legislation related to pet ownership.

The community survey conducted as part of the research for the DAMP helps council understand the role that pets play in the lives of residents, and the animal welfare issues that may need to be addressed in the future. Pet owners are now more likely to acknowledge their pets as 'a member of the household' rather than as 'a companion animal', as in the past.

This is a nationwide trend with two thirds of Australian households regarding their pets as members of the family.²

Knox pet owners responding to the community survey also acknowledged the social and wellbeing benefits of their pets. The great majority of pet owners said they exercise more, and talk to more people because they have a pet. They also stated that their pets give them great comfort in times of need, and are important because of the unconditional affection they give.

This anecdotal information from Knox pet owners is supported by research that pet ownership correlates with a number of health benefits pet owners are likely to have over non-pet owners, including fewer doctor visits, lowered stress and increased levels of engagement with the community.³

The Importance of Knox Pets

- I talk to more people because I have a pet (65% / 511 respondents)
- My pets give me a strong reason for living (66% / 520 respondents)
- My pets give me comfort in times of need (78% / 610 respondents)
- My pets are important because they give me unconditional affection (81% / 633 respondents)

Ref: Community DAMP survey - % of respondents

Children aged 5-6 in a family that owns a dog, are less likely to be overweight compared to those who do not own a dog.

Ref: Pet Ownership in Australia, 2016, p54

² Pet Ownership in Australia, 2016, p49

³ Pet Ownership in Australia, 2016, p54

6.5 Domestic Animal Management Plan (cont'd)

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

The DAM Plan is consistent with the following themes and objectives in the Knox Community and Council Plan 2017-2021.

Goal 1 - We value our natural and built environment

Strategy 1.1 Protect and enhance our natural environment

Goal 2 – We have housing to meet our changing needs

Strategy 2.1 Plan for a diversity of housing in appropriate locations

Goal 4 – We are safe and secure

Strategy 4.1 Encourage and support the community to take responsibility for their own safety, and the safety of others

Strategy 4.2 Enhance community connectedness opportunities to improve perceptions of safety

Strategy 4.4 Protect and promote public health, safety and amenity

Goal 6 – We are healthy, happy and well

Strategy 6.1 Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition locations

Strategy 6.2 Support the community to enable positive physical and mental health

8. CONCLUSION

The development of the Knox DAM Plan 2017-2021 is a legislative requirement. Council must review and develop a plan every four years. The Plan provides details and strategies for implementation over a four-year period that promote responsible animal management in Knox.

The Plan also considers community and environmental drivers which integrate with Council's wider strategic direction. In addition to the ongoing work which rolls over from Council's current DAM Plan 2013 – 2017, this Plan proposes a number of new actions.

It is recommended that the draft DAM Plan 2017-2021 be placed on public exhibition. A further report will be presented to Council on 26th February 2018 with the outcomes of the consultation and a final draft of the Plan.

9. CONFIDENTIALITY

There are no confidentiality issues within this report.

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

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

6.5 Domestic Animal Management Plan (cont'd)

Appendix A – Draft 2017-2021 Domestic Animal Management Plan is circulated under separate cover.

7. PUBLIC QUESTION TIME

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

DOBSON AND CHANDLER WARD**8.1 AWARDING OF CONTRACT NO. 2290 – RECONSTRUCTION OF ALMA AVENUE, FERNTREE GULLY, HELENE COURT, BORONIA AND WINWOOD DRIVE, FERNTREE GULLY**

SUMMARY: *Acting Team Leader – Project Delivery (Linda Millar)*

This report considers and recommends the appointment of a tenderer for Reconstruction of Alma Avenue, Ferntree Gully, Helene Court, Boronia and Winwood Drive, Ferntree Gully

RECOMMENDATION

That Council

1. **accepts the adjusted tender submitted by Roadside Services & Solutions Pty Ltd for the adjusted lump sum price of \$900,556.84 excluding GST (\$990,612.52 including GST) for Contract No. 2290**
2. **authorises the Chief Executive Officer to formalise the contract documentation under delegated authority; and**
3. **advises all tenderers accordingly.**

1. INTRODUCTION

Alma Avenue, Ferntree Gully, Helene Court, Boronia and Winwood Drive, Ferntree Gully are Council approved projects listed within the 1001 – Road Sub-structure and Kerb & Channel program on Council's 2017/18 Capital Works Program.

The purpose of this program is to fund road renewal and kerb & channel renewal works as prioritised by Council.

In line with Council's Procurement Policy and after considering the complexity, value and risk associated with this contract, it was determined to call for tenders.

This report considers and recommends the appointment of a tenderer to undertake the contract.

8.1 Awarding of Contract No. 2290 – Reconstruction of Alma Avenue, Ferntree Gully, Helene Court, Boronia and Winwood Drive, Ferntree Gully (cont'd)

2 DISCUSSION

2.1 Proposed Works

These projects are typical road renewal projects which includes the rehabilitation of the road pavement; removal and reinstatement of kerb & channel; removal and reinstatement of driveways and footpath; asphalt re-sheeting and pavement patching; and minor drainage improvements, line-marking and other associated works.

- Alma Avenue - the section of road from The Avenue to the north side of the intersection with Bruce Crescent;
- Helene Court - the entire length; and
- Winwood Drive - the entire length of road from Austin Street to The Avenue.

The proposed works are to be funded through the Capital Works Program (CWP) and are for a contract period of twenty (20) weeks.

2.2 Tenders Received

This contract was advertised in The Age on Saturday, 19 August and Saturday, 26 August 2017, and in The Leader on Tuesday, 22 August 2017, as a single Lump Sum, Quality Assured contract.

A compulsory pre-tender meeting was held to clarify complexities of the contract on 30 August 2017.

Two contractors attended the pre-tender meeting and subsequently, two tenders were submitted electronically via Council's e-tendering portal.

The following tenders were received:

Tenderer 1 Roadside Services & Solutions Pty Ltd

Tenderer 2 Etheredge Mintern Pty Ltd

2.2.1 Pre Evaluation Checks

A Pre-evaluation check was carried out by the Chair of the Tender Evaluation Panel on each tenderer and was discussed with the panel members. These checks included documentation conformance and a check of submitted tender amounts to identify errors that may need correction or clarification. The tenderers corrected minor arithmetical errors and clarified addendum inclusions and re-submitted their tender accordingly.

8.1 Awarding of Contract No. 2290 – Reconstruction of Alma Avenue, Ferntree Gully, Helene Court, Boronia and Winwood Drive, Ferntree Gully (cont'd)

2.2.2 Evaluation Panel

The Tender Evaluation Panel was formed in line with Council's Procurement Policy. This is detailed further in the attached Confidential Report.

2.2.3 Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, were assigned the following weightings in accordance with the approved Procurement Plan:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| • Price | 45% |
| • Evidence of Capability / Supervision required | 20% |
| • Assessment of any tender conditions, evidence of technical, managerial, physical and financial resources, and capacity to deliver (current & future workload) | 15% |
| • Traffic Management | 10% |
| • Integrated Management System, implementation incorporating Quality, Environment and Safety | 10% |

2.3 Tender Evaluation Results

The Panel arrived at the following summary results:

Ranking Order	Tenderer
1	Roadside Services & Solutions Pty Ltd
2	Etheredge Mintern Pty Ltd

There was a substantial price difference between the two tenderers. However the two (2) tenderers scored similarly in the remaining criteria.

2.3.1 Preferred Tender

Roadside Services & Solutions Pty Ltd is the recommended tenderer with the highest evaluation score and an adjusted tender price of \$990,612.52 (including GST).

Roadside Services & Solutions Pty Ltd is well known to Council and in recent years satisfactorily completed the Reconstruction of Station Street, Ferntree Gully for Council, along with a number of drainage renewal contracts. A Financial Report (prepared by Equifax Australasia Credit Ratings Pty Ltd) was obtained for this contractor and the report scored the tenderer a 'Pass' rating.

The rates submitted for these works are competitive and reflect the current market for this type of project. It is anticipated that Roadside Services & Solutions Pty Ltd would give a satisfactory performance and would successfully deliver the project.

8.1 Awarding of Contract No. 2290 – Reconstruction of Alma Avenue, Ferntree Gully, Helene Court, Boronia and Winwood Drive, Ferntree Gully (cont'd)

2.3.2 Second Preferred Tender

The tender from Etheredge Mintern Pty Ltd scored the second highest against the tender evaluation criteria.

Their rates are also regarded as competitive and reasonable for this type of work and they have shown an appreciation of the scope of works required under this contract.

Etheredge Mintern Pty Ltd is known to Council and recently completed the reconstruction of Sasses Avenue, Bayswater and Ashton Road, Kingston Street and Mountain Gate Drive, Ferntree Gully for Council. It is anticipated that Etheredge Mintern Pty Ltd would also give satisfactory performance and successfully deliver the project.

3. CONSULTATION

The abutting residents were notified of the proposed works through a letter drop with the proposed start date and will be further notified of relevant contact details once a contractor has been appointed and the works program is known. The successful contractor, together with Council, will liaise with the residents and Council's waste collection contractor prior to and during the works.

4. ENVIRONMENTAL/AMENITY ISSUES

No environmental or amenity issues needed to be further considered in the evaluation of this contract.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The total funding adequately meets the contract sum of the preferred tenderer, plus associated costs, if the works are awarded under the terms of Contract No. 2290.

5.1 Projected Costs

The projected project costs and funds available for this project is summarised as follows:

<u>Description</u>	<u>Cost (excluding GST)</u>
Contract Lump Sum Price	\$900,556.84
Project Management Fee	\$36,008.00
Service Alterations	\$2,000.00
Advertising and Tender Documentation	\$1,400.00
Contingencies	\$90,035.16
Total Project Cost:	<u>\$1,030,000.00</u>

8.1 Awarding of Contract No. 2290 – Reconstruction of Alma Avenue, Ferntree Gully, Helene Court, Boronia and Winwood Drive, Ferntree Gully (cont'd)

5.2 Funds Available

The funding sources available are as follows:	Budget
2017/18 CWP Project No. 1001-878, Reconstruction Alma Avenue, Ferntree Gully	\$330,000.00
2017/18 CWP Project No. 1001-880, Reconstruction Helene Court, Boronia	\$337,000.00
2017/18 CWP Project No. 1001-879, Reconstruction Winwood Drive, Ferntree Gully	\$398,000.00
Total Funds Available:	\$1,065,000.00

6. SOCIAL IMPLICATIONS

This project will have social implications during the construction, in terms of temporary inconvenience and access restrictions through the residential area. However, this will be kept to a minimum as much as possible and all occupants will be notified of any restrictions prior to them occurring.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

This item has relevance to Council's Community and Council Plan 2017-2021 council initiative to continue to address Council's Asset Renewal backlog under the strategy to "Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure".

8. CONCLUSION

The tender representing best value was presented by Roadside Services & Solutions Pty Ltd for the Reconstruction of Alma Avenue, Ferntree Gully, Helene Court, Boronia and Winwood Drive, Ferntree Gully at an adjusted Lump Sum Price \$900,556.84 excluding GST, (\$990,612.52 including GST).

The company is adequately resourced and available to successfully undertake this contract within the constraints of time, quality and cost as detailed in the Contract documentation.

8.1 Awarding of Contract No. 2290 – Reconstruction of Alma Avenue, Ferntree Gully, Helene Court, Boronia and Winwood Drive, Ferntree Gully (cont'd)

9. CONFIDENTIALITY

The Procurement Report has been prepared and authorised and a confidential summary of the tendered prices, evaluation matrix and completed Panel Declaration Form is provided separately to this report.

***Report Prepared By: Acting Team Leader – Project Delivery
(Linda Millar)***

Report Endorsed By: Coordinator – Project Delivery (Hans Pelgrim)

***Report Authorised By: Acting Director - Engineering & Infrastructure –
(David Yeouart)***

DINSDALE WARD**8.2 PEDESTRIAN PAVING TO THE STUDFIELD SHOPPING CENTRE**

SUMMARY: *Manager – Sustainable Infrastructure
(Matthew Hanrahan)*

Council, at its 28 August 2017 meeting, called for a report to be prepared for the October 2017 Council meeting which investigates the status of the pedestrian brick paving at the Studfield Shopping Centre.

RECOMMENDATION

That Council:

1. receives and notes this Call Up item report as resolved by Council on 28 August 2017 in relation to the status of the pedestrian brick paving to the Studfield Shopping Centre, and
2. ranks this project as a part of Council's Footpath Asset Renewal Program and present for Council consideration as a part of the forward program for Capital Works through the 2018/19 Budget process.

1. INTRODUCTION

This report responds to the following Call Up Item raised at the Ordinary Meeting of Council on 28 August 2017:

“That a report be prepared for the October 2017 Ordinary meeting of Council that investigates the status of the pedestrian brick paving to the Studfield Shopping Centre, with the report addressing the following areas:

1. *Advice as to when the brick paving was installed.*
2. *The expected life of brick paving in this type of environment.*
3. *The customer service history of this paving in terms of requests and complaints.*
4. *The maintenance history of this area of paving.*
5. *The contemporary approach to the provision of pedestrian paving in high use areas such as strip shopping centres.*
6. *The anticipated replacement time for this area of paving through Council's Asset Renewal Program.”*

This matter has been investigated.

8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

2. DISCUSSION

The pedestrian paving at the Studfield Shopping Centre in Wantirna South has been investigated and a response provided to the areas requested.

For asset management purposes, the brick paving footpath located in this shopping centre is split into two asset segments.

Figure 1

Asset ID	Length (metres)	Area (Square metres)	Surface Type
FP/547	39m	54	Brick Paver
FP/18371.402/3/1	175m	615	Brick Paver

Figure 2



Refer to Appendix A for images of the brick pavers at Studfield Shopping Centre.

2.1 Brick paving year of construction

Council is unable to provide an exact year of installation for the brick paving due to lack of historical records available for this particular asset. It is estimated that the brick paving at the Studfield Shopping Centre was installed around 1990 based on an evaluation of aerial photographs.

8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

2.2 Expected life of brick paving

The expected life of a brick paving footpath surface is 25 years as adopted in Council’s Footpath & Shared Path Asset Management Plan*.

Figure 3 - Footpath and Shared Path useful lives

Asset Category	Material	Useful Life (years)
Footpath	Concrete	50
	Asphalt	25
	Pavers	25
	Crushed Rock	2

*Footpath & Shared Path Asset Management Plan June 2016 - page 22

Regular inspection and maintenance can result in the serviceable life of the asset being greater than the expected life. A routine hazard inspection of this asset is carried out every 6 months and a specific condition audit on this asset category is conducted every 4 years. The last condition audit was conducted in 2015 which indicated the condition of the pavers is condition 1 - very good and condition 2 – good. Based on this audit the expected replacement year is in the following table (Figure 4).

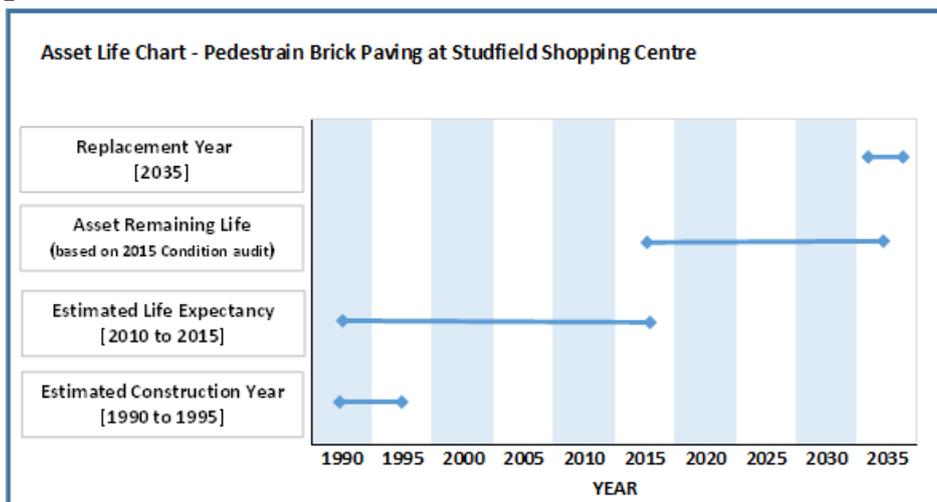
Figure 4

Footpath Segment	Condition Rating	Asset Remaining Life (based on condition)*	Expected Replacement year
FP//547	1	Add 22 years	2037
FP/18371.402/3/1	2	Add 13 years	2028

* Asset Valuation 2017–Methodology, Asset Remaining Life (based on condition) Footpaths page 59.

Inspection of this footpath in August 2017 has confirmed that the brick paving is in a satisfactory condition and does not contain defects that exceed intervention levels as set out in Council’s Road Management Plan. The below chart (Figure 5) provides a visual representation of the asset life to date from estimated construction to scheduled renewal.

Figure 5



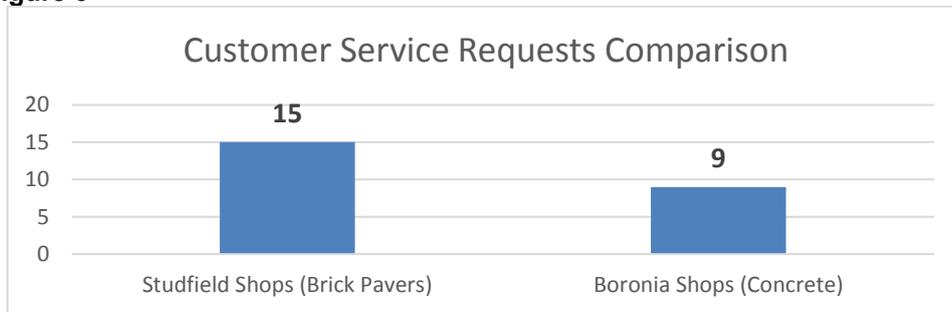
8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

2.3 Customer service history

Council has captured the service history for the period of December 2004 to date, which consists of requests received through Council’s Pathway Customer Request System. During this period, Council received 15 Customer Service requests and four insurance claims relating to the brick paving. All four insurance claims were unsuccessful as Council could demonstrate its compliance with set processes and practices with respect to its footpath management. Customer Service requests comprised of five tripping incidences and 10 for maintenance.

A comparison with a concrete footpath at Boronia shops at 216-262 Dorset Road that is similar in size and shopping setting for the same period yields fewer customer service requests.

Figure 6



2.4 Maintenance history

Council has set a routine hazard inspection frequency of 6 months for this asset. For the period of December 2007 to present, 18 routine hazard inspections resulted in 8 rectification works. During the same period 7 ad-hoc hazard inspections were conducted and all required rectification works. Ad-hoc inspections are when Council staff were in the area and noticed an issue with this asset and reported the issues for rectification.

Again a comparison of a concrete footpath at Boronia shops at 216-262 Dorset Road yields a considerably smaller number of maintenance activities.

Figure 7



8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

Over the past decade, Council has undertaken maintenance activities within the Studfield Shopping Centre on average four (4) times per year to repair sections of uneven/damaged pavers.

Whilst being rated in good condition, the brick paved sections are seen to present a regular maintenance burden to Council, not only due to the age of the assets, but due to the steady increase in underground service related works (e.g. Telstra, power, water) impacting on the precinct. Council has no control over these works.

2.5 Contemporary approach to the provision of pedestrian paving

It is common urban design and best practice to provide a suitable, sustainable and durable surface when upgrading high pedestrian trafficable areas such as, shopping precincts and streetscapes.

Streetscape and key pedestrian thoroughfares should provide an easily trafficable surface, that requires low, ongoing maintenance and can easily be replaced if damaged or in the event that a trader needs new/upgrades to existing underground services.

Brick or modular style pavers were popular for use in streetscape settings, such as the Studfield Shopping Centre from the mid to late 1970s to the mid 1990s. This type of paving is generally now not used due to the relatively high cost of supply and installation and the relatively high cost of maintenance. Depending on the quality of installation, brick or modular pavers can also move, creating visual amenity issues.

It is noted that the majority of the surface treatment is now typically concrete as this material is readily available, not costly to replace and the specified material and design finish can provide a range of finishes.

To provide a sense of place at the shopping centre and implement a targeted design theme, there are a number of design opportunities when using concrete. These include integrating saw cut patterns, varying types of finishes, integrating an array of pavers to accentuate a design or colour theme at key locations such as gathering points, pedestrian outstands and or at key pedestrian orientation points.

This allows for a sense of creative expression within the streetscape while minimising potential future interruptions to the paving type from future trader and or other stakeholder works.

Primarily within the streetscape and at key pedestrian thoroughfares, as visitors are generally distracted and viewing the interior to the surrounding shop windows it is critical that the paving surface and treatment is suitable, non-slip, wide enough for all visitors to easily manoeuvre through and across, allow for foot traffic in both directions and ensure that there are no tripping hazards.

8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

2.6 Replacement time via Council's Asset Renewal Program

Council's renewal ranking criteria identifies a ranked score of 10 which prioritises the replacement of this asset as very low.

A review of the current scheduled renewal date may change as a result of changes to the asset condition or findings in future condition audits. Council conducts and collects condition audit data every 4 years on this asset type and this is used as the basis of prioritising works or renewal of the asset.

Further, as noted whilst the pavers are deemed to be in good general condition, they are deemed to be a regular maintenance burden to Council.

3. CONSULTATION

Consultation has been undertaken with the following departments:

- Open Space Management, Traffic & Transport and Construction.

4. ENVIRONMENTAL/AMENITY ISSUES

The brick paver footpath at Studfield Shopping Centre has served the community well. The footpath is wide enough to manage existing pedestrian demand, abuts onto an area where there is high parking demand and successfully links other walkways and road crossings.

Council places a high prioritisation of safe access for pedestrians and other users of Council's footpaths and has pro-active and effective footpath repair program in-place, particularly in commercial areas such as shopping centres and transport nodes where pedestrian movements are high.

5. FINANCIAL & ECONOMIC IMPLICATIONS

For consideration, a cost comparison has been provided of replacement cost with brick pavers and concrete footpath using the Asset Valuation 2017 adopted unit rates. Based on these unit rates the estimate cost is outlined below in the table. Please note that these costs do not encompass any site establishment, project management, design or additional overhead costing.

Figure 8

Brick Paver			
Asset ID	Area	Unit Rate	Estimated Replacement Cost
FP//547	54	\$135.03	\$7,291.62
FP/18371.402/3/1	614	\$135.03	\$83,043.45
Total:			\$90,335.07

8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

Figure 9

Concrete			
Asset ID	Area	Unit Rate	Estimated Replacement Cost
FP//547	54	\$83.94	\$4,532.76
FP/18371.402/3/1	614	\$83.94	\$51,623.10
Total:			\$56,155.86

For reference, the rates are from the Asset Valuation 2017 adopted footpath unit rates.

6. SOCIAL IMPLICATIONS

A good pedestrian thoroughfare provides the community with an easily trafficable surface that requires low maintenance and can be easily modified and maintained to meet traders needs such underground services changes. It should also be aesthetically pleasing and is an important element in establishing character of the shopping precinct. As visitors are generally distracted by viewing the surrounding shop windows, it is critical that the surface is suitable, non-slip, wide enough for visitors to easily manoeuvre, allow for foot traffic in both directions and ensure that there are no tripping hazards.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Council's Footpath renewal program is consistent with the broader strategic objectives identified in Council's Community and Council Plan 2017-2021. In particular:

- Council Initiative 1.3.1 Continue to address council's Asset Renewal backlog.
- Strategy 4.3 Maintain and manage the safety of the natural and built environment.
- Strategy 8.1 Build, Strengthen and promote good governance practices across government and community organisations.

8. CONCLUSION

Studfield Shopping Centre is an important Neighbourhood Activity Centre within the City of Knox.

The brick paving was installed between 1990 and 1995 and at that time would have had an expected life of 25 years. However, the pavers are still in a serviceable condition.

It is of note that the service life of the footpath is now identified in the Asset Renewal Program for 2035 (ie. approximately 40-45 years life expectancy).

8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

A review and comparison of brick pavers versus concrete footpath surface has shown that brick pavers generate more customer service requests relating to defects and incur considerably more maintenance costs than a concrete footpath surface.

It is important that Council take this into consideration as the risk of a slip or tripping injury or other losses arising from the condition of Council footpaths may lead to public liability claims against Council from members of the public.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Officer – Asset Strategy (John Bixby)

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

8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

APPENDIX A

Studfield Shopping Centre, Brick Paver Images

Photo Taken on 25 August 2017

Image 1



Image 2



8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

Image 3



Image 4

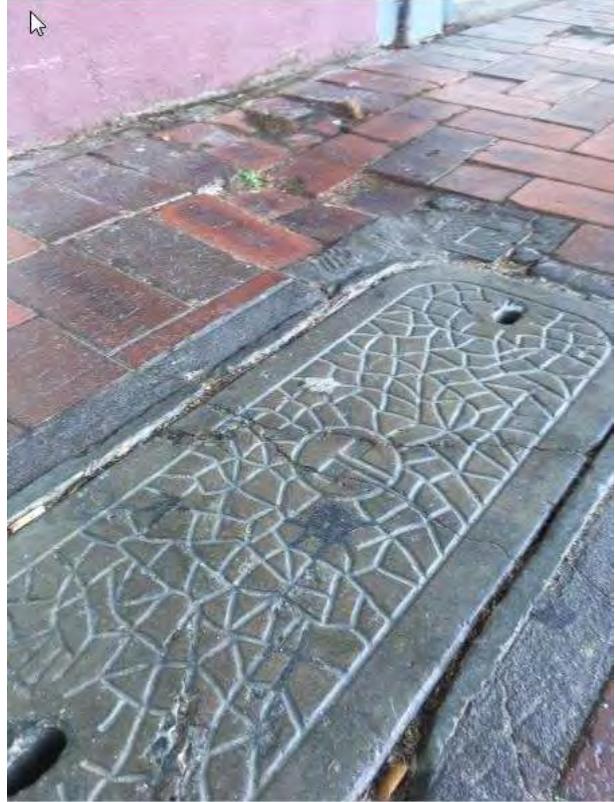


Image 5

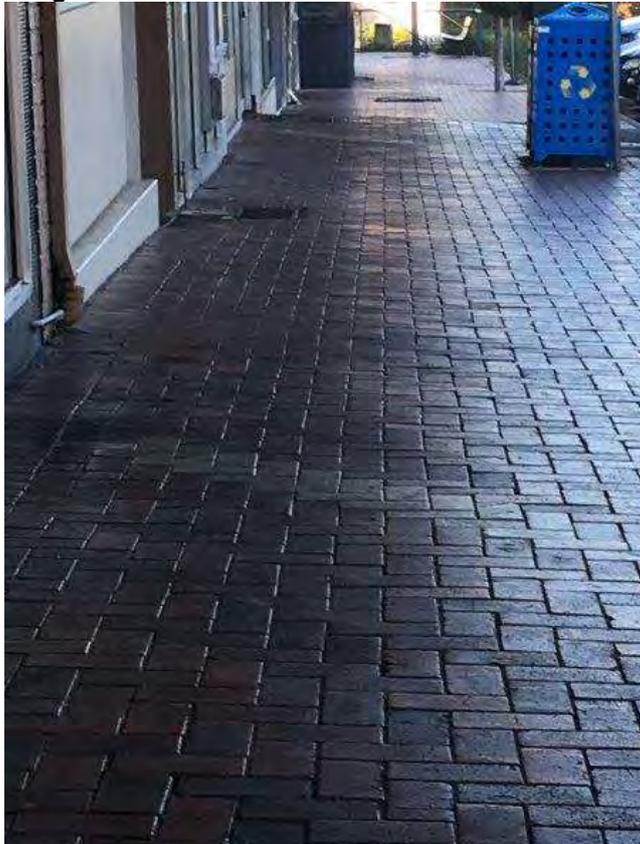


8.2 Pedestrian Paving to the Studfield Shopping Centre (cont'd)

Image 6



Image 7



ALL WARDS**8.3 KNOX PARKING POLICY – CONSULTATION OUTCOMES**

SUMMARY: *Senior Traffic Engineer (Deborah Wilding)*

The consultation period for the Draft Knox Parking Policy (the Policy) has now ended. This report provides a summary of the outcomes of this consultation and an updated version of the Knox Parking Policy for Council's consideration and endorsement.

RECOMMENDATION

That Council

1. approves the Knox Parking Policy as shown in Appendix A of this report; and
2. proceeds with the preparation of Parking Management Plans as stated in the Knox Parking Policy.

1. INTRODUCTION

Council considered and endorsed the Draft Knox Parking Policy at its meeting on 24 July 2017 and sought public feedback over a four-week consultation period. Council then approved a further two weeks consultation period requesting a final report for the October Council meeting.

Feedback on written comments received from the public consultation process is summarised in Appendix B.

The final Knox Parking Policy includes relevant changes taking into consideration issues raised from the public consultation and seeks Council's consideration and endorsement of the Policy as outlined in *2.5 Changes to the Knox Parking Policy*.

2. DISCUSSION**2.1 Background**

Public consultation on the Policy provided feedback on relevant issues currently concerning residents and businesses in Knox.

The initial consultation period was for four weeks in August 2017 with a report to Council planned in September 2017.

Council approved a Notice of Motion (Number 68) at its Strategic Planning Meeting on 14 August 2017 to extend the public feedback period to six weeks with the closing date for consultation on 14 September 2017 and a report to Council provided in October 2017.

8.3 Knox Parking Policy – Consultation Outcomes (cont'd)

2.2 Consultation Process

The public consultation process included a number of different communication tools in order to gain feedback from a broad variety of stakeholders:

- On-line survey - provided the community with a range of questions for feedback on parking priorities, walking distances, parking restrictions, concerns and locations, public transport use and parking requirements for development applications. The electronic survey was available on Council's website along with a copy of the Policy. A total of 382 responses were received to the survey (a copy of the survey is attached as Appendix C).
- Media release - provided general information about the Policy. The Knox Leader created interest with residents through articles relating to parking around Wantirna Mall and Upper Ferntree Gully Shopping Centres. At least one community newsletter wrote an article on the Policy.
- Flyers – 800 flyers were handed out encouraging people to fill in the on-line survey and have their say on the Policy. Flyers were distributed during four pop-up stalls, to Council libraries, community centres and businesses in key activity centres.
- Email newsletters - Business and community groups received information on the Policy through the KnoxBiz website and the sustainable transport e-newsletter (to primary schools).
- Pop-up stalls - Four pop-up stalls were held at Wantirna Mall, Upper Ferntree Gully, Boronia and Stud Park Shopping Centres. The stalls were manned for a two-hour period at each location with flyers handed out.
- Facebook posts – posts provided during the consultation campaign highlighted the on-line survey and pop-up stalls initiating discussions with Facebook followers.

2.2.1 Written Feedback

Council received nine private emails and letters as well as 382 responses to the on-line survey with 207 people providing comments on parking. At least 51 people also shared comments on Facebook relating to parking issues. Many people had similar responses, which were grouped together and some people provided multiple comments/suggestions. Overall, 132 different comments/suggestions were identified.

The table in Appendix B summarises these comments and responds on the appropriate path to address the issues raised. The comments are generally focused on public transport, bicycles, pedestrians, accessible parking, hospitals, schools, business, train stations, parking–general, carparks, enforcement, developments, the Knox Planning Scheme as well as miscellaneous. Comments were also made on the survey.

8.3 Knox Parking Policy – Consultation Outcomes (cont'd)

Some suggestions were already allowed for in the Policy. Where considered appropriate however, changes have been made to the Knox Parking Policy based on the suggestions made. These are noted in Section 2.3.

Many comments cannot however be addressed as part of the Knox Parking Policy and should be dealt with by other mechanisms such as specific Traffic Management Plans, advocacy, planning scheme requirements, Council maintenance/funding programs and behaviour change programs. The main issues raised were:

- The impact multi-unit developments were having on parking in local streets with many residents wanting to reduce the number of multi-unit developments or increase on-site parking;
- Including indented parking bays or widening narrow roads;
- More enforcement of parking restrictions on a frequent basis;
- Keeping streets clear for access;
- Providing more general and accessible parking;
- Allowing parking on nature strips, and
- Not supporting pay parking.

2.2.2 On-line Survey Results

A copy of the survey questions is provided in Appendix C. The on-line survey revealed that for the residents who responded, the majority live in detached houses, had three or more bedrooms and have at least two cars per household. Responses were received from all suburbs across Knox.

The results to questions in the on-line survey are as follows:

- ‘Did you know’ questions - aimed at informing the community about parking constraints.

Respondents were generally aware that some carparks are privately owned and that it is illegal to park on nature strips. Many people were not aware that Council does not control parking for schools, hospitals and commuters.

- Parking Priorities – aimed at establishing parking priorities close to shops, schools and hospitals.

Respondents generally believe that people with disabilities should be given priority spaces, followed by those wanting short stay parking. Long stay parking was given a lower priority. Views differed for public transport, taxis and medium stay parking depending on the location. This prompted a review of the parking hierarchy as stated in Section 2.5.

8.3 Knox Parking Policy – Consultation Outcomes (cont'd)

- Walking distances – aimed at establishing preferred walking distance from a parked car to the train station, shopping centre, school, hospital or friend's house.

The results indicate that the majority of people are willing to walk between two to five minutes to their destination or between 130 and 330 metres. Approximately 40 percent of people surveyed were willing to walk five minutes or more to their destination and 10 percent were willing to walk longer than 10 minutes to their destination.

Walking for six minutes equates to about 400 metres, the generally accepted distance for walking to a bus stop, while walking 12 minutes equates to 800 metres or the distance accepted for walking to a train station. These results indicate that the parking zones proposed in the Policy are at suitable distances.

- Parking restrictions – aimed at seeking views on parking restrictions.

Many people would prefer to be consulted about parking in their street separate from a local precinct. The Policy includes community consultation for each parking management plan with restrictions only implemented in individual residential streets on agreement with the majority of residents in each street. The removal of some parking to improve active transport (walking, cycling and public transport) facilities was supported by 43 percent of people surveyed.

- Parking concerns – aimed at seeking views on general parking concerns.

The main parking concern at shops, hospitals, train stations and schools related to insufficient parking. In residential streets, near parks and industrial areas the majority of residents did not express any parking concerns. Restricting two-way flow on residential streets was a secondary concern. The Policy supports ensuring access along local roads.

- Parking locations – aimed at seeking views on preferred parking locations.

The majority of residents when travelling to shops, train stations, hospitals and work use carparks. Parking occurs more often on-street when travelling to friends or schools and the majority of people park inside their properties when at home.

- Public transport Use – aimed at seeking views on public transport use.

Only 28 percent of those surveyed used public transport. Of those using public transport, 94 percent used the train. 53 percent drove a car and parked at the station while 34 percent walked to the station.

8.3 Knox Parking Policy – Consultation Outcomes (cont'd)

- Parking requirements for development applications – aimed at seeking views on parking in association with developments.

There was minimal support for reducing parking requirements for developments close to other amenities.

2.3 Changes to the Knox Parking Policy

Responses to the survey questions and written responses have prompted the following changes (shown in italics) to the Knox Parking Policy.

- Review Date: changed to - 3 years from *23/10/17*
- 4.1 changed to -
Community and Council Plan 2017-2021
- Goal 3 – We can move around easily
- 5. Accessible Parking -team name reference was changed from Local Laws to *Community Laws*.
- 6.2.1 sentence changed to - Zone A the key activity centres within Knox are identified in *Appendix A*
- 6.2.1.1 extra point added - *limit restrictions to working hours where feasible*
- 6.2.1.2 extra wording included in italics - more than 51% support from abutting property owners *in each road segment*

Extra point added - *limit restrictions to working hours where feasible*

- 6.2.2 Table 1

The parking hierarchy table was split into two parts -

Part A - Special Needs Parking Bays

Extra wording (in italics) added to -

6	<i>Flexi-Car Parking/ Recharge Station for Electric Cars</i>	<i>Car spaces are needed where motorists can easily find a booked share car or connect and pay for electricity.</i>
---	----------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

Part B - General Parking Restrictions

- 6.2.3.3 extra wording included in italics -

Zone B – within individual streets *or road segment*, shown to have a high parking demand and supported by more than 51% of affected residents *in the road segment*; and

8.3 Knox Parking Policy – Consultation Outcomes (cont'd)

Zone C - within individual streets *or road segment*, shown to have a high parking demand and supported by more than 51% of affected residents *in the road segment*.

- 6.3.8 Technology – extra point included -
- *Recharge stations for electric cars*
- Extra section included -

7. ADMINISTRATIVE UPDATES

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

3. CONSULTATION

The public consultation process included a number of different communication tools: On-line survey, media release, a flyer, email newsletters, pop-up stalls and Facebook posts. Detailed information relating to the consultation process are discussed in Section 2.2 above.

4. ENVIRONMENTAL/AMENITY ISSUES

Parking availability affects the quality of life of residents and the operation of businesses. It is therefore important that all parking needs are considered in a fair and equitable manner. This is particularly important given the growing demand for on-street parking within the municipality.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Consultation on the Knox Parking Policy, individual parking management plans and any changes to line marking and signage can be accommodated within existing budgets.

6. SOCIAL IMPLICATIONS

Providing a parking environment encourages safe and equitable access between various users.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

The Knox Parking Policy supports Goal 3 'We can move around easily', Strategy 3.1 'enable improved transport choices supported by integrated and sustainable transport systems and infrastructure'.

8.3 Knox Parking Policy – Consultation Outcomes (cont'd)

The Traffic and Transport service provides local traffic and parking management advice, ensuring the community expectations for road safety and access is met through continuous improvements to the local road network.

8. CONCLUSION

The Knox Parking Policy has been updated to include issues raised from the public consultation process to ensure the equitable use of available parking spaces across the municipality and inform the development of parking management plans for activity centres.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Senior Traffic Engineer (Deborah Wilding)

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

KNOX POLICY



KNOX PARKING POLICY

Policy Number:		Directorate:	Engineering & Infrastructure
Approval by:		Responsible Officer:	Manager – Sustainable Infrastructure
Approval Date:		Version Number:	1
Review Date:	3 Years from 23/10/17		

1. PURPOSE

The purpose of this policy is to:

- Establish a framework that Council will follow in order to apply parking restrictions, permits and other parking measures.
- Ensure the equitable use of available parking spaces across the municipality.
- Provide safe and accessible parking for residents, employees and visitors to the municipality.
- To inform and support the development of parking management plans.

2. CONTEXT

The look and feel of cities is changing faster today than ever before. Improvements in technology, better use of land, the growth of new communities with new interests and pursuits, changing family structures, and the emergence of new types of businesses have all helped to make cities highly desirable places to live.

As Melbourne continues to grow and change, Knox is being absorbed into this city environment presenting new challenges and opportunities. The changes in demographic trends and housing growth means that more pressure is placed on our infrastructure networks to transform the transport system and support a more productive central city.

Council is receiving increasing numbers of requests for parking restrictions to manage parking demand within the municipality. This is due to the increase in the number of multi-unit developments, industrial and business developments, together with an increase in commuter parking demand around railway stations. A consistent approach is required for managing parking within the municipality to ensure a fair and equitable use of parking resources.

This policy has been developed to facilitate the provision of on-street parking and parking in Council owned/controlled car parks using signage, line marking and parking permits. It aims to prioritise the differing needs of parking user groups while improving parking management within activity centres and the surrounding residential areas.

A consistent approach to parking management in Knox will also encourage compliance with parking restrictions throughout the municipality and assist with parking enforcement as part of Council's Community Laws service.

The policy will complement the 'Retrofitting of Additional On-street Parking Infrastructure on Narrow Residential Streets' Policy.

3. SCOPE

This policy should be referred to by Council when considering requests from residents or business owners to introduce or modify parking restrictions, including parking permits, on streets and Council managed carparks within Knox.

This policy only refers to Council managed streets and carparks.

4. REFERENCES

4.1 **Community & Council Plan 2017-2021**

- Goal 3 – We can move around easily

4.2 **Relevant Legislation**

- Road Safety Act 1986
- Road Safety Road Rules 2009 (Victorian Road Rules)
- Local Government Act 1989
- Knox Planning Scheme
- Disability Discrimination Act 1992

4.3 **Charter of Human Rights**

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 **Related Council Policies**

- Retrofitting of additional on-street parking infrastructure on narrow residential streets policy

4.5 **Related Council Procedures**

- Traffic Engineering Guidelines
- Civil Works Guidelines
- Standard Drawing for Construction of Parking Indents.

4.6 **Related Council Plans**

- Integrated Transport Plan 2015
- Carpark Asset Management Plan 2013
- Road Management Plan 2015
- Liveable Streets Plan 2012-2022

4.7 **Structure Plans**

- A new Plan for Rowville
- Alchester Village Place Program
- Bayswater 2020: Bayswater Activity Centre Structure Plan
- Boronia Structure Plan
- Ferntree Gully Village Place Program
- Knox Central Urban Design Framework
- Mountain Gate Place Program
- The Upper Ferntree Gully Plan

4.8 **Standards and Guidelines**

- Australian Standards AS/NZ 2890 Parking Facilities
- Australian Standards AS/NZ 1742.11 Manual of uniform traffic control devices – parking controls
- Austroads – Guide to Traffic Management Part 11: Parking

5. DEFINITIONS

Council	Knox City Council.
Accessible Parking	A car parking space that is accessible for people with a disability who are eligible for a permit. Users of these parking spaces must display a valid parking permit in their vehicle (obtainable as part of Council's Community Laws service).
Bicycle Parking	An area dedicated to safe parking for bicycles at a bike rail or enclosure.
Bus Zone	An area set aside for buses to safely stop at a flagged bus stop or designated rest area.
Taxi Zone	An area designated for taxis to wait for passengers.
Carpooling	Two or more people using the one vehicle to access and park in an area.
Clearway	An area of no stopping along a main traffic route which enables a constant traffic flow at peak times.
Mail Zone	An area set aside for an authorised mail van for the collection or delivery of mail. The road rules do not allow parking within 3 metres of a mail box unless otherwise signed.
Commuter Parking	Parking attributable to anyone who parks their car and then transfers to public transport for their trip. This is often (but not exclusively) associated with train travel.
Flexi-car parking	A car parking space dedicated to a car sharing service designed to reduce car ownership.
'Hockey Stick' line marking	'L' shaped line marking at the beginning and end of an area where parallel parking is permitted
Loading Zone	An area designated for the loading and unloading of

	goods for the servicing of businesses using a registered truck or courier vehicle.
Long term parking	Areas where parking is 5 hours or longer including areas where no restrictions apply.
Medium stay parking	Areas where 3 to 4 hour parking restrictions apply.
No Parking restrictions	A driver of a vehicle is only permitted to stop for up to 2 minutes (to drop off or pick up passengers or goods) and the vehicle cannot be left unattended.
No Stopping restrictions	A driver of a vehicle must not stop on a length of road to which the restriction applies other than to avoid an obstruction or to change direction to reverse into a parking space or driveway (Exemptions apply to authorised vehicles).
Parking Hierarchy	A structure for determining assignment and priority across composite parking needs based on safety, access and functional need.
Parking Management Plan	Development of a precinct based approach to parking within key activity areas, which proposes area wide parking controls to meet and balance key user needs. The Parking Management Plan guides decision making on parking matters.
Parking Zones	Designated precincts within an activity centre, based on proximity to the centre itself which inform the provision of parking solutions.
Permit Holder	A person who holds a parking permit that entitles them to park in a location as specified on their permit (an area, street or accessible parking bay).
Permit Parking	Parking that is restricted to businesses or residents holding a valid parking permit for a given parking area or street. The area or street is designated by signage with the wording 'Permit Holders Excepted'.
Short Stay parking	Areas where parking restrictions are 2 hours or less.
Travel/trip attractor	An activity or place which attracts large numbers of people and car parking such as a shopping centre, hospital, school or train station.
Work Zone	A temporary parking area for construction vehicles to allow for deliveries to construction sites.

6. COUNCIL POLICY

6.1 Introduction

Council will consider changes to parking restrictions in line with the following guidelines while aiming to provide a balance between the competing user needs within a local street or area.

Parking provision within an area will primarily be assessed utilising a decision making framework that is based on two key criteria:

- **Parking zones** - designated precincts within an activity centre, based on proximity to the centre itself which will inform the provision of parking solutions; and
- **Parking hierarchy** - a structure for determining assignment and priority across composite parking needs based on safety, access and functional need.

Having regard to the above two criteria, Council will be in a position to develop Parking Management Plans around activity centres. These Parking Management Plans will provide the basis for decision making by Council relating to future parking restrictions.

6.2 Parking Decisions

6.2.1 Parking Zones

The majority of parking concerns within Knox are focused around a combination of:

- **Activity centres** - where mixed use development demands a balancing of parking needs across key user groups, including retail, commercial, residential, (comprising multiple housing types) visitor and community use; and
- **Trip attractors** - such as schools/health facilities, where peak parking demand generates high demand for parking in areas which typically have limited capacity to support such demands.

In effect, both activity centres and trip attractors each require a balanced approach to meeting user needs.

The designation of parking zones allows Council to prioritise and balance parking provision across key user groups, having regard to the immediate function of the area. Each area around an activity centre or trip attractor will be divided into parking zones:

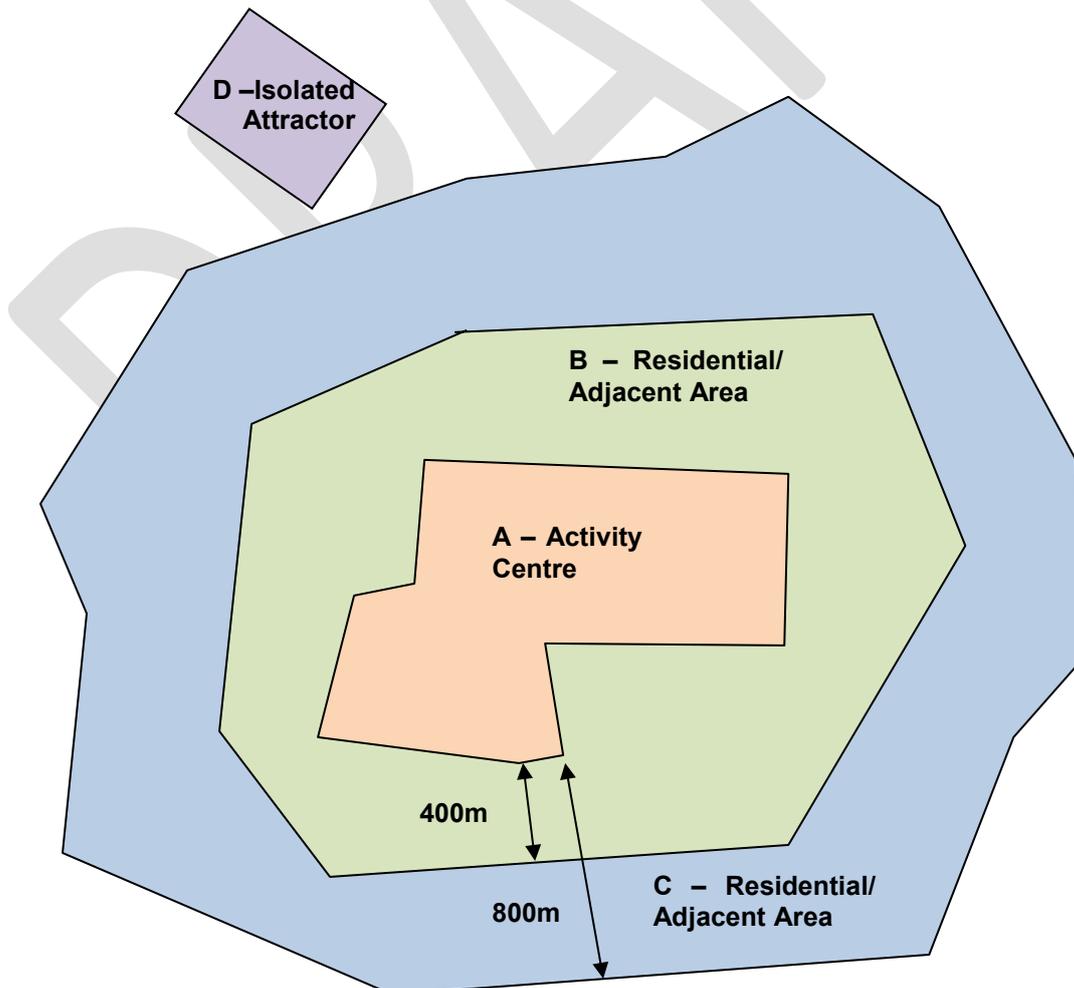
- Zone A represents the area encompassing the activity centre within easy walking distance of parking attractors. The key activity centres within Knox are identified in Appendix A.
- Zones B (typically up to 400m from the activity centre) and Zone C (typically 400m to 800m from the activity centre) represent residential/adjacent areas where parking may be impacted upon by the activity centre and the parking needs of these areas.

- Zone D is an area around an isolated attractor such as a school, sports facility or hospital affected by a high demand for parking.

A combination of parking restrictions will be considered for each zone taking into account:

- parking hierarchy;
- proximity of the street to an activity centre;
- demand for parking;
- street width;
- street function;
- traffic volume;
- capacity; and
- topography.

Diagram 1 – Parking Zones



6.2.1.1 Zone A – Activity Centre

Zone A encompasses an Activity Centre where there is a high demand for parking associated with travel both to and within the area. Parking priority will be in accordance with the Parking Hierarchy shown in Table 1.

In general within Zone A:

- Preference will be given to short stay parking in the immediate vicinity of businesses and services to ensure sufficient parking turnover;
- Access for specialised services such as accessible parking, loading, bus, mail and taxi zones will be provided where appropriate;
- Provision for staff will be considered in Council carparks constructed for the service of the shopping centre if capacity is available;
- Unrestricted parking for staff in off-street Council car parks furthest away from the parking attractor may be provided;
- Businesses will be encouraged to fully utilise their private parking spaces for staff before consideration of any additional staff spaces in public carparks; and
- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive personal use are not supported.
- Limit restrictions to working hours where feasible

6.2.1.2 Zones B & C – Residential/Adjacent Areas

Zones B and C are residential/adjacent areas, approximately 400 metres and 800 metres away from an activity centre (Zone A) where the demand for parking is generally lower than within the activity centre itself. Consequently, longer parking times are allowed in these zones.

In general within Zone B and C:

- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive personal use is not supported (ie the preference is for time based restrictions with permits for residents rather than permits only). Parking will be a mixture of medium to long term parking; and
- Parking restrictions will be considered on a case by case basis only, depending on street conditions, an assessment of competing parking user groups (e.g. business staff vs. residential) and more than 51% support from abutting property owners in each road segment.
- Limit restrictions to working hours where feasible

6.2.1.3 Zone D – Travel attractors outside activity centres

Parking around schools, hospitals, sporting facilities or other large travel attractors outside activity centres require short stay parking restrictions during operating hours to manage congestion and allow drop-off/pick-up of visitors.

In general within Zone D:

- Parking restrictions will be in place at school crossings, in line with the Victorian Road Rules. These restrictions are in place to ensure good sight lines when school crossings are operational.
- Parking restrictions during school start and finish times may be considered to support access to nearby residential properties and to reduce congestion around schools.
- Schools will be encouraged to provide accessible parking bays for school/parent use within the school carpark. If this is not feasible, on-street bays may be considered where the Australian Standards can be met and funding is available.
- Staff parking for schools should predominantly be provided within the school grounds. Any additional on-street staff parking requirements should have minimal impact on residents.
- Hospitals, child care facilities and other similar travel attractors are encouraged to provide staff and customer parking needs within their site and minimise on-street parking. Parking restrictions may be considered around these travel attractors to reduce the impact of customer, visitor and staff parking on residential areas and to ensure parking is still available for residents.
- Sports facilities may require temporary parking restrictions in local streets during sports finals to manage congestion and facilitate traffic flows.

6.2.2 Parking Hierarchy

The management and prioritisation of all new and reviewed parking restrictions and changes will be considered in line with the following parking hierarchy (Table 1). Although the types of parking have been prioritised, there may be some situations where a parking user has a higher priority.

Table 1 – Parking Hierarchy

Part A: Special Needs Parking Bays

Priority	Type of Parking	Comments	Applicable Parking Zones
Highest 1	Accessible Parking <ul style="list-style-type: none"> • Accessible Permits 	Accessible parking bays are required in carparks to provide access to facilities for people with disabilities.	A,D
2	Bicycle Parking	Safe bicycle parking is important in supporting and promoting active transport in the municipality.	A,D
3	Bus Zones	Stopping areas for buses and access to bus stops is important to support public transport in the municipality.	A,B,C,D
4	Taxi Zones	Access to taxi services near trip attractors supports residents with limited mobility, no access to a motor vehicle or who are unable to drive.	A,D
5	Mail Zones	Mail zones are used to reinforce parking restrictions near a mail box or permit general parking outside mail collection times.	A,D
6	Flexi-Car Parking/ Recharge station for Electric Cars	Car spaces are needed where motorists can easily find a booked share car or connect and pay for electricity.	A,B,C,D
7	Work Zones	Work zones are temporary parking areas used to ensure access to a work site for deliveries where parking is limited.	A,B,C,D
8	Loading Zones	Local businesses require parking for deliveries where no off-street loading facilities are available.	A,D
9	Car pooling	Staff carpooling within employee parking areas is encouraged over single occupant vehicles to reduce car use.	A,D
Lowest 10	Motorcycle Parking	Specific parking for motorcycles can be provided where small spaces are available within carparks.	A,D

Part B: General Parking Restrictions

Priority	Type of Parking	Comments	Applicable Parking Zones
Highest 1	No Stopping/No Parking Areas or Clearways	These areas are a high priority to address safety issues, regulatory requirements or ensure access.	A,B,C,D
2	Short Stay Parking <ul style="list-style-type: none"> • local school parking • visitor • customer 	Short stay parking is needed to create a high parking turnover: <ul style="list-style-type: none"> • near schools for drop off areas • near facilities for visitors or shoppers 	A,B,D
3	Local Resident Parking <ul style="list-style-type: none"> • Time based • Residential Permits 	Providing local residents and their visitors with parking within a reasonable distance of their homes.	B,C
4	Medium Stay Parking <ul style="list-style-type: none"> • visitor • customer 	Medium stay parking for customers or visitors has a lower priority as parking for longer periods impedes parking turnover.	B,C
5	Long Stay Parking <ul style="list-style-type: none"> • Staff • Business Permits 	Local employees have a lower priority as this impedes parking turnover for customers. Long stay parking may be provided further away from travel attractors.	A,B,C,D
Lowest 6	Unrestricted Parking <ul style="list-style-type: none"> • Commuter • Other all day parking 	Unrestricted parking is provided in carparks (for businesses or commuters) or in streets where there is a lower parking impact and demand furthest away from travel attractors.	A,B,C,D

6.2.3 Parking Management Plans

A Parking Management Plan is a local precinct plan, which provides a strategic direction for Council in assigning parking within the area.

Activity centres have a high demand for parking and the provision of parking management plans for the area around them will reduce the impact of parking while balancing the needs of all users.

Parking Management Plans are not the same as a 'Parking Overlay', which is a tool available to include in the Planning Scheme.

6.2.3.1 Parking Management Plans for Activity Areas

Council will progressively prepare parking management plans for areas around activity centres which will include consultation with local stakeholders. Priority is given to areas with the greatest level of change. A list of the activity centres in Knox and the draft program for undertaking the parking management plan in the next 5 years is shown in Appendix A.

6.2.3.2 Endorsement

On an annual basis, Parking Management Plans will be presented to Council for consideration and endorsement.

6.2.3.3 Implementation of Parking Management Plans

The implementation of Parking Management Plans will be undertaken as a staged process as parking demand increases in the various zones. Parking restrictions will be implemented as follows:

- Zone A – upon approval by Council of a Parking Management Plan;
- Zone B – within individual streets or road segment, shown to have a high parking demand and supported by more than 51% of affected residents in the road segment; and
- Zone C – within individual streets or road segment, shown to have a high parking demand and supported by more than 51% of affected residents in the road segment.

6.3 Specific Parking Requirements

6.3.1 Parking Permit Schemes

6.3.1.1 Residential

- Parking permit schemes will not be implemented to create exclusive parking for residents alone ie 'permit only' zones.
- Parking permit schemes may be implemented in combination with short/medium term parking restrictions where there is capacity in a street.
- Following implementation of a residential parking permit scheme in a street:
 - A maximum of 2 permits will be allocated for a single house within a property. A charge applies for a subsequent permit (as determined in the Council budget).
 - 1 permit per unit will be allocated up to a maximum of 4 units within a property. A charge applies for a subsequent permit (as determined in the Council budget).
 - No permits will be allocated for multi-unit developments over 5 units as on-site visitor parking is required as part of the Knox Planning Scheme.

- Permit holders will not be guaranteed a parking space and use of these spaces will be on a first come first served basis.
- Permits will be reviewed annually.

6.3.1.2 Business

- After a review of the business properties, street and carpark conditions, an assessment of competing parking user groups (e.g. business staff vs. residential) permits may be allocated within a designated area if capacity allows.
- A charge applies to all business permits (as determined in the Council budget).
- Permit holders will not be guaranteed a parking space and use of these spaces will be on a first come first served basis.
- Parking agreements with Council will be considered in private carparks where signage complies with the Australian Standards and a formal agreement is signed in line with the requirements of Council's Community Laws service.
- Permits will be reviewed annually.

6.3.1.3 Accessible/Disabled

- Where possible, existing on-street and off-street accessible parking bays will be progressively upgraded to be in accordance with DDA guidelines, Australian Standards and the building code.
- In circumstances where it can be demonstrated that existing accessible parking bays are consistently experiencing over 85% occupancy rates, a new bay will be considered in the vicinity if feasible.
- New accessible parking bays will be supported where warranted, provided they can be installed in accordance with the relevant Australian Standards. A business case may need to be prepared to seek Council funding.
- Accessible parking bays will not be provided for permanent exclusive or private use.

6.3.1.4 Developer Contribution Plans

Developer contribution plans may be considered where parking is limited and additional parking is required. Any development contribution plan will depend on available land for parking and Council's determination of properties benefitting from the parking area.

6.3.1.5 Zone Restrictions

Work zones

- Work zones may be considered along the length of the property frontage for deliveries by construction vehicles where time based parking restrictions would normally apply.
- Work zones will not be provided where there are 'no stopping' restrictions and traffic management would be more appropriate.
- Work zones will generally operate during the working hours of 7am-5pm and be available outside these hours for general parking.
- When a work zone permit application is approved by Council's Traffic and Transport and Asset Preservation teams, the installation and removal of work zone signage and the reinstatement of all previous signage will be paid for by the developer/contractor.

Bus zones

- A Bus zone may be dedicated to buses at all times or during specified times. In the case of bus zones that are time based, other vehicles may use the area outside of the restricted time.
- Bus zones will only be marked with signs where other restrictions apply along a length of street in line with the road rules, 20 metres before and 10 metres after a bus stop flag, or to reinforce a bus stop in areas of high parking demand.

Loading zones

- Loading zones are time restricted to 30 minutes per loading/unloading activity. A shorter 15 minute time period will be considered where demand for loading/unloading facilities and turnover is higher.
- On-street loading zones will depend on the type of businesses and the localised demand for loading/unloading. Loading zones will only be considered in locations where road safety is not adversely impacted for any road users including workers carrying out deliveries.
- At least one on-street loading zone per 2000m² of retail space within a shopping centre will be provided where no on-site loading spaces can be accommodated.
- Businesses will be encouraged to undertake loading/unloading activities at the rear of business premises.

Taxi zones

Taxi zones may be provided in areas where there is a high demand for taxis and requests are received from residents and/or the Victorian Taxi Association.

Mail zones

Mail zones may be installed, where there are existing mail boxes within a section of road, when requested by Australia Post.

Waste collection

Council may impose parking restrictions on waste collection days on a case by case basis to allow for safe and accessible waste collection and through access for general traffic.

6.3.2 Fee-based Parking

6.3.3.1 General

Council may consider imposing fee-based parking where the parking demand is deemed to be unsustainable or to encourage higher turnover.

6.3.4 Road Space for Parking and Access

6.3.4.1 Lane widths

The minimum road width required for through traffic lanes and space for parking are as follows:

- Through lanes = 3 metres
- Space for parking = 2.1 metres

6.3.4.2 Road widths

In order to allow for parking on streets, the following minimum road widths (between face of kerbs) are required to meet the number of through lanes and space for parking in a street (indented parking bays are not included):

- Through only < 5.1 metres
- 1 Through lane + parking on 1 side = 5.1 metres
- 1 Through lane + parking on both sides = 7.2 metres
- 2 Through lanes + parking on 1 side = 8.1 metres
- 2 Through lanes + parking on both sides = 10.2 metres

6.3.4.3 Road Hierarchy

Each public road has been classified by the type of function the road performs and is listed as a road hierarchy classification in Council's Road Management Plan.

6.3.4.4 Parking Users

Where there are competing parking demands, priority will generally be given to those higher on the parking hierarchy (Table 1).

6.3.4.5 Parking Restriction Combinations

Parking restriction combinations within parking zones will depend on the local demand for parking, the proximity to an activity centre, parking users, road width and function of the street. The aim is to ensure a fair and equitable balance of parking between all competing user groups to ensure maximum utilisation of the available parking resource:

6.3.5 Signage

Parking signage will be installed in accordance with the Australian Standards to ensure it is easily understood by all users and is consistent and enforceable.

6.3.6 Line marking

Solid centrelines may be used to reinforce no-stopping restrictions or provide a guide to motorists as to where parking is not permitted.

Parking lanes may be used on roads with a width of 10.2 metres or wider to clearly define the on-street parking separate from the through traffic lanes.

'Hockey stick' line marking may be used in areas of high parking demand to define the clearance between parked vehicles and crossovers.

Parallel parking bays may be used where there is a need to formalise the on-street parking and/or define parking spaces clear of crossovers. Parking bays must be marked in accordance with the Australian Standards.

A yellow edge line may be used to restrict parking where signage is unsuitable.

6.3.7 Enforcement

Enforcement of the Victorian Road Rules related to parking restrictions is undertaken by Council's Community Laws service or the Victorian Police.

Residents, business owners and other customers can phone Council to report issues of overstaying or illegal parking behaviour.

6.3.8 Technology

Technology can improve the efficiency and processing of parking fines, assessment of parking occupancy rates and mass surveillance of parked vehicles. It may also be used to inform any future decisions around the introduction of fees or revised restrictions in a particular locality. New parking technology will meet increased business and community demand for improved access to parking availability, without the need for additional human resources.

Council may trial or implement technology, as appropriate, to meet business or community parking demand. This may include:

- Electronic parking payment transactions
- In-ground parking sensors

- Automatic Number Plate Recognition (with GPS tag)
- Dash Cam (in vehicle parking violation photography)
- Other parking technologies as available and appropriate in meeting parking needs within the municipality
- Recharge stations for electric cars

7. ADMINISTRATIVE UPDATES

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

DRAFT

PARKING POLICY APPENDIX A

Year 1

- Ferntree Gully Village Centre
- Wantirna Mall/ Wantirna Health Precinct
- Upper Ferntree Gully Neighbourhood Activity Centre/Angliss Hospital
- Boronia Major Activity Centre

Year 2

- Bayswater Major Activity Centre
- Knox Central Principal Activity Centre

Year 3

- Rowville (Stud Park) Major Activity Centre
- Mountain Gate Neighbourhood Activity Centre
- The Basin Neighbourhood Activity Centre

Year 4

- Alchester Village Neighbourhood Activity Centre
- Studfield Neighbourhood Activity Centre
- Scoresby Village Neighbourhood Activity Centre

Year 5

- Knoxfield Shopping Centre
- Wellington Village Shopping Centre
- Knox Gate Shopping Centre
- Gateway Shopping Village
- Rowville Lakes Shopping Centre

Knox Parking Survey							APPENDIX B		
Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Public Transport									
Improve public transport (including efficiency, reliability, connections between services and bus services in local areas)	6			X					
Not enough public transport in Knox to rely on in place of cars.	5			X					
Create shuttle bus service (to stations and multi-purpose car parks)	3			X					
Encourage more use of public transport	2			X			X		
Prioritise public transport and pedestrians	1	X							
People with medical conditions have difficulty finding parking near public transport	1							X	May be able to apply for a temporary/permanent disability permit.
Create Rowville Rail	1			X					
Bicycles									
Increase secure bicycle parking (at trains, libraries, hospitals and shopping centres)	4		X	X		X			
Create more bike paths	1					X			
Improve footpaths and bike paths	1					X			
Encourage Council staff to ride bikes to work	1						X		
Bike lanes are good but do not reduce the number of parking spaces in an area	1		X			X			
Pedestrians						X			
Create footpaths through car parks	1					X			
Pedestrians crossing the street is difficult with so much parking	1		X					X	Main routes reviewed.
Do not want to walk to shops	1							X	Personal comment
Accessible parking									
More accessible car parking spaces (including shopping centres, hospitals, libraries, major bus stops and train stations)	10	X	X						
Review location of accessible parking bays	2		X						
Parking time limits should be double for people with disabilities	1							X	Part of parking regulations

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Hospitals									
Reduce parking costs at Hospitals	4			X					
Lobby government to remove pay parking at hospitals	1			X					
Discourage Hospital staff and visitors using shopping centre car parks	1		X				X		
Provide a day permit for customers/visitors with special medical needs	1			X				X	Requires agreement by hospitals to approve a permit in their carparks
Increase the short stay parking for a longer distance (1- 2 km) around a hospital	1		X						
Schools									
Create drop off zone outside schools	3		X						
Create one-way area around schools	2		X						
Allow parking near schools at pick up times	2		X						
Install restrictions during school times	1		X						
30 minutes parking in adjacent street during school times, 2 hour parking outside school times	1		X						
Pick up/drop off zone within school grounds	1			X				X	Requires discussion with individual schools
Walk to school area from nearby parks	1						X		Requires discussion with individual schools

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Business									
Businesses to provide enough parking for staff (including schools and hospitals)	4			X	X			X	Requirements set in the Planning Scheme
It is unsafe/inconvenient for staff to walk long distances to staff/all day parking areas	2							X	Public parking for staff provided where possible. Unable to cater for all needs.
Encourage businesses to share car parking areas out of hours	1			X				X	Requires discussion with individual businesses
Discourage business staff and customers parking in residential streets	1		X				X		
Home businesses create parking issues	1		X		X	X			
Parking near train stations									
Allow all day parking in streets around train stations during the working hours	1		X					X	In conflict with other responses
No on-street parking near train stations	1		X					X	In conflict with other responses
Encourage residents to offer parking in properties for train commuters	1							X	Decision by individual residents
Share rides to the train station	1						X	X	Decision by individual residents
Place taxi zones and bus zones on railway land	1			X					

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Parking - general comments									
Create indent parking bays	22							X	Refer to Council's Retrofitting of Additional Off-street Parking on Narrow Residential Streets
Provide more parking (including at hospitals, shops, parks and train stations)	18			X		X		X	Limited on-street parking. Additional off-street car parks depend on other stakeholders
Allow cars to park on naturestrips	13							X	This is in conflict with the road rules
Do not introduce pay parking	12					X			
Parking on-street/both sides (makes street unsafe, property access and visibility difficult)	14		X						
Keep street clear for two way traffic flow	10	X	X						
Streets too narrow for parking	10					X			
Keep roads clear for emergency, delivery and service vehicles	7	X	X						
Ban parking on one side of street	7		X						
Install parking restrictions with permits for residents	5		X						
Widen narrow roads	4					X			
Increase parking times (for lunch, movies, hairdresser, library)	4		X						
Only allow parking where it is safe	3	X	X						
Encourage all residents to park within property	3			X			X	X	Decision by individual residents
Create angle parking (for drop off zone, accessible bays and more parking outside schools)	2					X		X	May not be sufficient road width

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Too many residents parking on street at night time	2		X					X	Personal comment
Line mark parking bays clear of driveways	2		X						
Implement short stay parking during working hours (include mornings on weekends) in residential streets to ensure visitor parking	2	X	X						
Do not allow parking on main roads	2		X					X	In conflict with other responses
Need on-street parking on main roads	1		X					X	In conflict with other responses
Parking on even numbers side one day, odd numbers on another day	1		X					X	Difficult to manage parking. Constant parking changes
Provide some longer term parking instead of having empty short term parking bays	1		X					X	In conflict with other responses
Implement more short term parking	1		X					X	In conflict with other responses
Stop residents/visitors from one street parking in another street	1							X	Public roads are not for exclusive parking. Time based restrictions create a turnover of parking in high demand areas
Allow on-street parking for visitors	1	X	X						
2 hour parking limits in activity centres (zone A) and adjacent residential area (zone B)	1	X	X						
A maximum 4 hour parking in streets 800m from activity centres	1	X	X						
Support short stay parking in shopping centres and unrestricted parking in residential streets	1	X	X						
Parking restrictions are annoying for residents	1							X	Personal comment
Parking on nature strips causes damage	1					X		X	Already part of parking regulations
Parking only permitted in designated bays or marked zones	1		X						

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Everyone has the right to park as long as necessary. Do not fine people for overstaying limits	1							X	Personal comment. Unable to cater for all needs
Provide parking for seniors	1							X	Unable to differentiate seniors vehicles from other vehicles other than if an accessible permit is provided
Parking signage needs to be clearer	1					X			part of routine maintenance/reviewed when requested
Not all houses have a parking space outside their property	1							X	Agreed. On-street parking is public parking to be shared
Allow residents to park outside their houses	1							X	In conflict with other responses. Unable to cater for all needs
Carparks									
Widen car spaces in shopping centres	3	X				X		X	Decision made by owner. Council carparks to meet Australian Standards where feasible
Construct multi storey carpark for commuters with no cost or minimum cost	2			X		X		X	Decision made by owner. Council carparks to meet Australian Standards where feasible
Use air space above carparks (for rain collection or solar energy). This also provides shade for cars	1			X		X		X	Decision made by owner
Use electronic technology advising where empty car parking spaces are available	1			X		X		X	Decision made by owner

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Create car parks on unused or underutilised land	1			X		X		X	Decision made by owner
Residents are parking reserve car parks	1							X	Personal comment. Unable to restrict
Tall vehicles obstruct visibility	1								Personal comment. Unable to restrict
Enforcement									
More frequent parking enforcement required (including around schools, football finals, accessible parking bays and illegal parking such as on nature strips, footpaths, across driveways, alongside solid centrelines, not leaving 3m clearance for through traffic and double parking in court bowls)	23					X			
More patrols by parking officers after hours and on weekends	7					X			
Conduct community media campaign about parking (advise community of road rules, not restricting traffic flow, allowing adequate visibility, no parking close to intersections, no naturestrip parking, no parking over driveways, encourage parking close to kerb)	4					X	X		
No parking fines (only revenue raising) around sports grounds	1							X	In conflict with other responses. Unable to cater for all needs
Parking for Developments									
Multi-unit developments to provide adequate on-site parking (including for residents and visitors)	25				X				
Require all developments to provide a minimum 2 car spaces per unit/house	23			X	X				
Reduce the number of multi-unit developments	24			X	X				
Do not allow parking dispensation for unit developments	9				X	X			

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Developments should provide one car space per bedroom (include off-street visitor parking)	4			X	X				
Developments with 3+ bedrooms should provide more parking (at least 3 car spaces)	4			X	X				
Review current parking conditions, restrictions and street width before approving new developments	3			X	X	X			
All apartments to have at least 1 car parking space	2			X	X				
Require developers to create/pay for indented parking bays	2				X	X			
Allow parking dispensation only if there is public transport, shopping AND medical facilities available nearby	1				X	X			
Development is too centralised	1			X	X				
Only allow 2 dwellings per property	1			X	X	X			
Require developments to have parking underground or on roof top	1					X			
Developments to have separate entry and exits	1				X	X			
Developments to comply with Council regulations not State regulations	1			X	X				
Development should not rely on on-street parking	1				X	X			
Construct driveways long enough for visitor parking	1				X	X			
Planning Scheme									
Lobby the State Government to increase the number of parking spaces required per unit	5			X					
Work with State Government authorities to address parking concerns	2			X					
Planning for parking should include a review of demographics (elderly, young families, similar challenges/issues, community lifestyle)	3		X						
Limit the number of planning scheme changes	1				X				
Challenge VCAT parking reports	1				X	X			

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Miscellaneous									
Knox is car dependent. Car usage is not reducing while development increases	3			X			X	X	Personal comment. Advocate for more public transport
Improve street lighting (including public parking areas)	2							X	Infill lighting and improved lighting is continually investigated
Balance all user groups (pedestrians, cyclists, public transport and drivers)	1	X							
Look at better using on-street space (bike lanes, traffic management, pedestrian friendly areas - such as Bayswater)	1	X							
Do not allow sporting clubs to use facilities which do not have suitable parking (such as overflow parking in residential areas)	1					X	X		
People will always choose to park where they will incur the least cost (fees, time and convenience)	1							X	Personal comment
Traffic movement to have priority over parking	1	X							
Walking and cycling are leisure activities and should not take precedence over work and business	1							X	Personal comment. All trips include some form of walking
Create incentives to change parking habits	1						X		
Apply extra registration fee for car owners with more than one car	1			X					
Create overpass through Boronia Shopping Centre for Dorset Rd	1			X		X			
Limit changes to time restrictions	1	X	X						
Remove speed humps (causes pain for aging population)	1					X			
Review the policy requirement for 51% support for long roads -(ie. Parking restrictions for residents experiencing parking concerns should be separate from the rest of the street)	1	X							
Use CCTV to capture accidents and crimes	1			X		X	X		
Council ignores community	1							X	Personal comment

Written Comments on Parking in Knox	Number of similar comments	Included in Parking Policy	Consider in Traffic Management Plan	For advocacy consideration	Consider in Planning Scheme requirements	Council (maintenance, funding)	Behaviour change issue	Other	Response to comment
Comments on survey									
How many responses were received	2							X	383 survey responses
How did we come up with questions	1							X	Questions from within traffic team based on main criteria and areas where change is possible
What other consultation/steps in process was done	1							X	Refer to Council reports
Survey should have included questions on parking costs and space to comment on parking regulations	1							X	noted
Policy should include reference to Community and Council Plan 2017-2021	1	X							
Survey not related to residential concerns	1							X	Survey relates to whole municipality including residential areas
How will those not on Facebook be contacted	1							X	Response sent. Refer to Council report
TOTAL	423								

We would appreciate your input to help Council ensure that there is an appropriate balance for car parking within the area. The survey will take about 10 minutes to complete. (*denotes required field)

1. Where do you live?

Street Name Suburb*

2. *What type of home do you live in?

Detached House Townhouse/Unit Apartment/Flat

3. *How many Bedrooms are there in your home? _____

4. *How many cars do you have in your household? _____

Parking Priority

5. *Who should be able to park closest to SHOPS? (Rank 1 – 6 where 1 is the closest)

<input type="text"/>	People with disabilities
<input type="text"/>	People on a longer/major shopping trip
<input type="text"/>	People parking all day
<input type="text"/>	People on a short shopping trip
<input type="text"/>	Taxis
<input type="text"/>	Public Transport Services

6. Did you know that many shopping centres have private off-street carparks NOT owned or managed by Council?

Yes No

7. *Who should be able to park closest to a SCHOOL at pick-up/drop off time? (Rank 1-5 where 1 is closest)

<input type="text"/>	Parents picking up or dropping off students
<input type="text"/>	Public transport services
<input type="text"/>	Residents
<input type="text"/>	Teachers
<input type="text"/>	People with disabilities

8. Did you know that State Government schools are NOT required to provide parking for staff under the planning scheme?

Yes No

9. *Who should be able to park closest to a HOSPITAL? (Rank 1-7 where 1 is the closest)

<input type="text"/>	People with disabilities
<input type="text"/>	Public transport services
<input type="text"/>	Taxis
<input type="text"/>	Visitors
<input type="text"/>	Patients
<input type="text"/>	Hospital staff
<input type="text"/>	Residents

10. Did you know that Public hospitals are NOT legally required to provide car parking on site for all staff?

- Yes No

Walking Distances

11. *If you are driving to the following locations, how long are you willing to walk from your parked car? (Tick)

	N/A	2min	5min	10min	20min
Train Station	<input type="checkbox"/>				
Shopping Centre	<input type="checkbox"/>				
School	<input type="checkbox"/>				
Hospital	<input type="checkbox"/>				
Visiting a friend	<input type="checkbox"/>				

12. Did you know that Council is NOT responsible for providing commuter parking but does try to accommodate additional parking where possible?

- Yes No

Parking Restrictions, Concerns and Locations

Parking restrictions are intended to improve safety and access along a road, whilst allowing a range of people to park closer to their destination.

13. *What is your view on the following statements?

	Strongly disagree	Disagree	Neutral	Agree	Strongly Disagree	N/A
Parking concerns should be reviewed as a local precinct rather than by individual streets	<input type="checkbox"/>					
Sometimes it is necessary to remove parking to improve walking, cycling an public transport facilities	<input type="checkbox"/>					

14. *What are your MAIN parking concerns at the following locations? (Tick one per row)

	No parking concerns	Poor visibility	Not enough parking	Overstaying time limits	Restricting 2 way flow	Blocking access to property	Illegal Parking	N/A
Shops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
My Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Business/Industrial Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Parks/Recreational Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Train Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

15. Did you know that parking on nature strips is ILLEGAL under the Victoria Road Safety Road Rules 2017?

- Yes No

16. *When you visit the following places, where do you usually park?

	Local Street	Carpark	Inside a residential property	N/A
Shops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visiting a friend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Public Transport Users

17. *Did you use the train, bus or tram in the last week? If not, skip to question 20.

- Yes No

18. What public transport did you use? (Tick all that apply)

- Train Bus Tram

19. How did you get to the train, bus or tram?

- Walking Cycling Car as Driver Car as Passenger Taxi/Uber
 Other: _____

Parking Requirements for Development Applications

Council receives development applications which sometimes seek to have less car parking spaces than required under Council’s planning rules.

20. *Should Council reduce parking requirements if the development is...

	Yes	No
Close to public transport	<input type="checkbox"/>	<input type="checkbox"/>
Close to a shopping centre	<input type="checkbox"/>	<input type="checkbox"/>
If suitable alternate (on-street) parking is available	<input type="checkbox"/>	<input type="checkbox"/>

21. Did you know that the number of parking space for a private development are set by the State Government?

- Yes No

22. Do you have any further suggestions on how Council can manage parking in the municipality?

Thanks you for your time and assistance.

ALL WARDS**9.1 DRAFT KNOX PUBLIC ART POLICY REVIEW & KNOX PUBLIC ART IMPLEMENTATION PLAN**

SUMMARY: *Community and Public Arts Officer (Jo Herbig)*

This report provides Council with a revised version of the Public Art Policy and the draft Knox Public Art Implementation Plan (2018 – 2022). The draft Plan has been endorsed by the Knox Arts and Culture Advisory Committee, and was prepared based on community consultation. Both documents reflect industry best practice for the management and implementation of Public Art within Local Government.

1. RECOMMENDATION

That Council

1. Approve the draft Public Art Policy (2017-22) (Appendix A); and
2. Approve the draft Knox Public Art Implementation Plan (2018-22) (Appendix B).

2. INTRODUCTION

Adopted in 2013, the Public Art Policy is Council's public statement of commitment to an ongoing public art development program. The Policy is due for review. The development of a Public Art Implementation Plan was an action referenced in the 2013 Public Art Policy, as a means to provide a delivery framework for the policy.

As the 'instruction manual' for the implementation of a public art program, the Public Art Implementation Plan reflects the Knox community's ambition for a distinctive, celebrated, creative and beautiful city (Appendix B). The reviewed draft Public Art Policy and draft Knox Public Art Implementation Plan (2018 – 2022) have been developed to establish and assist with a transparent and planned approach to site selection, procurement, commissioning, management and maintenance of public art in Knox.

The Draft Plan has been developed with the following objectives:

- Provide Council with a strategic rationale of the benefit of public art and its positive impact on the social, economic and cultural vitality of the municipality;

9.1 Draft Knox Public Art Policy Review & Knox Public Art Implementation Plan (cont'd)

- Capture the level of community support for public art activities within Knox and reflect the community vision for how public art can improve the liveability of Knox;
- Reinforce the guiding principles for the investment and management of public art activities;
- Encourage the integration of public art into the long term planning of public spaces and civic infrastructure;
- Identify Council's existing public artwork assets, renewal requirements and opportunities for new public art projects across the municipality;
- Identify industry trends and standards of public art activities;
- Identify funding sources available to public art initiatives with Knox; and

The Public Art Implementation Plan will be reviewed after four years, and recommendations for the future strategic delivery of this service developed at that time.

3. DISCUSSION

Council's current Public Art Policy outlines Council's commitment and approach to public art.

The Public Art Policy sits in the following hierarchy of Council Plans and Policies:

Knox Community & Council Plan 2017-2021



Knox Arts & Cultural Plan 2012-2022



Public Art Policy 2017-2022



Public Art Implementation Plan 2018-2022

Public art is a term given to the practice of involving artists in the conception, development and transformation of a public space. Public art is commissioned specifically for a site within the public realm, and its audience is the general public and local community linked to that space. It can be sited permanently or temporarily.

9.1 Draft Knox Public Art Policy Review & Knox Public Art Implementation Plan (cont'd)

Public art has a significant impact on the local environment and can be used to encourage regeneration and enhancements of public or private spaces. Public art also plays an important role in our everyday lives as it can enhance and complement our environments, bring communities together, and offer social and educational opportunities.

Public art is a well-recognised tool used within place-making and infrastructure developments that contributes to the overall beauty, interest, amenity and function of a space. Public art helps reflect, celebrate and promote local identity; it can reflect past, present or future visions of a community; it visually enhances urban infrastructure, civic amenity and open spaces, and can significantly contribute to neighbourhood renewal projects and improved perceptions of safety. Public art is also a tool that contributes to cultural tourism, and can be used to create iconic civic gateways or cultural hubs within a municipality.

3.1 Knox Arts & Cultural Plan 2012-22

An objective of Council's adopted Arts & Cultural Plan 2012-22 is "Creating Vibrant Public Places" through the stated goal: To enable and promote the inclusion of a wide range of creative initiatives to be developed and performed or installed in the public realm, for the enjoyment of the community and to support the creation of healthy strong communities.

To deliver on this objective and goals of the *Arts & Cultural Plan 2012-22* the following activities are recommended:

1.4 Develop and adopt a strong and effective Public Art Implementation Plan that establishes an integrated and sustainable process for the delivery of art in the parks and other public places; and

1.6 Include a review of the Council's current acquisition and maintenance process to include the civic art collection, in order to better manage this Council asset.

Work is currently progressing on the Civic Art Collection Management (Acquisition and Deaccession) Policy which will focus on the approach for Council in purchasing forms of art for the civic collection. A draft of this policy will be presented to Council in April 2018.

3.2 Knox Public Art Policy

The purpose of the Public Art Policy *"is to provide a framework for the planning, commissioning and ongoing management of public art activity across the municipality."*

9.1 Draft Knox Public Art Policy Review & Knox Public Art Implementation Plan (cont'd)

There are seven key changes proposed within the revised policy in Appendix A, as follows:

- a) A number of minor amendments to update the document to reflect the current Community and Council Plan 2017 – 2021;
- b) Updated definitions and minor refinements to language used throughout the document with current industry practice;
- c) Clarification on the language used to describe Council budget allocations was required. The resource allocations are as follows: 1% of the total annual “New and Upgrade Capital Works Projects’ budget will be allocated towards public art, and in addition, any new and upgrade projects with a budget exceeding \$2 million will allocate 2.5% of the project budget to public art. The maximum project budget for artwork will be capped at \$500,000 for any individual project;
- d) Following internal consultation with appropriate Council officers minor amendments have been made in regards to Non-Council Funded Developer Contributions, which aims for 1.5% of major private development budgets being allocated for accessible and integrated public art;
- e) Inclusion of the Council Resolution (31 June 2015) states “Where public art is proposed as part of open space (within the definition of the Subdivisions Act 1988), open space contributions will be the preferred funding source for the public art”;
- f) Acknowledging the sun-setting of the temporary Public Art Working Group due to the completion of their duties in the development of the Public Art Implementation Plan draft; and
- g) Provision for the appointment of A Public Art Assessment Panel will be appointed to make recommendations on the commissioning and management of public art in Knox. The Panel will comprise an external member with art expertise, specialist Council staff and a community representative of the Knox Arts & Culture Advisory Committee.

The panel will operate alongside a terms of reference, and will oversee implementation of all Council public art projects in line with the Knox Public Art Policy and Knox Public Art Implementation Plan. The panel will provide recommendations, advice and reports to the Director, Community Services regarding:

9.1 Draft Knox Public Art Policy Review & Knox Public Art Implementation Plan (cont'd)

- Individual public art projects;
- Public art commissions and acquisitions;
- Restoration, relocation or removal of public art assets.

The Director, Community Services will be responsible for approving recommendations of the panel, and will inform Councillors of key projects.

3.3 The Draft Knox Public Art Implementation Plan (2018-2022)

The Knox Public Art Implementation Plan was prepared following considerable research, advice from public arts experts and consultation with people who live, work and visit the Knox municipality, where six recurring themes were identified as central to community and Council feedback, referred to as the “6P’s”, which are:

Place: Ideas and preferences about public art locations and what public art should or can contribute to Knox places both on a local identity scale and a city image scale.

Preservation: Understanding and ideas about ongoing management and maintenance of public art.

Promotion: Need for and the importance of awareness, celebration and enjoyment of public art.

Participation: Ideas about the importance of public and artist participation in the Knox public art program.

Process: Ideas and information about processes for planning, acquiring and implementing public art.

Provision: Priority for and ideas about the allocation and sourcing of funding for public art.

The Draft Public Art Implementation Plan includes the following:

- Information on the role public art plays in the community;
- Overview of the history, legacy and current public art activity within Knox
- Public Art Implementation Guidelines including processes to support needs identification, site assessment, types of public art, resourcing, commissioning, maintenance and de-accession;
- An Action Plan that nominates short, medium and long term deliverables, which will be reviewed in 2022.

9.1 Draft Knox Public Art Policy Review & Knox Public Art Implementation Plan (cont'd)

3.4 Relevant Documents

The following plans and policies have also been considered in the development of the Public Art Policy and Plan:

- Municipal Strategic Statement;
- Community Safety Plan;
- Leisure Plan;
- Liveable Streets Plan;
- Open Space Asset Management Plan;
- Asset Management Policy; and
- United Funding Allocation Policy.

4. CONSULTATION

The Public Art Policy has been reviewed internally by relevant Council officers. The changes include amendments made by Council on 23 June 2015 'Notice of Motion' No. 31.

The original Policy was finalised following community consultation. The draft Public Art Implementation Plan is based on extensive consultation and research of industry trends and best practice. Three hundred community members were surveyed using a public art survey, and a Public Art Working Group was established to help inform the process. The working group has been Chaired by Cr Peter Lockwood and comprised of community members, officers from Arts and Cultural Services, Open Space & Landscape Design, Place Program and Parks Services.

In addition, Council Coordinators and Managers from City Futures, Place Program, Economic Development, Strategic Planning, Open Space and Landscape Design, Parks Services, Community Safety and Development and Asset Management were interviewed. The interviews, survey results and advice from the Public Art Working Group informed the draft Public Art Implementation Plan. The draft Public Art Implementation Plan was then presented to and endorsed by the Knox Arts and Cultural Advisory Committee in April 2017.

5. ENVIRONMENTAL/AMENITY ISSUES

The draft Public Art Implementation Plan guides the implementation of Council's Public Art Policy. It aims to contribute to the development of a program for increasing the liveability of the city, through its built and natural spaces.

9.1 Draft Knox Public Art Policy Review & Knox Public Art Implementation Plan (cont'd)

6. FINANCIAL & ECONOMIC IMPLICATIONS

Council funding for public art is included within the capital works budget as outlined in the Policy. Maintenance of public art is generally funded through an operating artwork renewal budget. Opportunities also exist for securing external grants and partnership funding for public art.

Council will negotiate with major private developers, a minimum of 1.5% of total budget dedicated to public art.

Most of the activities presented in the action plan will be achieved within Council's current budget allocations. Some will be subject to future budget considerations and/or external funding opportunities.

7. SOCIAL IMPLICATIONS

A strong well-resourced public art program affects a wide range of communities across the City. Further, as acknowledged in Council's key strategic documents, a strong and vibrant cultural community contributes to the health and wellbeing of the City. Direct involvement with art builds social capital by getting people involved and by connecting organisations, individuals and groups to each other. Community engagement with public art increases a sense of collective identity and efficacy

Public Art builds community identity and pride and contributes to positive community norms. A well-resourced public art program provides opportunities for self-expression and enjoyment, builds interpersonal ties and social networks and enhances one's ability to work and communicate with others.

Public art increases the attractiveness of an area to tourists, businesses and investors. It fosters a "creative milieu" that spurs economic growth in creative industries and results in a greater likelihood of revitalisation.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017 - 2021

The Public Art Policy and draft Public Art Implementation Plan contribute to the following Community and Council Plan (2017 – 2021) items:

Goal 1: We value our natural built environment.

Strategy 1.3 Ensure the Knox local character is protected and enhanced through the design and location of urban design and infrastructure.

9.1 Draft Knox Public Art Policy Review & Knox Public Art Implementation Plan (cont'd)

Goal 5: We have strong regional economy, local employment and learning opportunities.

Strategy 5.1 Attract new investment to Knox and support the development of existing local business, with a particular focus on the Advanced Manufacturing, Health, Ageing and Business Services sector.

Goal 7: We are inclusive, feel a sense of belonging and value our identity

Strategy 7.3 Strengthen community connections.

9. CONCLUSION

The Knox Public Art Policy and Public Art Implementation Plan provide Council with a framework for strategic planning and implementation of public art within Knox. The policy provides the principles and commitment to public art, whilst the plan offers a suite of actions by which the policy will be implemented between 2018 – 2022. Both documents support an integrated approach to public art management between Council and the Knox community.

Report Prepared By: *Community & Public Arts Officer (Jo Herbig)*

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

KNOX POLICY



PUBLIC ART POLICY

Policy Number:	2013/11	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager - Youth, Leisure Cultural Services
Approval Date:	TBC	Version Number:	2
Review Date:	September 2020		

1. PURPOSE

The purpose of this policy is to provide a framework for the planning, acquisition, commissioning, deaccession and management of public art activity across the municipality.

2. CONTEXT

This policy recognises that contemporary public art practice includes a diverse range of styles and practices. Public art includes both permanent and/or temporary art, including installations, billboard art, sound installations, video or laser projections, text, urban art and street banners.

Knox has a strong history of involvement with art in the public realm, including past programs of community arts and the Knox Placemakers projects which have left a legacy of community focused artworks across the municipality.

In recent years there has been an expansion of activities to include artworks commissioned as part of new open space projects. In addition, a series of temporary and ephemeral art projects have been developed utilising 'platforms' such as the Cinema Lane light boxes and the Skate Park billboard.

Initiatives such as these allow for Council to partner with a large number of artists to create vibrant public places and to show their work to the public.

As a result of the on-going commissioning of public art in its many forms Council has built a substantial collection of artwork in public places across the municipality. Council is committed to developing further public art in the future to enhance the vitality and amenity of the municipality. This Policy aims to support a well-planned and sustainable approach to public art in Knox, and guide the acquisition of public artworks that contribute to a sense of place, urban vitality, arts development, community capacity and Councils strategic plans for placemaking and community engagement.

This policy is implemented through the Public Art Implementation Plan.

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3. SCOPE

This policy relates to the commissioning of public art by Council and the private sector and to creating a supportive policy environment that enables Council to partner with artists and the community to undertake permanent, temporary or event based art activities and projects in the public realm, as guided by a Public Art Implementation Plan.

4. REFERENCES

The following plans and policies have been considered in the development of the Knox Public Art Policy:

4.1 *Community & Council Plan 2017-2021*

- **Goal 1:** We value our natural built environment
- **Goal 5:** We have strong regional economy, local employment and learning opportunities.
- **Goal 7:** We are inclusive, feel a sense of belonging and value our identity

4.2 *Relevant Legislation*

- Local Government Act 1989 – Conflict and Interest Provisions
- Copyright Amendment Act 2000

4.3 *Charter of Human Rights*

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 *Related Council Policies*

- Election Period Policy
- Councillor Code of Conduct

4.5 *Related Council Plans & Strategies*

- Knox Community and Council Plan 2017 - 2022
- Knox Municipal Strategic Statement
- Knox Public Art Implementation Plan
- Asset Management Plans
- Community Safety Plan
- Health and Wellbeing Strategy
- Livable Streets Plan
- Open Space Plan
- Various Capital Works Plans
- Knox Arts and Cultural Plan 2012 - 2022
- Leisure Plan 2014 – 2019

5. DEFINITIONS

‘Public art’ is a term that has become accepted as covering a range of arts activities in the public realm. Public art can adopt many forms and approaches from community cultural development activities, place-making projects, stand-alone artworks to artworks integrated with buildings, landscape or urban developments and a wide range of temporary art activities in public places.

The following definitions are provided as a guide to understanding the range and nature of the different approaches associated with artworks that have come out of the gallery and into the public realm and therefore also into our everyday lives.

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Urban Art	Means large pieces of commissioned work that utilise aerosol/outdoor paints or paste-ups as a medium, created by one or more persons requiring considerable skill in the design and in the execution of the artwork (not to be confused with illegal graffiti or tagging).
Art in Public Places	Refers to artworks that are stand-alone sculptures or landmark artworks commissioned specifically for a site. They may be large or small-scale objects that are unique, site specific and special to a place.
Art interventions	Means artworks encountered unexpectedly within the City. It is about an artist challenging perceptions about place and forcing a rethink about how we perceive particular spaces in our City. Interventions are traditionally the initiative of an artist who chooses the location and subject matter for the work and then seeks permission from Council to implement the proposal, with or without financial support from the City.
Art Platforms	Means permanent infrastructure elements designed as a site for temporary art installations. They may be located in parks, plazas, streets or the entry to a civic building. Platforms may include curated 'billboards', 'light boxes', or digital screens that can be used for new media art as well as for event programming and special broadcasts.
Community Art	Means artworks in public places that have resulted from an artist working with the community to develop the conceptual content and creation of the final artwork.
Acquisition	Means a Council purchase of an already created artwork
Commission	Means a Council purchase of an artwork that is the result of a new work being created for a specific site or purpose.
Deaccession	Means the removal, sale, relocation or disposal of an existing artwork owned by Council.
Community Cultural Development	Means the process utilising the arts as a means for community engagement and community development. It is typified by projects that bring diverse groups or targeted groups together to explore a social issue that affects them, and collaborate on ideas that result in the development of a creative outcome or artwork within the public realm.
Community Group(s)	Means a legal entity that provides services, support or activities to the Knox community.
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.

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Individual(s)	Means a resident(s) of the Knox municipality.
Integrated Art	Means artists creating artworks as an integral part of the landscape, buildings, play spaces or civic spaces such as facades, glazing, architectural detailing and public space paving, street furniture, retaining walls or interpretive signage.
Public Art	Means artwork forms such as memorials, monuments, sculptures or murals and designed functional objects such as fountains, street furniture, lighting and paving that is installed or displayed in the public realm. It includes both permanent and/or temporary, including installations and performances, billboard art, sound installations, video or laser projections, text, aerosol art and street banners. Public art works may be commissioned by public or private sectors and may therefore be located on either public or privately owned land.

6. COUNCIL POLICY

6.1 Overview

Knox City Council is committed to building a culturally rich and engaged community through the arts, including the objective to promote and celebrate the arts in Knox and provide an environment in which artistic and cultural expression in the public domain is encouraged and valued.

To deliver on this objective, this Policy provides a framework within which to, plan, develop and deliver culturally appropriate artworks in publicly accessible spaces across the municipality, with deliver of this policy supported through the Public Art Implementation Plan.

6.2 Principles

When acquiring or commissioning public art Council will refer to and apply the following five principles:

6.2.1 Contribution to sense of place

6.2.1.1 In the commissioning of public art, Council will consider work that contributes to a 'sense of place' and the development of identity of public spaces across the Knox municipality.

- In its many forms, public art has the ability to contribute to a sense of place, highlighting elements that make a place unique. It may do this through celebrating the heritage of the area, telling stories of events and the people of the area, and/or celebrating the area's diversity and communicating community values.

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6.2.1.2 In the commissioning of contemporary public art Council will consider work that demonstrates the community's commitment to culture and creativity, expressing confidence about place and the future, and be a symbol of civic pride and respect for public places.

- Well designed, vibrant and culturally relevant places are respected by the community and therefore tend to suffer less vandalism and graffiti. Evidence has shown that public art, when relevant to the place, can play an important role in building this respect and well-maintained and relevant artworks are rarely subjected to vandalism.

6.2.2 Contribution to urban vitality

In the commissioning of public art Council will consider how the work contributes to the activation of public spaces in the Knox municipality, with a view to create safe, vibrant, lively, welcoming places that endeavour to reduce crime.

- Public artworks have been shown to promote a feeling of safety in the locations within which they are located, and in some cases reduced levels of vandalism with direct economic benefits to the area's maintenance budgets.
- Public artworks can provide a point of reference, a meeting place and an object for exploration, discussion and interest.

6.2.3 Contribution to arts development

6.2.3.1 In the commissioning of public art, Council will consider how the work provides a mechanism to encourage creativity, innovation and capacity building within the Knox arts community.

- By its very nature art is about creativity, innovation and exploring ideas. It has the capacity to encourage curiosity, interaction and engender healthy debate. These types of artistic and creative stimuli have been shown to positively affect people in their attitude to work, relationships, personal development and emotional and physical well being.

6.2.3.2 In the commissioning of public art Council will seek to support local creative people to build their confidence, technical skills and conceptual development.

- The commissioning of public art can offer opportunities for local young and emerging artists to submit responses to public art proposals for public spaces that explore contemporary ideas of relevance to their local community.

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The commissioning of larger scale permanent work provides opportunities to support the development of an active arts and engaged arts sector within Knox. It supports an ‘artist friendly’ environment, which has the capability to benefit the broader Knox community as it builds aspirations and broadens horizons. Projects of this nature also assist in the development of the local creative industries building networks and enhancing skills.

6.2.4 Planning for public art

Council will support public art to be delivered in a planned and considered way.

- Council will have a planned approach to the commissioning of public art in order to gain maximum benefit and to ensure that strategic objectives of placemaking and community engagement are met.

6.2.5 Building community capacity

In the commissioning of public art Council will consider how the work connects and engages communities with each other and their open space or built environments, with a view to building community cohesion, resilience and its ability to manage change.

- The ability of the arts to engage and inspire people is unique. The processes involved in creating public art have been shown to significantly contribute to the community’s capacity to manage change and to understand and deal with the many internal and external influences on the direction of that change. The process of creating art can profoundly contribute to the gaining of knowledge and skills as well as building trust, confidence, cooperation and motivation, leading to high levels of community cohesion.

6.3 Resourcing Public Art

Council will ensure that the delivery of public art is adequately resourced, to enable a highly visible and growing public art program, and to safeguard quality, relevance and sustainability of each project. This policy supports a range of funding opportunities including both Council and non-Council sources as follows:

6.3.1 Council Funded: New and Upgrade Capital Works Projects

1.0% of the total annual new and upgrade Capital Works Project Budget will be allocated towards Public Art.

In addition, any “New and Upgrade Capital Works Projects valued at over 2 million dollars will include 2.5% of the total project budget toward public art as part of the project design/delivery. The maximum project budget for artwork will be capped at \$500k for any individual project.

Where public art is proposed to be included as part of open space (within the definition of the Subdivisions Act 1988), open space contributions will be the preferred funding source for the proposed public art.

APPENDIX A**6.3.2 Council Funded: Artwork Renewal Capital Works Allocation**

Existing and new public artworks will be included on Council's Asset Register, along with an asset maintenance schedule funded through the Capital Works Artwork Renewal program. The capital works funding provision will be an annual allocation that provides for the appropriate maintenance and deaccession of public artworks, as detailed in item 6.4.

6.3.3 Non-Council Funded: External Grant Opportunities

Council will, where relevant opportunities exist, identify external grant opportunities from the private sector and other levels of government linking the funded artwork to current Capital Works projects where appropriate.

6.3.4 Non-Council Funded: Developer Contributions

Council will negotiate with developers of strategic investigation sites (identified in the Knox Housing Strategy 2015) and other major urban renewal developments through its urban planning roles (on a case-by-case basis) for a voluntary 1.5% (of the estimated cost of the development) contribution towards accessible and integrated public art within their development or elsewhere to the satisfaction of Council.

6.3.5 Council Interdepartmental Partnerships

Council will pool resources, knowledge and skill within Council to ensure a cohesive approach to the delivery of art works, ensuring relevance and quality, and allow for funding to be targeted effectively for specific projects.

6.4 Maintenance and Deaccession of Public Art

Council recognises that public art works are a valuable City asset and will ensure that works are appropriately maintained and regularly reviewed, to safeguard against unnecessary value depreciation.

Following the implementation framework provided by the Public Art Implementation Plan, public art will receive planned maintenance attention including regular condition reviews, cleaning and maintenance. This will include the systemic recording of assets, development of maintenance manuals, condition reports and maintenance assessment criteria. Council will consider the deaccession process for public art to enable those works either in extremely poor condition or of no value to the Council to be removed from the register and from Council's collection, or where an artwork is intact and of value, the process for safe removal with the intent for sale or relocation.

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6.5 The Copyright Amendment Act 2000

In the commissioning, acquisition, management, maintenance, promotion and deaccession of the public art work, Council will meet the requirements of the Copyright Amendment Act 2000 and ensure that an artist's intellectual property rights are respected in line with legislative requirements.

6.6 Public Art Assessment Panel

A Public Art Assessment Panel will be appointed to make recommendations on the commissioning and management of public art in Knox.

The Panel will comprise an external member with art expertise, specialist Council staff and a community representative of the Knox Arts & Culture Advisory Committee.

The panel will operate alongside a terms of reference, and will oversee implementation of all Council public art projects in line with the Knox Public Art Policy and Knox Public Art Implementation Plan. The panel will provide recommendations, advice and reports to the Director, Community Services regarding:

- Individual public art projects;
- Public art commissions and acquisitions;
- Restoration, relocation or removal of public art assets.

The Director, Community Services will inform Councillors of key projects at Issues Briefing meetings as required.

6.7 Approval process for the commissioning of Public Artworks in Knox

The Director, Community Services is responsible for approving the recommendations presented by the Public Art Assessment Panel. The Director will present recommendations to Councillors through Issues Briefing meetings as required.

7. ADMINISTRATIVE UPDATES

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

9.1 Draft Knox Public Art Policy Review & Knox Public Art Implementation Plan (cont'd)

Appendix B – Draft Knox Public Art Implementation Plan (2018-22) is circulated under separate cover.

ALL WARDS**9.2 KNOX ACTIVE AGEING ADVISORY COMMITTEE – PROPOSED EXTENSION TO TERMS OF REFERENCE AND COMMITTEE MEMBERSHIP TERMS**

SUMMARY: *Coordinator Age Friendly Planning (Teresa Donegan)*

The Knox Active Ageing Advisory Committee (KAAAC) has involved a yearly rotating membership. Due to Council's current review of Advisory Committees, Council's approval is sought to extend the current Terms of Reference and Committee membership terms to align to 9 March 2019.

At the Council meeting of 23 January 2017, Council appointed six (6) applicants to the KAAAC for a two (2) year period from 8 March 2017 to 9 March 2019. It is proposed that the membership of the eight (8) current members of the KAAAC, whose terms expire on the 10 March 2018, are extended until 9 March 2019.

RECOMMENDATION

That Council:

1. Extends the current Terms of Reference until 9 March 2019 as provided in Appendix A.
2. Extends the current membership of eight (8) current committee members until 9 March 2019 as provided in Confidential Appendix B.
3. Makes the names of appointed members publicly available.

1. INTRODUCTION

The KAAAC continues to provide advice to Council and Council Officers on emerging issues affecting older people within the Knox municipality. Reforms to the aged care service system, in conjunction with changes in the needs and preferences of older people, continues to impact on current practices and are key considerations in planning and responding to an ageing population.

The KAAAC is a valuable resource and contributor to support Council in its planning for an ageing population.

9.2 Knox Active Ageing Advisory Committee Proposed Extension to Terms of Reference and Committee Membership Terms (cont'd)

2. DISCUSSION

2.1 Role of the Committee

The current objectives of the Committee, as outlined in the Terms of Reference are to:

1. Provide advice and recommendations to Council on:
 - a) The implementation of the strategic objectives under the Community and Council Plan, in particular:
 - To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation
 - b) Effective communication and consultation strategies to facilitate engagement with older people and other key stakeholders.
2. Provide advice to Council on emerging issues affecting older people within the Knox community.
3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

2.2 Continuation of current Terms of Reference and Committee Membership

The current Terms of Reference for the KAAAC are due to expire on 12 November 2017. Due to Council's current review of Advisory Committees, it is proposed to extend the Terms of Reference until the date of expiry of the longest membership term; being 9 March 2019 as provided in Appendix A.

If the review process resolves to change Council's Advisory Committee model, the appropriate changes to KAAAC would occur.

The current KAAAC membership comprises of a maximum of eight (8) community representatives and six (6) industry representatives; involving a total membership of fourteen (14) representatives. Currently the membership terms of eight (8) members of the KAAAC expire on the 10 March 2018 with the remaining membership terms of six (6) representatives expiring on the 9 March 2019. It is proposed that the membership of the eight (8) current members of the KAAAC whose terms expire on the 10 March 2018 are extended until 9 March 2019 as provided in Appendix B.

9.2 Knox Active Ageing Advisory Committee Proposed Extension to Terms of Reference and Committee Membership Terms (cont'd)

Therefore, Council's approval is sought to extend the current Terms of Reference and committee membership terms to all align to 9 March 2019.

3. CONSULTATION

Members of the KAAAC bring a range of viewpoints from a community and industry perspective to the Committee. The KAAAC has been consulted on a range of Council strategies during their development, including the current Community & Council Plan, the Access & Equity Implementation Plan and the Draft Life Stages Implementation Plan.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The annual cost for conducting the KAAAC is approximately \$1,800 which covers catering and administrative costs and is provided for in Council's Operating Budget. In addition, Council's Coordinator Age Friendly Planning provides support and coordination of the Committee. Given that the KAAAC provides Council with the opportunity to directly engage with community and industry representatives on issues affecting older people, it is considered that there is a positive cost benefit to Council. The KAAAC also assists Council to respond to the strategic objectives within the Knox Community and Council Plan, as identified in section 7 of this report.

6. SOCIAL IMPLICATIONS

The establishment of the KAAAC has been a positive step towards achieving greater engagement and civic participation of the older community in Knox by creating a formal structure for the provision of advice and recommendations to Council and Council Officers on issues affecting older residents.

The KAAAC has taken an active role in recommending initiatives to recognise and celebrate older people in Knox, promoting active ageing and encouraging full participation of all residents in the social, economic and cultural life of the community.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

The appointment of community members and industry members to Council Advisory Committees fosters an increased level of engagement with the community and encourages greater participation in local government.

9.2 Knox Active Ageing Advisory Committee Proposed Extension to Terms of Reference and Committee Membership Terms (cont'd)

The Knox Community and Council Plan 2017-2021 identifies key directions and strategic objectives to achieve Council's purpose of enhancing the quality of life of the Knox Community. The goals and strategies, which are particularly relevant to older people, include:

- Goal 4 – We are safe and secure; strategy 4.2 Enhance community connectedness opportunities to improve perceptions of safety
- Goal 6 – We are healthy, happy and well; strategy 6.2 Support the community to enable positive physical and mental health.

The proposed extension of the current Terms of Reference and committee membership terms will enable the KAAAC to continue this important work.

8. CONCLUSION

In accordance with the Knox Council Committees Policy, updated 26 August 2014, the appointment of committee representatives and Terms of Reference for an Advisory Committee requires the endorsement of Council.

Due to Council's current review of Advisory Committees, this report proposes to extend the Terms of Reference until the date of expiry of the longest membership term; being 9 March 2019 as provided in Appendix A.

Similarly, this report proposes that the current membership of eight (8) current members of the KAAAC whose terms expire on the 10 March 2018 are extended until 9 March 2019 as provided in Appendix B.

Any changes made to Council's Advisory Committee model will be implemented and may mean changes to the KAAAC.

Therefore, Council's approval is sought to extend the current KAAAC Terms of Reference and committee membership terms to all align to 9 March 2019.

9. CONFIDENTIALITY

In the interests of personal privacy, names and details of candidates in Appendix B are treated as confidential.

Report Prepared By: **Coordinator Age Friendly Planning
(Teresa Donegan)**

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

Appendix A

TERMS OF REFERENCE



KNOX ACTIVE AGEING ADVISORY COMMITTEE

Directorate	Community Services
Responsible Officer	Manager Active Ageing & Disability Services
Committee Type	Advisory
Approval Date:	8 September 2015
Review Date:	9 March 2019

1. PURPOSE

The Local Government Act 1989 defines an advisory committee as any committee established by Council to provide “advice to the Council”.

The main purpose of the Knox Active Ageing Advisory Committee is to enable stakeholder engagement that provides input and guidance from older people and other key stakeholders, to support quality decision making of Council and in turn the achievements of Council’s goals and objectives under the City Plan, incorporating the Council Plan.

2. OBJECTIVES

The objectives of the Committee are to:

1. Provide advice and recommendations to Council on:
 - a) The implementation of the Strategic Objectives under the Council Plan, in particular:
 - To improve planning for an ageing population across Council’s services to build capacity to respond to an ageing population
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation
 - b) Effective communication and engagement strategies to facilitate engagement with older people and other key stakeholders
2. Provide advice to Council on emerging issues affecting all older people within the Knox community.
3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of eight (8) community members (of which at least one must have an understanding of the needs of a culturally diverse community);
- A maximum of six (6) industry members (including relevant government agency representatives).
- Two (2) Councillors, appointed annually by Council;

Community & Industry Members

- Community and Industry members will be sought through an expression of interest process. The process to appoint community and industry members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via the expression of interest process.
- Eligible community members may include a person residing in Knox or a member of a Knox based community group which has an interest in responding to the needs of older people in Knox. Every effort should be made to ensure a representative cross section of people from the municipality are elected to the committee.
- Eligible Industry members may include persons employed by organisations operating within the City of Knox, responding to the needs of older people.
- Up to eight (8) community members and six (6) industry members will be appointed annually for a period of two (2) years, subject to the number of available vacancies and the continuation of the committee.
- Council will be responsible for appointing all community and industry members.
- New community and industry members will be recommended by a panel comprising one (1) Councillor and two (2) Council Officers including one from the Active Ageing & Disability Services Department.
- Industry members nominating for appointment to the Committee on behalf of a Knox focussed organisation may be requested to provide a letter of support from their organisation.
- Casual vacancies which occur due to community or industry members being unable to complete their appointments 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 CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Councillors

- Council will appoint Councillor representation annually.
- It should be noted that the Mayor is, by virtue of the Office, ex officio a member of the Knox Active Ageing Advisory Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the committee.

Council Officers

- Council Officers will be nominated by the Chief Executive Officer or relevant Director to provide administrative support and advice to the committee;

Commitment from Members

- To provide consistent representation.
- To attend meetings as required.
- To carry out specified tasks as designated.

4. DELEGATED AUTHORITY AND DECISION MAKING

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

The Knox Active Ageing Advisory Committee is to provide advice to Council and staff to assist them in their decision-making.

5. MEETING PROCEDURES

The Knox Active Ageing Advisory Committee will meet once every two months and an annual schedule of meetings will be agreed upon at the first meeting of the Committee.

Industry members unable to attend a committee meeting are able to nominate a proxy, from the organisation that they represent, to attend on their behalf. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected that the appointed industry member provide an appropriate introduction and overview of the committee purpose and objectives to any nominated proxy prior to attendance of any meeting to enable active participation and contribution.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

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 of each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. CHAIR

The position of Chairperson shall be agreed by the Councillor representative(s) on the Knox Active Ageing Advisory Committee.

The position of Chairperson will be reviewed immediately following Councillor appointments to Committees annually. If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed as Chairperson.

In the absence of any other Councillor representative(s), the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

7. AGENDAS AND MINUTES

Agendas and minutes will be prepared for each meeting. The agenda will be provided to the committee not less than seven (7) days before the time fixed for the next meeting.

The minutes will:

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

The minutes shall be made available to the Chairperson within five working days of the conclusion of the meeting. The minutes will be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agenda and minutes will be made available on the Council Intranet and Internet for information purposes. In accordance with Council's Committee's Policy this information will be made available to the public with the exception of reports and attachments that are confidential in nature.

8. VOTING

When the Committee is unable to determine a matter by consensus, the matter will be determined by a vote.

All Committee members have voting rights.

Council staff provide support and advice to the Committee only and have no voting rights.

In the event of an equality of votes, the Chairperson will have a second (and casting) vote.

9. CONFLICT AND INTEREST PROVISIONS

In performing the role of a Knox Active Ageing Advisory Committee member, a person must:

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

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and Council Officers are required to comply with the conflict of interest provision 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 Councillor or Council Officer 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 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 (5) working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

Where a community or industry member of the Committee has an interest or 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 or industry member 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 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 or industry member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

10. REPORTING

The Committee will provide an annual report to Council on Committee activities and achievements in accordance with the objectives stated in these Terms of Reference.

The report will be presented to Council for noting under the Community Services Directorate reports.

11. ADMINISTRATION SUPPORT

Administration Support will be provided by Council's Active Ageing & Disability Services Department.

12. CONTACT WITH THE MEDIA

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies. Community and Industry members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Knox Active Ageing Advisory Committee.

13. REVIEW DATE

The Committee will conclude in November 2017 unless Council endorses a recommendation to continue the Committee's role for a further period.

14. MEALS

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

9.2 Knox Active Ageing Advisory Committee Proposed Extension to Terms of Reference and Committee Membership Terms (cont'd)

Confidential Appendix B – has been circulated under separate cover.

ALL WARDS**9.3 SPORTING RESERVE FACILITY USAGE POLICY REVIEW**

SUMMARY: *Team Leader Leisure Development (Daniel Clark)*

The Sporting Reserve and Facility Usage Policy has been reviewed and updated as a part of the regular review of Council approved policies.

It is proposed that the two key elements of the Policy remain eligibility criteria (requirements of a user group to be allocated a Council sporting facility) and ranking criteria (criteria used to determine which user group is allocated a facility if applied for by multiple groups). The review has included extensive consultation with key stakeholders and benchmarking of similar policies with a number of neighbouring Councils.

Key changes recommended include the opportunity to boost the participation of females in both club administration and participation of sporting activities throughout the Knox community, as well as the opportunity to boost participation for juniors and under represented groups in sports.

RECOMMENDATION

That Council approve the Sporting Reserve Facility Usage Policy provided as Appendix A.

1. INTRODUCTION

Council allocates the usage of 81 sport and recreation facilities on either a seasonal or an annual tenancy to support the activities of over 130 sporting clubs in Knox. Council's Sporting Reserve Facility Usage Policy was developed in 2009 and reviewed in 2013 to establish a fair and transparent approach when allocating usage of Council's active reserves and/or pavilions to community user groups. Furthermore, the Policy is a mechanism to increase sport and leisure participation outcomes for females, juniors, older adults, people with a disability, and people from culturally and linguistically diverse backgrounds. The Policy is consistent with Council's Seasonal/Annual Tenancy allocation processes and does not apply to user groups on Lease/Licence agreements.

This report provides a summary of feedback received from the consultation phase of the recent Policy review, as well as proposed changes and additions to the Policy.

9.3 Sporting Reserve Facility Usage Policy Review (cont'd)

2. DISCUSSION

2.1 Key Changes Proposed

In order to ensure Council continues to be a leader within the local government sector in proactively encouraging sporting clubs within Knox to be more inclusive, a number of key changes to the Policy are proposed.

It is envisaged that this approach will lead to increased sport and leisure participation outcomes for females, juniors, older adults, people with a disability, and people from culturally and linguistically diverse backgrounds within the community.

The key changes proposed in the revised draft policy are provided at Appendix A and include the following:

Eligibility Criteria

Eligibility Criteria are the requirements a user group must meet in order to be eligible to enter into a seasonal/annual allocation of a Council sporting facility.

1. *Addition of an eligibility criteria which encourages clubs to fill leadership positions upon its committee with female members, and have policies and plans in place which demonstrate its commitment to fielding female teams.*

It is recommended that there is a strengthened level of inclusiveness and women's participation within sporting clubs. One way to achieve this would be to include a new eligibility criteria which encourages clubs to fill leadership positions upon its committee with female members. Examples of such leadership roles include that of President, Vice President, Treasurer, or Secretary. This new criteria will help encourage greater gender balance in committees. A recent Gender Audit of 26 sporting clubs within Knox highlighted that currently, 44% of total committee members were female (134 of 306), and while 26 clubs is not reflective of all sporting clubs on seasonal/annual tenancy agreements, it does provide some insight as to what the ratios are within some clubs.

It is also recommended that clubs are required to have policies and plans in place which demonstrate their commitment to fielding female teams. These policies and plans are to outline the steps clubs are undertaking to recruit and retain new female players, as well as procedures implemented to ensure male and female participants are treated on an equitable basis (i.e. scheduling equality, facility usage equality, etc.).

To assist clubs, Council Officers will continue to advocate for Associations to assist Knox clubs to develop female programs as well as deliver club education sessions on developing female friendly policies, programs and environments.

9.3 Sporting Reserve Facility Usage Policy Review (cont'd)

2. *Addition of an eligibility criteria which ensures clubs demonstrate a commitment to continued club development and sustainability.*

It is recommended that there is a stronger focus on club development within clubs, ensuring improved general participation and registration outcomes, strengthened levels of community development and engagement, and improved long-term sustainability. To achieve this, clubs are required to undertake their own club education programs (eg. SALT, Sports Community, Leading Teams, etc.) or regularly attend Council's quarterly Club Development Program workshops.

3. *Addition of an eligibility criteria which requires clubs to field a junior team, or in the case of senior sports clubs, have a formal partnership in place with a junior clubs.*

It is recommended that junior participation within sporting clubs is encouraged. This can be achieved by including a new eligibility criteria which requires clubs to field junior teams, or in the case of senior sports clubs, have a formal partnership in place with a junior club.

Should this eligibility criteria be implemented, a transition period would again be required to allow clubs sufficient opportunity to implement changes, which meet this requirement.

It is proposed that this transition period would be three years, ensuring implementation for the 2020-21 summer seasonal tenancy period.

Ranking Criteria

Ranking Criteria are only referred to when multiple user groups apply for usage of the same Council sporting facility at the same time, and a shared-usage agreement cannot be struck. Historically, this has been implemented just one or two times per season, however as participation rates continue to increase, this may be implemented more often in future years.

4. *Expanding of ranking criteria to better reflect the operational nature of current day community sporting clubs.*

Ranking Criteria No. 2 be expanded to better reflect the increasing size of many sporting clubs, many of which have more than 300 members. Currently, the highest category is clubs with 200 members.

Ranking Criteria No. 3 be expanded to better reflect the increasing size of financial contributions being invested into facilities in which the sporting club is tenant of. Currently, the highest scoring category is a \$60,000 investment however, this could be changed to \$80,000.

Ranking Criteria No. 6 be narrowed to ensure sporting clubs, which have received more than 10 demerit points do not score any points. Currently, they would still receive 5 points.

9.3 Sporting Reserve Facility Usage Policy Review (cont'd)

Ranking Criteria No. 9 have the points distribution reworked, placing even greater emphasis on club attendance. The maximum number of points currently being awarded is 10. It is proposed that this be increased to 12.

5. *Addition of a ranking criteria which acknowledges club development initiatives implemented by community sporting clubs.*

It is recommended that investment into initiatives aimed at improving club culture is acknowledged by Council. One way to achieve this is by adding in a new ranking criteria which rewards clubs who implement club development initiatives such as SALT, educational seminars, etc.

3. CONSULTATION

As part of the review of this Policy, consultation has been undertaken with all stakeholders which may be impacted. This included community sporting clubs, members of Council's Recreation & Leisure Liaison Group, neighbouring Councils and Knox City Council Officers. Following this consultation phase, the revised Policy (see Appendix A) was drafted and is being presented to Councillors for further consideration and feedback before seeking adoption of the Policy at the Ordinary Meeting of Council scheduled for 25 September 2017.

A summary of benchmarking process can be found below.

3.1 Benchmarking with other Councils

A benchmarking process undertaken in May 2017 explored sporting reserve facility usage practises at six councils in metropolitan Melbourne. These councils were City of Greater Dandenong, Maroondah City Council, Monash City Council, Yarra City Council, Moreland City Council, and Darebin City Council.

When compared to Knox City Council's Sporting Reserve Facility Usage Policy, the practises used by each of these other councils were less comprehensive, lacked internal procedural documents and at times were confusing for user groups due to the lack of information and/or explanation supplied.

Five of these councils (Monash City Council excluded) still had specific criteria in place to determine which user group was allocated preference over another in the event that multiple users apply for tenancy of the same facility at the same time. These criteria typically related to the following elements:

- Inclusiveness
- Club development
- Historical civic compliance;
- Geographical location (i.e. inside municipality)
- Suitability of usage requested

9.3 Sporting Reserve Facility Usage Policy Review (cont'd)

- Percentage of residents living within the municipality
- Historical link to the facility
- Not-for-profit status
- Financial investment into the facility
- Demonstrated good governance

Moreland City Council's policy was the most progressive of all six and included within it two clauses which significantly support the growth of female and junior sport. Commencing in October 2013, no sporting club within Moreland will be allocated usage of a sporting facility unless it fields junior teams or junior development programs, and female teams or female development programs.

Discussions with Moreland's Women's Sport Participation Officer indicated that these clauses have been enforced and only two clubs have been refused allocations having not met these requirements. It was noted that most clubs have undertaken cultural and scheduling changes to ensure female teams could be accommodated within existing facilities, while there has also been numerous pavilion upgrades undertaken in recent years, of varying scales, to assist accommodating additional female teams.

Three of the five Councils benchmarked implemented discounted tenancy fees for user groups that demonstrate inclusive practises, for example:

- *Civic compliance* – i.e. Clean pavilions, no breach of tenancy etc.
- *Club development* – i.e. Good Sports, Council workshop attendance, strategic plans etc.
- *Inclusiveness* – i.e. Female, junior, CALD, all-abilities participation etc.
- *Shared tenancy* – i.e. Co-tenancy, multi-use etc.
- *Participation growth* – i.e. Demonstrated growth since previous tenancy period

While three of the five Councils consulted implement a discounted tenancy fee process, it is not recommended that a similar type of system be introduced within Knox at this stage. This is due to the level of club consultation required, which has not yet occurred, and the fact that an understanding of the financial impact to Council has not yet been determined.

A discounted tenancy fee process could be explored further as part of any future fees and charges review.

9.3 Sporting Reserve Facility Usage Policy Review (cont'd)

3.2 Council's Leisure Services Officers

Council Officers undertook a series of internal discussions to gain a collective insight into the effectiveness of the current Policy, and to explore ways in which it can be enhanced to achieve improved participation and inclusiveness outcomes. Officers focussed on the two key levers in the Policy, these being the Eligibility Criteria and Ranking Criteria, and many of the items discussed have been included within the previously noted key proposed changes.

3.3 Knox Sporting Clubs

All sporting clubs within Knox were given an opportunity to provide feedback on the current policy via an email sent on 30 May 2017. In total, five clubs provided responses, with most of the feedback received being supportive of the current Policy. No major changes were suggested within the feedback received (refer to Appendix B).

3.4 Council's Recreation & Leisure Liaison Group (Advisory Committee)

On 31 May 2017, a workshop was held with Council's Recreation & Leisure Liaison Group, chaired by Cr Gill with Cr Keogh in attendance, where all members were given an opportunity to provide feedback on the current Policy.

Feedback received during this workshop indicated that there was strong support for the Policy, in particular noting the importance of having it ensure Tenant Clubs meet their responsibilities (eg. public liability insurance, payment of tenancy fees, no breach of usage agreements, etc.).

Members of the Group noted that they believe all eligibility and Ranking Criteria are still necessary and relevant to new and existing users to be assessed against. It was also noted that additional criteria around female and junior teams is a great way to improve participation across Knox and there was strong support for the Policy to ensure gender balance. The proposed introduction of a female and junior participation eligibility criteria, and the transition period of three years and two years respectively, were supported by the majority of members within the Group. The Group was also supportive of the four changes being proposed to the ratios in Ranking Criteria 2, 3, 6, and 9.

4. ENVIRONMENTAL/AMENITY ISSUES

A revised Policy has the potential to strengthen and address matters, which affect the health and wellbeing of the Knox community. If adopted, the Policy will encourage sport and leisure clubs to invest more significantly into the development of sporting facilities in which it tenants, ensuring improved long-term viability outcomes.

9.3 Sporting Reserve Facility Usage Policy Review (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

Knox City Council is the primary investor in community sport and recreation infrastructure for the municipality. In a previous report to Council in December 2016, Council was advised of the significant work required to upgrade and modernise Council's sporting facilities to meet ever-increasing usage needs, and to ensure best practise standards of State Government and state sporting organisations are met when providing sporting facilities for female sporting teams.

Council is currently exploring ways to accommodate additional female sporting teams, including the delivery of two secondary change room facilities at Knox Gardens Reserve (Oval 2) and Batterham Reserve (Oval 2) (total combined project cost of \$550,000) which are approved projects in Council's 2017/18 Capital Works Program.

Three further sites, Lakesfield Reserve, Colchester Reserve (\$770,000 combined), and Rowville Recreation Reserve (\$320,000), have been identified as potential facilities where upgrades or additional change facilities can occur within the following two years. These have been reflected in Council's five year Capital Works Program.

Should the proposed policy be adopted by Council with the recommended amendments, further investment into sporting facilities will be required by both Council and the community to accommodate the resulting growth in participation from female and junior participants.

6. SOCIAL IMPLICATIONS

According to the Australian Bureau of Statistics (2015), sport and recreation provides opportunities and settings for social interaction, sharing common interests, and enhancing a sense of community. Furthermore, periodical ABS reports have indicated that sport and recreation participants generally have more frequent contact with family and friends, a greater number of friends to confide in, a greater ability to obtain support in a time of crisis, and more varied social networks as opposed to non-participants. This data highlights how the associational nature of sport and recreation based clubs is considered an environment that creates social capital.

In 2013-14, approximately 60.2% of the Australian population aged 15+ participated in sport and recreational activities, while in Victoria this figure is slightly higher at 60.9% (ABS, 2015).

Official sports and recreation figures for Knox are not available, however data collected from community sporting clubs over the past ten years via tenancy applications indicates a significant growth in many sports, including football, soccer, basketball, and netball.

9.3 Sporting Reserve Facility Usage Policy Review (cont'd)

This growth in particular has come in the form of female sports, an area which Council has invested significant resources into assisting this trend. Specifically, Council has run female sport club development workshops for leaders within sporting clubs in recent years and has ensured policies and grant criteria reflect the need for improved facility access for female participants. Council also applies significant tenancy fee discounts to female teams using Council facilities.

As a result of this growth in participation rates, it is important that Council consider the need to have high quality and well respected sporting clubs within the community, which support the health and wellbeing of the community at large. This revised Policy will help ensure that this occurs and that the allocation of facilities is undertaken in a fair, equitable, and transparent manner.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

The current Policy is, and the new Policy will remain, consistent with all of the following themes and objectives listed in the Knox Community and Council Plan 2017-21):

Goal 6. We are healthy, happy and well

Strategy 6.2 Support the community to enable positive physical and mental health.

Goal 7. We are inclusive, feel a sense of belonging and value our identity

Strategy 7.3 Strengthen community connections.

Goal 8. We have confidence in decision making

Strategy 8.1 Build, strengthen and promote good governance practices across government and community organisations.

Strategy 8.2 Enable the community to participate in a wide range of engagement activities.

8. CONCLUSION

Usage of Council's sporting facilities is in high demand, and is set to increase further in future years. As such, it is imperative that Council has a fair and transparent approach towards allocating usage of these facilities to community user groups.

This revised policy helps ensure that occurs, as well as ensuring key sport and leisure participation outcomes for females, juniors, older adults, people with a disability, and people from culturally and linguistically diverse backgrounds can be achieved. It also encourages clubs to invest resources into education and development initiatives, which will lead to both improved club sustainability outcomes, as well as a greater positive impact on the community.

9.3 Sporting Reserve Facility Usage Policy Review (cont'd)**9. CONFIDENTIALITY**

There are no confidentiality issues with this report.

***Report Prepared By: Team Leader Leisure Development
(Daniel Clark)***

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

APPENDIX A - Sporting Reserve Facility Usage Policy Review**KNOX POLICY****SPORTING RESERVE FACILITY USAGE POLICY**

Policy Number:		Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Team Leader Leisure Development
Approval Date:	25 September 2017	Version Number:	3
Review Date:	TBC		

1. PURPOSE

The purpose of this policy is to:

- Provide an equitable, transparent and easily understood process for allocating usage of Council sporting reserve facilities when applied for by multiple user groups.
- Increase sport and leisure participation outcomes for females, juniors, older adults, people with a disability, and people from culturally and linguistically diverse backgrounds.

2. CONTEXT

There are currently more than 100 Council facilities within the City of Knox which are available to user groups for sport, leisure and recreation activities. These facilities accommodate a wide range of user groups whose usage varies depending on the type and size of the organisation. Council also manages the community usage of six (6) school ovals and other open space assets which are owned by other government agencies (e.g. Melbourne Water and Parks Victoria) within the municipality.

Over time, Knox City Council and the community have invested significant resources, both human and financial, into the development and maintenance of sporting reserve facilities within the municipality. This Policy articulates the type of occupancy agreements used to manage sporting reserve facility usage and the criteria used to determine occupancy of these facilities.

Council's objective is to see maximum usage of a sporting reserve facility occur by all segments within the community and reserves the right to assign sporting reserve facilities at its discretion, which includes the sharing of facilities between multiple user groups.

4. SCOPE

This Policy relates to the allocation and usage of Council sporting reserves facilities, comprising sports fields, pavilions, baseball diamonds, tennis, athletics, basketball and netball facilities, which are available to user groups for sport and recreation activities.

Applications for Sporting Reserve Facility usage will be assessed by Officers from Council's Leisure Services Unit following which tenancy agreements will be issued to successful applicants.

4. REFERENCES

4.1 *Knox Community and Council Plan 2017 to 2021*

Goal 1 – We value our natural and built environment

Goal 2 – We have housing to meet our changing needs

Goal 3 – We can move around easily

Goal 4 – We are safe and secure

Goal 5 – We have a strong regional economy, local employment and learning opportunities

Goal 6 – We are healthy, happy and well

Goal 7 – We are inclusive, feel a sense of belonging and value our identity

Goal 8 – We have confidence in decision-making

4.2 *Relevant Legislation*

- Local Government Act 1989 – Conflict and Interest Provisions
- Associations Incorporated Reform Act 2012

4.3 *Charter of Human Rights*

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 *Related Council Policies*

- Breach of Seasonal Tenancy Agreement for Sporting Clubs
- Community Signage on Council Open Space Policy
- Community Signage on Council Open Space Policy
- Sporting Reserve & Facility Development Guidelines
- Sporting Clubs Financial Contributions to Facility Development
- Casual Use of Active Reserves
- Tenancy by Community Groups of Council Buildings

4.5 *Related Council Procedures & Processes*

- Seasonal/Annual Allocations Process
- Seasonal/Annual Tenancy Agreement
- Seasonal Changeover Guidelines
- School/Casual Booking Procedure
- Event Management Guidelines

5. DEFINITIONS

Applicant	The user group which submits an application for seasonal or annual tenancy of a Council owned sporting reserve facility.
Breach of Tenancy Agreement Points	Penalty points accumulated as a result of the user group being in breach of its relevant occupancy agreement.
CALD Teams	Teams wholly comprising of participants from Culturally & Linguistically Diverse backgrounds.
Casual Usage	Casual usage is typically a 'one off' allocation of Council's sports fields and pavilions. However casual use may be for a number of dates provided that the use is not on a consistent and regular basis.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Council's Leisure Facilities	Facilities managed by Knox City Council, including sports fields, courts, tracks, parks and pavilions.
Club Development Program	An education program offered by Council, helping club members and volunteers of sporting clubs with strategic planning and operational management.
Financial Investment into Facility	The commitment of funds by the user group which directly leads to new and/or improved facilities (i.e.: Contributions via Capital Works projects, Recreation Minor Capital Works projects, club initiated projects etc). Financial contributions made to facility upgrades by State or Federal Governments do not qualify as user group contributions.
Good Sports Program	An initiative by the Australian Drug Foundation to develop safer and healthier communities. The program helps sporting clubs manage alcohol responsibly, reduce alcohol related problems and ensure best-practice planning documents are in place and implemented.
Lease Agreement	A longer term exclusive usage agreement issued by Council outlining the roles and responsibilities of a user group which utilises a Council facility.
Not for Profit	An organisation that does not earn profits for its owners. All of the money earned by the organisation is used in pursuing the organisation's objectives.
Participants	Total number of people actively taking part in the sport or recreational activity as a team member.
Registration	Registered with, and having teams competing in, a sporting association officially recognised by the sport's governing body.
Seasonal/Annual Tenancy Agreement	A short term usage agreement issued by Council outlining the roles and responsibilities of each user group which utilises a Council facility.
Seasonal/Annual Usage	Seasonal Usage is either 1 April – 30 September (winter) or 1 October - 31 March (summer). Annual usage is from 1 October to 30 September.
Target Communities	Demographic groups within the Knox community that are determined as socially vulnerable and/or potentially at high risk of health related issues (as determined through Council's strategic planning framework).
User Group	A legal entity that provides services, support or activities to the Knox community and has applied for use of a Council active reserve.

6. COUNCIL POLICY

To provide a framework that is easily understood and maximises use of Council's Sporting Reserve Facilities, two (2) categories of usage have been established defining the type of use, length of agreement and criteria for allocation.

6.1 Seasonal/Annual Tenancy & School/Casual Usage Agreements

Allocating usage of Council's sports fields and pavilions will occur by way of an occupancy agreement. Usage will be given in the following order of priority:

1. Events and activities conducted by Council.
2. Sport or recreational groups within Knox (seasonal usage fees apply).
3. Schools or school sport associations based within Knox.
4. Schools or school sport associations located outside Knox (casual usage fees apply).
5. Private organisations (casual usage fees apply).

(a) Seasonal/Annual Tenancy Agreements

This type of use is non-exclusive and allocated on a seasonal or annual basis, as highlighted below:

- Winter Tenancy Period (1 April to 31 August, plus potential finals);
- Summer Tenancy Period (1 October to 28 February, plus potential finals); and
- Annual Tenancy Period (1 October to 30 September).

Typical use would be evening usage on weeknights for training and weekend usage for competition. This allocation may also include club events and representative matches.

To be eligible to enter into a seasonal or annual tenancy agreement for use of Council's sports fields and pavilions, user groups must:

- Be an incorporated identity, as per the Associations Incorporated Reform Act 2012, whilst also ensuring all relevant and required paperwork has been lodged with Consumer Affairs Victoria in a timely manner;
- Have public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurers;
- Not be in arrears with Council's fees and charges or with payments stipulated in an agreed repayment plan; and
- Be registered with, and have a team/s competing within a sporting association which is officially recognised by the respective sports' governing body. This registration must be consistent with the year in which the application for seasonal tenancy is submitted to Council.
- Be able to demonstrate its inclusive nature and support for women's participation in sport. To achieve this, clubs are encouraged to fill leadership positions upon its committee with women, including the roles of President, Vice President, Treasurer, or Secretary. Council encourages clubs to have at least two of these positions filled by women female members. Clubs are also required to have policies and plans in place which demonstrate a commitment towards fielding female teams.

- Be able to demonstrate a commitment to increasing junior participation. To achieve this, the club must field junior teams or have a formal partnership in a place with a stand-alone junior club. Evidence of a pathway from junior sport to senior sport are encouraged.
- Be able to demonstrate a commitment to club development and sustainability. To achieve this, clubs are required to undertake their own club education programs (eg. SALT, Sports Community, Leading Teams, etc.) or regularly attend Council's quarterly Club Development Program workshops.

Council understands that on rare occasions, multiple user groups request access to the same Council facility for use at the same time. Should this occur, Council Officers will work together with the applicants to determine a shared usage outcome. If an agreement shared usage outcome is not possible, the following criteria will be used by Council to determine which applicant is granted usage.

Ranking Criteria		Points
1	How long (consecutive years) has the applicant been granted seasonal tenancy of the facilities being requested?	New Club – 0 1-4 years – 3 5-9 years – 6 10-14 years – 9 15-19 years – 12 20+ years – 15
2	How many participants will benefit from the applicant's requested usage?	<75 – 3 <75 -149 – 6 150-224 – 9 225-299 – 12 300+ – 15
3	How much has the applicant invested financially into the requested facilities within the past twenty years? This includes permanent assets at the facility (e.g. floodlighting, nets, pavilion improvements etc), not equipment. * Documentation to support this may be required.	<\$1k – 0 \$1k-\$19k – 3 \$20k-\$39k – 6 \$40k-\$59k – 9 \$60k-79k – 12 \$80k+ – 15
4	What percentage of applicant's participants live within the City of Knox? * Documentation to support this may be required.	<20% – 0 20-39% – 3 40-59% – 6 60%-79% – 9 80%-94% – 12 95%+ – 15
5	Does the applicant's requested usage directly relate to any of the following targeted groups? i.e.: Teams wholly consisting of Juniors, Females, All-abilities, Vets/Masters and CALD participants.	Females – 3 Juniors – 3 Vets/Masters – 3 All Abilities – 3 CALD – 3
6	How many Breach of Seasonal Tenancy Agreement Demerit Points has the applicant received in last three years?	11+ points – 0 6-10 points – 5 1-5 points – 10 0 points – 15

7	How long has the applicant been based in the City of Knox?	Never – 0 1-4 years – 2.5 5-9 years – 5 10-14 years – 7.5 15-19 years – 10 20+ years – 12.5
8	Is the applicant “Not-for-profit”?	No – 0 Yes – 12.5
9	What percentage of Council’s Club Development Program seminars has the applicant been represented at in the last three years?	<25% – 0 25-50% – 3 51-77% – 6 76-99% – 9 100% – 12
10	Is the applicant registered and/or accredited with the Good Sports Program?	No – 0 Level 0 - 2.5 Level 1 – 5 Level 2 – 7.5 Level 3 – 10
11	Has the applicant implemented its own club development initiatives in the last three years? (i.e. SALT Program, Educational Training, etc.)	No – 0 Yes - 10

Applicants may be required to provide additional documentation to support their application (e.g. evidence of investment into the facility etc).

In the event of two user groups having tied scores after the ranking process has been applied, the allocation of the requested facilities will be based on the following process:

- 1.) Removal of the scores from Ranking Criteria 10 to see whether a higher scoring applicant can be identified.
- 2.) If the scores are still tied, the next step will be the removal of the scores from Ranking Criteria 9 to see whether a higher scoring applicant can be identified.
- 3.) This process of removing the scores will continue in numerical order, from the lowest Ranking Criteria (criteria 10) to the highest Ranking Criteria (criteria 1) until the scores are no longer tied and a higher scoring applicant can be identified.

Additional Information

Subject to suitability of the facility for the level of sport being played, should there be multiple facilities at a venue which are shared by different user groups (e.g. Llewellyn Reserve, Lewis Park Reserve), the highest ranking user group will have the right to choose which facility it uses.

Appeals Process

If a Club wishes to appeal the allocation of sporting facilities decision, a review panel consisting of three (3) Senior Council Officers and one member of Council’s Recreation & Leisure Liaison Group, as an independent third party, will re-assess the ranking criteria scores attributed to each club. This panel will be chaired by the Manager of Governance and will not include any Officers who were involved in the original decision making process. All relevant clubs will be notified of the outcome of the appeal.

6.1.2 School Usage

School usage refers to use of Council's sports fields and pavilions by schools or school sporting associations located within or external to the City of Knox. Schools must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer. Priority will be given to schools or school sporting associations located within or servicing the City of Knox. Applications for school usage will be assessed on a case-by-case basis against Council's Use of Active Reserves Policy.

6.1.3 Casual Usage

Casual use applicants must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer. When allocating casual usage of Council's sports fields and pavilions, the following criteria will be considered:

- Applicant's history within the municipality;
- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

Applications for casual usage will be assessed on a case-by-case basis.

6.2 Licence Agreements

Allocation of facilities under lease and licence agreements will be agreed by negotiation. Typically, lease and licence agreements will apply to facilities that are specific to a type of sport or recreational activity. Licence agreements may be arranged for a period of one to five years. Lease agreement terms will vary and are subject to approval by Council.

To be eligible to enter into a licence agreement for use of Council's sporting reserve facilities user groups must be a registered business or incorporated identity, as per the Associations Incorporated Reform Act 2012 and have public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer.

APPENDIX B – Sporting Club Feedback

“We are happy with the Policy as is and see no reason to change anything at this stage.”
– Bayswater Football Club

“The policy looks quite clear and makes sense. For any improvement maybe some guidelines on shared tenancy relating but not limited to; electricity usage, Council fees, storage facilities, and cleaning. This may come down to percentage of use which may take into consideration canteen usage plus ground lighting. If ground lighting utilises higher wattage then consideration should be given to higher electricity fees as an example. May take pressure off Council members if there are written guidelines accepted by clubs and associations. If shared tenancy is applied, then primary tenant should be subject to percentage reduction of say 5% due to time and inconvenience for requesting payments and follow up of secondary tenants. I hope this makes sense.” – Rowville Knights Football Club

“I have reviewed the attached document and found it to be a comprehensive and fair policy. In fact, I have been unable to think of any sections, which need to be amended or added to.” – Wantirna South Football Club

“Wantirna South Junior Football Club have no additional comments to add to the existing policy.” – Wantirna South Junior Football Club

“We discussed the proposed policy with our committee and have no objections with the format. In fact it makes good sense to us!” – Rowville Cricket Club

ALL WARDS

9.4 PROPOSED PRESCHOOL PARENT GROUPS – EARLY YEARS MANAGEMENT POLICY

SUMMARY: *Manager – Family & Children’s Services
(Janine Brown)*

The Victorian Department of Education and Training (DET) has introduced the Early Years Management (EYM) Policy Framework to replace the Kindergarten Cluster Management (KCM) Policy Framework. All Kindergarten Cluster Managers must meet new, essential parameters with clearly defined roles and responsibilities for all partners.

To comply with the new state-wide EYM Policy Framework and EYM Kindergarten Operating Guidelines, changes are required to Council’s role, responsibilities and relationship with preschool committees at Council-operated sessional preschools. The historical model of preschool committees that has supported Council’s preschools for many years will change from January 2019; and Council will undertake all activities required of an Approved Provider of licensed early years services.

This report presents a proposed “parent group” model and guiding principles for approval. The principles and model have been designed following a comprehensive stakeholder engagement process.

RECOMMENDATION

That Council

1. Approve the guiding principles (item 2.2 of this report) and parent group model (Appendix A) that will be implemented in all preschool programs operating within Knox City Council’s Early Years Management service from January 2019.
2. Note that resources required to transition from the current preschool service delivery model to an EYM-compliant service delivery model; and ongoing resources to deliver the preschool service will be presented to Council in a future report.

1. INTRODUCTION

Knox City Council’s Family and Children’s Services (F&CS) Department is a service provider of Maternal and Child Health, preschool, long day and occasional education and care (ECEC) services, and the Preschool Field Officer Program. The Family and Children’s Services Department supports implementation of service delivery through integrated teams including Early Years Integrated Services Planning and Partnerships; Specialist Support Learning and Policy; Strategy, Planning and Evaluation; Child Family Health and Wellbeing (including Playgroups); Family Childcare Network and Preschool Services.

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

The Victorian Government has reinforced expectations of local government to undertake municipal planning activities through the new Early Years Management (EYM) Policy Framework in addition to what Council is responsible for as a service provider.

Early Years Management (EYM)

The Early Years Management Policy is a new state-wide policy framework introduced by the Victorian Department of Education and Training (DET) to replace the Kindergarten Cluster Management (KCM) Policy Framework. All Approved Providers of cluster-managed preschools must meet the stated requirements and responsibilities of EYM. The Victorian Government's vision is for EYM to be the leading platform to achieve improved outcomes for all young children through delivery of world class, accessible early childhood education and care services, with Victoria as *The Education State*. EYM is one component of a broader strategic reform agenda for all early years and family support services in Victoria.

At a broad, strategic level, Knox City Council is already meeting many of the requirements of the EYM – strongly positioning Council to continue its contribution to this state-wide vision for young children.

However, the policy clarifies and alters service provision roles and responsibilities of both the Approved Provider (Council) and the advisory role of parents in regards to the day-to-day operations of funded preschool services. Implications of changed responsibilities means that Council will have increased responsibilities for tasks and activities that have traditionally been supported by volunteer preschool committees. This includes both financial management and operational responsibilities. This is discussed in further detail in Section 2 (page 3-5).

Knox City Council's Transition to EYM

The EYM Implementation Project relates only to Council-operated funded four-year-old sessional preschool. In 2019, Knox City Council will provide funded four-year-old sessional preschool at 30 preschool sites including integrated service sites, a school site and two new early years hubs due to open in 2019.

In accordance with the new EYM Policy Framework, a change will be made to the title "preschool committee". The purpose, roles and responsibilities of preschool parent groups will be significantly different to those of the historical preschool committee model so a change in title is important to represent and reflect this change. This report refers to "parent groups" as a working title to reflect this change, however, membership would be open to family members of preschool children as well as other people who may play a significant role in a child's life. This title may change as part of the further consultation and engagement that will be undertaken with families of preschool children as detail of this model is further developed and refined in 2018.

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

2. DISCUSSION

This section focuses on the transition from the historical partnership Council has had with preschool committees (that are Incorporated Associations) to a proposed parent group model that will comply with the requirements of EYM. Based on the outcomes of stakeholder engagement, it is also a model that will be relevant and meaningful for parents (or other family members) seeking to contribute to and participate in their child's preschool year.

2.1 Transition from Preschool Committees to Preschool Parent Groups

Council - Current Role

Council is currently undertaking the following activities in relation to the operation of its preschool services and facilities by a number of departments across the organisation including Family and Children's Services; Facilities; Parks Services; and Open Space and Landscape Design:

- Staff employment and professional development;
- Central registration and enrolment;
- Regulatory and quality compliance – program, service and facility;
- Service outcomes/targets and Funding and Service Agreement responsibilities;
- Facility and playground audits; and
- Asset maintenance and renewal.

Council will continue to be responsible for these activities when operating its preschool cluster in accordance with EYM.

Preschool Committees - Current Role

Each of Council's preschools (with the exception of Birch Street at Bayswater Primary School) has an incorporated volunteer preschool committee that supports the operation of the service through a range of activities including:

- Minor facility maintenance;
- Playground maintenance, development and renewal;
- Purchasing of equipment, consumables and resources for the preschool program;
- Contract engagement of additional staff hours funded through the State Government's Kindergarten Inclusion Support Program to support the inclusion of children with additional need/s in the preschool and "top-up" funding if there is a need for extra hours;
- Overseeing and managing contracts for cleaners and gardeners; and
- Undertaking some administrative tasks including payment of utility bills; responsibility for telephones, photocopiers and promotion of vacancies.

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

Council currently collects preschool term fees from parents which are then provided as an operational grant to preschool committees in instalments each term. Committees also fundraise, and some apply for other grants, which are used for projects such as playground upgrades and the purchase of special equipment.

Early Years Management Requirements

In addition to its existing responsibilities, Council will be required to assume responsibility for all activities listed above that preschool committees currently undertake, with the exception of fundraising. Council will be required to have increased oversight of fundraising so that there is strategic management of all resources “to ensure service provision is viable and delivered in the best interests of the community” (EYM Policy Framework, p.22). For fundraising, this means that agreement is to be reached between Council, families and preschool parent groups about how the money is to be spent.

Changes to roles and responsibilities for Preschool Committees and Council

Under EYM, families can choose to actively engage in the service by participating in a parent group. Parent groups will provide families with opportunities to focus on enhancing their children’s experience and connecting with the broader community, and are considered by DET as a key mechanism to support the EYM organisation.

From Council’s perspective, parent groups will be an opportunity to continue the long and effective tradition in the Knox community of family involvement in preschool services – a partnership that is valued by both community and Council.

The following list describes roles and responsibilities of Council and parent groups under EYM:

Council’s Primary Role	Parent Groups’ Primary Role
Financial management including: <ul style="list-style-type: none"> • Increased oversight of resourcing of services to ensure that service provision is viable, and delivered in the best interests of the community, which includes working with parent groups to ensure that there is agreement between Council, families and the parent groups regarding how fundraising money is spent, • Financial management of grant funding and fee income. 	Roles agreed to between Council and parent groups, such as fundraising and joint projects.
Resourcing and overseeing facility maintenance, cleaning and garden maintenance.	Consultation regarding landscape and outdoor playground upgrades
Administration of each preschool location.	Daily support for and participation in preschool program.

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

Procurement of equipment, educational supplies and other consumables.	Special interest working groups eg. Sustainability.
Responsibility for employment, management and professional development of all staff, including additional staff employed to support inclusion of children with additional needs.	Community inclusion and capacity building eg. "Buddy" role – a role that provides intentional support to all families involved in the service with a particular focus on supporting those who may be experiencing vulnerability including those who may be new to the area and who do not yet have established social connections within the community.
All responsibilities of an Approved Provider according to the National Law, Regulations and Quality Framework, provision of service delivery according to the EYM Policy Framework, the Kindergarten Operating Guidelines, and Funding and Service Agreements.	Facilitate feedback from families accessing the service regarding: <ul style="list-style-type: none"> • The objectives of the preschool and the EYM organisation, • The development of preschool policy, where appropriate, • Decisions that affect opportunities for families to be involved in the preschool program, • Development and delivery of the preschool program and service delivery, and any community issues or concerns to the EYM organisation, • Input into the future planning of the service.
Effective governance and business practices that: <ul style="list-style-type: none"> • support professional leadership and management systems • Continuously improving through performance monitoring 	

Council's Municipal Planning Role	
Policy development, sector planning, policy reform implementation and service design.	The proposed parent group model will be one type of group that can be consulted and involved in various aspects of Council's municipal planning activities.
Engaging with the local community to gain broad understanding of community needs that relate to service provision including working collaboratively with schools and other service providers to plan for and provide responsive services.	
Driving access and participation for all children and proactively seeking participation of children experiencing vulnerability or disadvantage.	

Stakeholder Engagement

There are a broad range of stakeholders in this project, including Council employees working in Family and Children's Services and across the organisation, children and families, Preschool Committees, and the Equiknox Committee (an Incorporated Association that raises funds for the employment of additional assistants working with children with disability and developmental delays in Council's preschools).

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

Engagement in the form of focus groups and surveys was undertaken in May and June 2017 with the aim to understand what is relevant and meaningful to all parties to inform the design of the future model of preschool parent groups. The outcomes of this engagement confirmed the value that the historical partnership between Council and preschool committees has offered. This includes value for individual children and their families, to value for local preschools and the broader community, and value for Council and the outcomes it seeks for the Knox community. The importance of having a spectrum of activities – from individual events or helping in preschool sessions to regular involvement in a committee or parent group – was also confirmed to cater for a range of needs and motivations.

The themes from the consultation and engagement are listed in Section 3 – Consultation.

2.2 Proposed Parent Group Model

Draft Principles

A set of draft principles have been developed and used to design the proposed model for preschool parent groups. These principles are based on consultation with key stakeholders and will underpin a model that is designed to support Council in its roles as an Approved Provider and EYM Organisation as well as be meaningful and relevant to parents/families of children in preschool.

The proposed principles that the new preschool parent group model will support are:

- Identity and sense of place with local preschools/neighbourhoods;
- Inclusion, through parent-to-parent support;
- Developing skills and capacity in individuals;
- Contribution to the preschool program;
- Advocacy and representation – parents/families to educators and vice-versa;
- Equitable access to preschool for children;
- Building local connections; and,
- Consistency with the EYM Policy.

The proposed parent group model is provided in Appendix A. It has three key levels to provide opportunity for parents to:

- participate in **parent groups** at the preschool where their child attends:
 - providing daily support for, and participation in the preschool program; and
 - fundraising for specific enhancements at the facility.

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

- connect with parents from other preschools in their local area in **local working groups**
 - participating in joint projects and joint fundraising
 - working together on areas of interest eg. sustainability
 - developing local partnerships and contributing to building connections in the local community
- provide advice and support for municipal-wide objectives in the **EYM Advisory Group**
 - provide advice and support for objectives across EYM preschools
 - focus on access, participation, integration and improvements to the EYM service system.

This model aims to offer a spectrum of activities as a way to meet a range of needs and motivations across the Knox community and parents will continue to have choice about what to participate in. It will also help the development of community leadership skills and development of parents' capacity to contribute to municipal-wide issues providing Council with mechanisms to continue to partner with preschool parents in the delivery of early years services.

The parent group model is to be implemented from January 2019 with a suggested plan to review the progress of implementation on an annual basis and evaluate the success of the proposed model after a three year period. This approach will allow adjustments to be made so that the model is relevant and meaningful for parents/preschool families and supports Council's role as an EYM Organisation and Approved Provider of preschool services.

Communication, Engagement and Co-design for Volunteer Committees in 2018

Subject to Council's approval, the proposed Preschool Parent Group Model, will be communicated to outgoing and newly elected volunteer Preschool Committees during upcoming AGMs in October and November.

At this time, Committees will be advised of Council's approved Parent Model and provided with information about key communication, engagement and co-design opportunities as part of the 2018 Transition Phase of the EYMF project.

The 2018 Transition Phase will design and set in place implementation processes for a number of key governance and financial oversight arrangements, including whether Parent Groups will need to be incorporated from January 2019. These arrangements will be designed to meet the requirements of Council's expanded role and support the approved Principles and Parent Group Model into the future. Council will have the opportunity to consider and approve proposed governance and financial oversight arrangements during 2018 and prior to implementation in 2019.

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

3. CONSULTATION

Consultation to date has occurred with a range of key internal and external stakeholders. Internally, this has included:

- Parks Services
- Facilities
- Finance
- Strategic Procurement
- Community Wellbeing
- Governance
- Family and Children's Services

Information has also been sought from five local government EYM organisations and two community-based EYM organisations.

Specific consultation and engagement was undertaken in May 2017 to inform the design of a future parent group model that complies with EYM. In order to gain insight from a range of people with a variety of involvement with preschool committees, current, past and future families using Council's preschools; preschool committee members; Council's Early Years Advisory Committee; and Family and Children's Services staff were invited to participate in focus groups or contribute to an online survey.

182 community members responded to the online survey and 8 through focus groups. 35 staff responded to the online survey with 9 staff participating in a focus group.

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

- Parents want to have an influence/a voice in their child's educational experience, bridging a connection between home and the preschool educational program,
- Parents highly value the relationship that they build with their child's educator when they are on a committee,
- Parents value contributing to their child's preschool and the benefit for their child and the community,
- Parents value the social connections they make that often transfer to school,
- A connected group of parents provides peer support, which is integral in connecting families,
- The value of fundraising and tangible outcomes for families to have a say about what this money is spent on,
- Recognition of the value of "parent helper" duty,

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

- Working bees as an opportunity to contribute and leave a legacy while families modelling respect and pride in the preschool for their children, and
- The need for efficient processes that support educators to effectively deliver a high quality program.

A comprehensive communication and engagement plan has been developed that will include further engagement with all stakeholders through this transition process in 2018. This plan is critical in supporting a comprehensive change to Council's service model for its preschool services and maintaining a long-standing partnership with preschool committees.

4. ENVIRONMENTAL/AMENITY ISSUES

Local governments in Victoria are a significant investor in purpose-built facilities from which early years services are provided. This investment on behalf of local communities is important and supports positive outcomes for children and their families as they participate in early years programs and services.

In 2017 Knox City Council operates sessional preschool services from 29 purpose-built facilities with many of these facilities also housing co-located services such as playgroups and Maternal and Child Health. Council funds and undertakes a comprehensive program to renew and maintain these assets to a standard that meets legislative and quality requirements.

The EYM Implementation Project will include activities in relation to Council-owned facilities from which its preschool services are delivered in relation to tenancy and license agreements; and capital works and strategic facility planning.

5. FINANCIAL & ECONOMIC IMPLICATIONS

In the 2017-18 budget year, Council will allocate approximately \$894,000 to preschool committees as a grant to contribute towards the day-to-day operational expenses of each of its preschool sites. This grant is drawn from funds collected through the Term Fee charged to families and is one component the overall fees charged to families. Committees supplement this grant through activities such as fundraising and other grant opportunities (both internal and external to Council). Committees also contribute significant volunteer hours – estimated at over 36,000 hours per year.

Resourcing to support the costs associated with the EYM project development and beginning transition in 2018 is incorporated into Council's 2017-18 Budget.

A further report to Council will outline resources required to transition to and implement the EYMF Policy for Council's cluster of preschool services in 2018 and into the 2019 preschool year.

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

6. SOCIAL IMPLICATIONS

When the parent group model is introduced, there will be continued emphasis on:

- establishing and maintaining community connectedness;
- parent participation and involvement that contributes to outcomes for preschool children;
- enhancing community leadership development and engagement;
- provision of a welcoming and inclusive learning environment with particular opportunities to focus on the support for children and families experiencing vulnerability; and
- families having opportunity to co-design meaningful roles that impact positively on the educational program and outcomes for their community.

The Early Years Management Policy presents an opportunity to continue the partnership Council has with preschool families and the community; and build on a strong foundation that has been successful in delivering its preschool service for over 30 years.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Transitioning to the EYM Policy Framework will provide both Council and the community with positive opportunities linking to the Knox Community and Council Plan 2017-2021 and Vision 2035.

Goal 1 – *We value our natural and built environment.* Strategy 1.1 – Protect and enhance our natural environment

Goal 4 – *We are safe and secure.* Strategy 4.2 – Enhance community connectedness opportunities to improve perceptions of safety

Goal 5 – *We have a strong regional economy, local employment and learning opportunities.* Strategy 5.4 – Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community.

Goal 6 – *We are healthy, happy and well.* Strategy 6.2 – Support the community to enable positive physical and mental health.

Goal 7 – *We are inclusive, feel a sense of belonging and value our identity.* Strategy 7.2 Celebrate our diverse community; Strategy 7.3 – Strengthen community connections; Strategy 7.4 – Promote and celebrate the contribution of our volunteers.

9.4 Proposed Preschool Parent Groups – Early Years Management Policy (cont'd)

8. CONCLUSION

To comply with the new state-wide EYM Policy Framework and EYM Kindergarten Operating Guidelines, changes are required to Council's role, responsibilities and relationship with preschool committees at Council-operated sessional preschools. The historical model of preschool committees that has supported Council's preschools for many years will change from January 2019; and Council will undertake all activities required of an Approved Provider of licensed early years services.

The EYM Policy presents an opportunity to continue the partnership Council has with preschool families and the community; and build on a strong foundation that has been successful in delivering its preschool service for over 30 years.

The principles and parent group model presented in this report have been designed and developed as part of this partnership and to transition to a different model that is relevant and meaningful to all stakeholders.

Families, committee members and staff will be well supported during the transition to the new model.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

Report Prepared By: *Coordinator – Early Years Strategy, Planning & Evaluation (Angela Morcos)*

Manager – Family & Children's Services (Janine Brown)

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

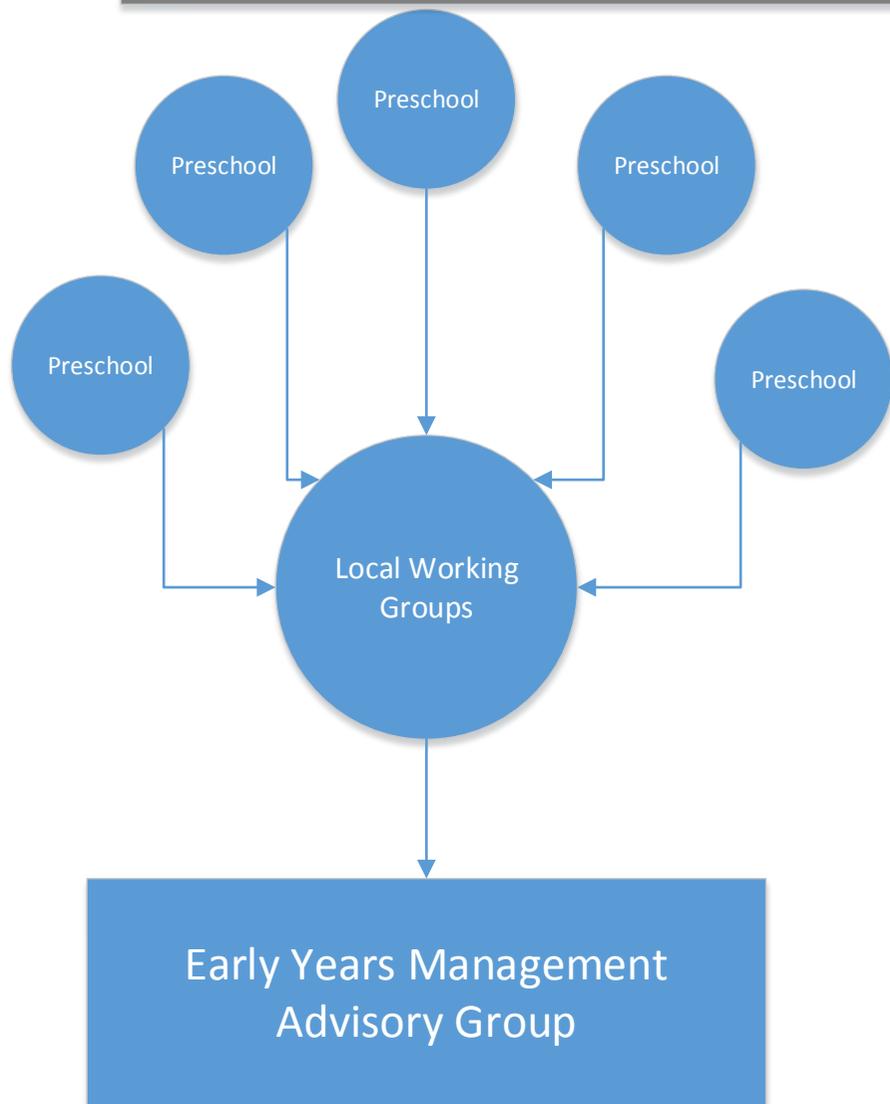
PROPOSED KNOX CITY COUNCIL EARLY YEARS MANAGEMENT "PARENT GROUP" MODEL

PURPOSE

For Knox City Council to continue its partnership with the community and deliver a preschool service that complies with the Early Years Management Policy.

For parents and families of children attending Knox City Council's preschool to have opportunities to:

- Participate in their local preschool;
- Connect with families at other preschools in their local area; and
- Support Council in municipal-wide objectives for children and families.



"PARENT GROUPS" AT INDIVIDUAL PRESCHOOLS

- Daily support for, and participation in the preschool program
- Fundraising for specific enhancements at the facility
- Social events and activities

LOCAL AREA WORKING GROUPS

Membership from local preschools in a local area:

1. Bayswater/Boronia/The Basin
2. Rowville
3. Ferntree Gully/Upper Ferntree Gully
4. Wantirna/Wantirna South

- Joint projects
- Special interests eg. sustainability
- Community capacity building and inclusion
- Local partnerships

KNOX-WIDE

Representative from each local working group

- Advice and support for objectives across EYM services
- Focus on access, participation, integration and service system improvements to meet EYM objectives

ALL WARDS**10.1 2016-17 ANNUAL REPORT**

SUMMARY: *Director – Corporate Development (Michael Fromberg) and Manager – Financial Services (Dale Monk)*

Council's Annual Report for the 2016-17 financial year has been presented to the Minister for Local Government in accordance with the *Local Government Act 1989*. This report is now presented to Council also in accordance with the Act.

RECOMMENDATION

That Council:

1. Consider and receive the 2016-17 Annual Report provided in Appendix A in accordance with Sections 131 and 134 of the *Local Government Act 1989*; and
2. Note that the 2016-17 Annual Report has been made available via Council's website, customer service centre and libraries.

1. INTRODUCTION

Section 131 of the *Local Government Act 1989* requires Council to prepare and approve an Annual Report containing:

- a) a report of its operations during the financial year
- b) audited financial statements for the financial year
- c) a copy of the audited performance statement prepared under section 132
- d) a copy of the report on the performance statement prepared under section 133
- e) any other matter required by the regulations

Council, at its meeting on 27 August 2017, received the final status report of actions to achieve the Annual Plan of 2016-17. This report forms the basis of the Annual Report for presentation to the Minister for Local Government. At this meeting, Council also approved in principle the year-end financial statements and the performance statement in advance of the Auditor-General's consideration.

Final audit reports on the financial statements and performance statement were received from the Auditor-General on 30 August 2016 and the Annual Report was submitted to the Minister for Local Government on 27 September 2017, in accordance with the requirements of the Act.

10.1 2016-17 Annual Report (cont'd)

Once submitted to the Minister for Local Government, section 134 of the Act requires Council to consider the Annual Report at a meeting of Council as soon as practicable. The Annual Report is now presented to this Ordinary meeting of Council for consideration.

Council has given public notice that the Annual Report has been prepared and can be inspected, and that it is to be considered at the ordinary meeting of Council scheduled for 23 October 2017.

2. DISCUSSION

In addition to fulfilling statutory obligations, the report of Council's performance for 2016-17 provides an opportunity to report to the Knox community about Council services and initiatives during the year. The Annual Report continues to be produced in a primarily electronic format available through the Knox City Council website, with hard copies provided by request. The report is structured in several sections:

- Introduction: includes summary highlights and challenges of 2016-17, CEO's message, Mayor's message, Council's vision, values, and information about Council, Councillors and the organisation.
- Performance section: describes Knox's planning framework, and outlines the services, achievement of the Annual Plan 2016-17 and Council Plan 2013-2017 by Themes. The service performance indicators of the Local Government Performance Reporting Framework (LGPRF) are also included in this section. The Financial Performance and Sustainability Indicators are included in the Performance Statement. The LGPRF Governance and Management Checklist is included in the governance and statutory information section of the report.
- Governance and statutory information: captures annual statutory reporting requirements including reporting against various acts and regulations, Councillor meeting attendance, documents available for inspection, audit operations and the governance and management checklist.
- Performance statement: this is the statement prepared under sections 132 and 133 of the Act and reports on the Local Government Performance Reporting Framework. The regulations require explanation of any material variations for all relevant indicators. Materiality thresholds have been set at +/- 10%, however commentary was given to all indicators to provide further context to the results. The performance statement has received an unqualified report from the Auditor-General's office.
- Financial statements: contains the financial statements as well as a guide to assist readers to understand their nature and content. These statements have received an unqualified report from the Auditor-General's office.

10.1 2016-17 Annual Report (cont'd)**3. CONSULTATION**

Under sections 131 and 134 of the *Local Government Act 1989*, Council is required to advertise that the 2016-17 Annual Report will be considered at an open meeting of Council after the report has been submitted to the minister. This was publicised in the Knox Leader on Tuesday, 10 October 2017. The Annual Report is also available from Council's customer service centre, libraries and website.

4. ENVIRONMENTAL/AMENITY ISSUES

Information about Council's achievements and aspirations for the environment are contained in the 2016-17 Annual Report.

Producing the report in a primarily electronic format also saves significant paper resources and printing costs.

5. FINANCIAL & ECONOMIC IMPLICATIONS

An overview of Council's financial performance is presented in the 2016-17 Annual Report. In the Annual Report, there is a guide for the reader on how to understand the detailed financial report which includes audited financial and standard statements.

The financial position of Council is a healthy one and the audit has been passed without qualification by the Victorian Auditor-General's office.

6. SOCIAL IMPLICATIONS

Information about Council's achievements and aspirations for the community and social impacts are contained in the Annual Report 2016-17. This includes a summary of Council's ongoing engagement with the community, and initiatives highlighted within the objectives of the Council Plan 2013-17.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Publication of the Annual Report is a key mechanism for ensuring Council's transparency and good governance, and supports achievement of strategies under Goal 8: We have confidence in decision making.

8. CONCLUSION

The 2016-17 Annual Report is a key mechanism enabling Council to provide performance information to the Knox community, as well as meeting statutory requirements. It provides information about Council's achievements and progress, as well as detailed information about the financial performance of Council.

10.1 2016-17 Annual Report (cont'd)**9. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

***Report Prepared By: Business Intelligence Officer (Carrie Hudson)
and Finance Manager (Dale Monk)***

***Report Authorised By: Director – Corporate Development
(Michael Fromberg)***

10.1 2016-17 Annual Report (cont'd)

Appendix A – 2016-17 Knox Annual Report is circulated under separate cover.

ALL WARDS

10.2 MINOR GRANTS PROGRAM APPLICATIONS

SUMMARY: *Governance Officer - (Kirstin Ritchie)*

This report summarises the recommended grants from the Minor Grants Program.

All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.

RECOMMENDATION

That Council:

1. Approve the two recommended Minor Grants Program applications for a total of \$3,280.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Templeton Tennis Club Incorporated	Replacement of old and broken slat blinds in the main part of the tennis pavilion	\$2,280.00	\$2,280.00
Boronia Road Uniting Church	Purchase and installation of opaque pull-down blinds fitted to create a lounge area for 'Open Office' clients	\$1,000.00	\$1,000.00
	Total	\$3,280.00	\$3,280.00

2. Note the one application approved under delegated authority for a total of \$500.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Approved by Delegate
Upper Ferntree Gully Primary School School Council	Cover the cost of a petting zoo as an additional activity for attendees at the Spring Fete.	\$500.00	\$500.00
	Total	\$500.00	\$500.00

10.2 Minor Grants Program Applications (cont'd)

1. INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy, effective from 25 July 2017.

Minor Grant applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$3,000.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;
- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

This report presents to Council recommended grant applications accordance with the Minor Grants Program Policy.

10.2 Minor Grants Program Applications (cont'd)

2. DISCUSSION

Council established the Minor Grants Program to ensure that funding may be provided to individuals and community groups who request ad hoc, incidental, community based, one-off grants.

The Minor Grants Program 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 the Minor Grants Program Policy, applications for funding up to \$500 are assessed and determined under delegation. Applications for funding between \$501 and \$3,000 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 25 September 2017 Ordinary Council meeting, and recommends two grants for Council's approval.

3. CONSULTATION

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the CEO, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of minor grants is managed within Council's adopted budget.

6. SOCIAL IMPLICATIONS

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

10.2 Minor Grants Program Applications (cont'd)**7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

Provision of the Incidental Community Grants program assists Council in meeting the following objectives under the Knox Community and Council Plan.

Goal 6. We are healthy, happy and well

- Strategy 6.2- Support the community to enable positive physical and mental health.

Goal 7. We are inclusive, feel a sense of belonging and value our identity

- Strategy 7.3 - Strengthen community connections.

Goal 8. We have confidence in decision making

- Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

8. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

9. CONFIDENTIALITY

Confidential Appendix A contains each of the individual grant applications for Council's consideration.

Report Prepared By: *Governance Officer (Kirstin Ritchie)*

Report Authorised By: *Director – Corporate Development
(Michael Fromberg)*

10.2 Minor Grants Program Applications (cont'd)

Confidential Appendix A is circulated under separate cover.

DOBSON WARD**10.3 FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2017**

SUMMARY: *Acting Coordinator – Governance (Kirstin Ritchie)*

This report provides a review of the financial status of the Cemetery Trust and an overview of the activities for the year ended 30 June 2017.

RECOMMENDATION

That Council

1. note the audited financial statements for the Ferntree Gully Cemetery Trust for the year end 30 June 2017 (Appendix A);
2. nominate and authorise Councillor Keogh Councillor Holland and Councillor Lockwood to sign the Trustee statement for the year ended 30 June 2017;
3. note the findings of the independent audit report (Appendix B);
4. adopt and sign the Abstract of Accounts for lodgement with the Department of Health and Human Services (Appendix C);
5. note the balance of this report.

1. INTRODUCTION**1.1 Historical Background**

The Ferntree Gully Cemetery was originally established in 1873 when five acres of Crown land were reserved as the site for a cemetery. The cemetery was operated by community trustees until 1982 when the Knox City Council was appointed trustee.

Council first established the Ferntree Gully Cemetery Trust Special Committee on 8 December 1998 with a subsequent review and endorsement of its role on 28 September 2004 and 25 September 2012. The committee was charged with the responsibility of managing and administering the operations of the cemetery. To assist the committee in this role, Council endorsed an instrument of delegation to enable the special committee to make formal Council decisions in relation to the management of the Cemetery.

At the Ordinary Meeting of Council held 25 September 2017, Council resolved to sunset the Committee and revoke the Instrument of Delegation to the Ferntree Gully Cemetery Trust Special Committee. Council also endorsed an expanded Instrument of Delegation to staff.

10.3 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2017 (cont'd)

1.2 Committee Membership

The Ferntree Gully Cemetery Trust Special Committee consisted of three Councillor representatives and three community representatives.

Membership for the 2016/17 period comprised:

Councillors: Cr Karin Orpen (July 2016 – October 2016)
Cr John Mortimore (July 2016 - October 2016)
Cr Tony Holland (July 2016 – October 2016)

Councillors: Cr Jake Keogh (November 2016 – June 2017)
Cr Tony Holland (November 2016 – June 2017)
Cr Peter Lockwood (November 2016 – June 2017)

Community: Mr Kevin Knox, Ms Tricia Kirk and Ms Heather Kleesh

Meetings of the Special Committee were open to the public and were conducted as needed and in accordance with the Instrument of Delegation to the Committee adopted by Council on 27 August 2013.

This report reviews the financial performance of the Trust for the period ending 30 June 2017 and provides an overview of the Trust's activities for the period.

A report was presented to the Special Committee on 20 September 2017 who endorsed the report and referred the report through to Council.

2. DISCUSSION

2.1 Management Agreement

The current management agreement has been in place since 1998 with no changes being made to the operating practices in that time. Knox Parks Services continue to provide maintenance and customer service on site. The 2016/17 management fee was \$99,379. The management fee is increased annually by Council's cost escalation factor and the fee is reimbursed to Council by the Cemetery Trust.

Governance staff undertake the daily administration activities of managing the Trust on Council's behalf. Costs associated with this are met by the Governance unit.

Following a review of the Trust's operations and business plan during 2012, it was recommended that an audit be conducted to ensure the most effective cost structure is in place for the ongoing management of the cemetery without compromising the standard of service provided to the community. As the Governance team were also participating in Council's Service Planning process at the time it was agreed, in consultation with the Special Committee, that the most appropriate medium for conducting the audit would be service planning.

10.3 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2017 (cont'd)

A review of the current administrative and maintenance operations of the Cemetery was undertaken in 2015/16 to establish a reliable and representative cost of the Cemetery's operations to Council. The Special Committee received a confidential briefing on the outcomes of the service analysis which was subsequently presented to Council.

2.2 General Operations

General upkeep and maintenance of the cemetery has continued to be the main priority with reopenings and burials taking place as required. Forty four (44) burials and thirty five (35) ashes interments took place in 2016/17. There was a slight increase in the number of burials and a decrease in the number of ashes interments from the previous year (two and ten respectively).

The overall condition of the cemetery is good, taking into account the age of the infrastructure, particularly within the older sections. Ongoing maintenance is carried out as required.

2.3 Replacement of Perimeter Fencing and Entrance

The Special Committee identified that the perimeter fencing and entrance to the cemetery were in need of replacement due to aged and failing infrastructure in some sections. It was agreed that the two projects would be managed separately, while acknowledging they were interlinked.

Perimeter fencing has now been completed.

The Special Committee at its meeting on 20 September 2017 formally endorsed a preferred contractor for the entrance works and a contract has been entered into. Work will commence within the next two months.

2.4 Annual Work Plan

The following works were completed in 2016/17.

ITEM	DESCRIPTION	STATUS
1.	Ongoing activities including burial and ashes interments and bookings, liaison with clients regarding memorial options, quarterly reporting, customer service, search of records, Annual Report and liaison with the Department of Health and Human Services and training.	Ongoing
2.	Replacement/new signage	Final quotations sought (January 2017). Replacement not yet commenced due to competing priorities and finalisation of entrance design.

10.3 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2017 (cont'd)

ITEM	DESCRIPTION	STATUS
3.	Obtain cost estimates and award contract for the replacement of the perimeter fencing	Perimeter fencing replacement completed mid September 2016.
4.	Obtain cost estimates for the replacement main entrance gates and raised brick garden beds	Mid September 2017 – contract awarded. Early October – November 2017 construction work to commence.

3. CONSULTATION

Consultation in relation to the cemetery has always been very extensive. The Trust will continue to work in a very open and consultative manner in conducting the business of the Ferntree Gully Cemetery.

4. ENVIRONMENTAL/AMENITY ISSUES

The physical condition of the cemetery is one of the key priorities of the Trust. The Ferntree Gully Cemetery is uniquely located in the heart of Ferntree Gully and a high standard of care and maintenance is very important in maintaining the environmental and aesthetic appeal of the cemetery.

5. FINANCIAL AND ECONOMIC IMPLICATIONS

A key challenge facing the ongoing management of the Ferntree Gully Cemetery is its capacity to generate sufficient income to continue to fund its operations in the longer term. Availability of graves is exhausted and there is limited opportunity to secure additional land at the current site for additional burial positions. There are also limited ashes interment positions available, and limited scope for further capital works onsite to increase stock to generate additional income. The cemetery's income is generated primarily through the sale of ashes positions, interment fees, plaque fees and investment income.

5.1 Financial Statements 2016/2017

The accounts for the Ferntree Gully Cemetery Trust for the year ended 30 June 2017 have been audited by Rizza Alexander, Accountants & Auditors. The statements indicate that the Cemetery Trust has shown a profit of \$39,905. This represents a decrease from the previous year's profit which was \$87,326. This decrease in profit is due to expenditure on the perimeter fencing. Future sales are expected to follow a similar pattern to the 2016/2017 sales figures.

10.3 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2017 (cont'd)

As at 30 June 2017, the Cemetery held \$1,083,232 in cash and cash equivalents. This is a decrease of \$40,782 from the previous financial year. Interest earned through investments for the 2016/17 financial year was \$22,379 an increase of \$6,575.

At its meeting held 20 September 2017 the Ferntree Gully Cemetery Trust Special Committee recommended that Council adopt and sign the financial statements for the period ending 30 June 2017 which are attached as Appendix A.

5.2 Auditors Report

Accountants & Auditors, Rizza Alexander, has conducted an independent audit of the Trust Financial Statements in accordance with Australian Auditing Standards for the 2016/17 period and found:

“In our opinion, the financial report of Ferntree Gully Cemetery Trust:

- (i) Gives a true and fair view of the Trusts financial position as at 30 June 2017 and its financial performance for the year then ended; and*
- (ii) Complying with Australian Accounting Standards (including Australian Accounting interpretations).*

A copy of the independent audit report is contained in Appendix B.

5.3 Department of Health – Abstract of Accounts

The Trust has a statutory obligation to complete an Abstract of Accounts for the Ferntree Gully Cemetery. The Abstract for the financial year ended 30 June 2017 has been prepared and it is recommended that Council, as Trustee, approve and sign the return. The Abstract of Accounts is attached as Appendix C.

5.4 Cemetery Trust Fees

The annual recommended CPI increase of 1.5% came into effective from 1 July 2017 and has been applied to all fees.

10.3 Ferntree Gully Cemetery Trust Special Committee Annual Report for the Year Ended 30 June 2017 (cont'd)

6. SOCIAL IMPLICATIONS

The Trust has developed a Statement of Purpose which reads as follows:

“We fulfil our purpose by delivering the highest quality service in a caring and dignified manner that is respectful of all customs and beliefs.

We enable families to commemorate and celebrate the past in a tranquil and cared for environment where peaceful reflection is cherished and respected.”

This statement articulates the Trust’s commitment to providing service excellence to the community.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 1. We value our natural and built environment

- Strategy 1.3 – Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure.

Goal 7. We are inclusive, feel a sense of belonging and value our identity

- Strategy 7.1 – Protect and preserve our local cultural heritage connections.

Goal 8. We have confidence in decision making

- Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

8. CONCLUSION

The day to day operations of the cemetery have continued to run smoothly with attention being given to maintaining the standards expected by the community. The ongoing challenge of financial sustainability is being addressed in the short to medium term by the Trust through the development of infrastructure to provide interment options to the local community.

The financial statements, independent audit report, and Abstract of Accounts to the Department of Health are recommended to Council.

FERNTREE GULLY CEMETERY TRUST

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2017

FERNTREE GULLY CEMETERY TRUST
FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2017

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FERNTREE GULLY CEMETERY TRUST
COMPREHENSIVE INCOME STATEMENT
 FOR THE YEAR ENDED 30 JUNE 2017

	Note	June 2017 \$	June 2016 \$
Income			
Plot sales	1(d)	78,422	101,047
Burial fees	1(d)	53,023	53,294
Monument fees	1(d)	4,407	4,252
Plaque fees	1(d)	30,874	25,375
Grant income	1(d)	620	-
Investment income	1(d)	22,379	28,954
Total income		<u>189,725</u>	<u>212,922</u>
Expenses			
Management fees		99,379	96,500
Plaques		17,467	16,925
Operating costs	2	30,022	11,782
Utilities	3	696	389
Depreciation	4	2,256	-
Total expenses		<u>149,820</u>	<u>125,596</u>
Profit/(loss) for the year		<u>39,905</u>	<u>87,326</u>
Total comprehensive result		<u>39,905</u>	<u>87,326</u>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

FERNTREE GULLY CEMETERY TRUST
BALANCE SHEET
AS AT 30 JUNE 2017

	Note	June 2017 \$	June 2016 \$
Assets			
Current assets			
Cash and cash equivalents	1(e),5	1,078,534	316,126
Trade and other receivables	1(f),6	4,698	7,888
Other financial assets	1(g),7	-	800,000
Total current assets		<u>1,083,232</u>	<u>1,124,014</u>
Non-current assets			
Property, plant and equipment	1(h,i),8	<u>632,796</u>	<u>554,721</u>
Total non-current assets		<u>632,796</u>	<u>554,721</u>
Total assets		<u>1,716,028</u>	<u>1,678,735</u>
Liabilities			
Current liabilities			
Trade and other payables	9	<u>593</u>	<u>3,205</u>
Total current liabilities		<u>593</u>	<u>3,205</u>
Total liabilities		<u>593</u>	<u>3,205</u>
Net assets		<u>1,715,435</u>	<u>1,675,530</u>
Equity			
Accumulated surplus		<u>1,715,435</u>	<u>1,675,530</u>
Total equity		<u>1,715,435</u>	<u>1,675,530</u>

The above balance sheet should be read in conjunction with the accompanying notes.

FERNTREE GULLY CEMETERY TRUST
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2017

	Accumulated surplus	
	June 2017 \$	June 2016 \$
Balance at beginning of the financial year	1,675,530	1,588,204
Comprehensive result	39,905	87,326
Balance at end of the financial year	1,715,435	1,675,530

The above statement of changes in equity should be read in conjunction with the accompanying notes.

FERNTREE GULLY CEMETERY TRUST
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2017

	Note	June 2017 Inflows/ (Outflows) \$	June 2016 Inflows/ (Outflows) \$
Cash flows from operating activities			
Receipts			
Plot sales		78,652	100,997
Burial fees		58,325	58,624
Plaque fees		33,962	27,912
Monument fees		4,407	4,252
Grants		620	-
Interest received		27,442	25,900
Net GST refund		11,779	7,419
		<u>215,187</u>	<u>225,104</u>
Payments			
Payments to suppliers		(172,448)	(134,506)
		<u>(172,448)</u>	<u>(134,506)</u>
Net cash provided by/(used in) operating activities	10	<u>42,739</u>	<u>90,598</u>
Cash flows from investing activities			
Payments for property, plant and equipment		(80,331)	-
Proceeds from disposal of financial assets		800,000	800,000
Purchase of financial assets		-	(800,000)
		<u>719,669</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents		762,408	90,598
Cash and cash equivalents at beginning of financial year		316,126	225,528
Cash and cash equivalents at the end of the financial year		<u><u>1,078,534</u></u>	<u><u>316,126</u></u>

The above statement of cash flows should be read with the accompanying notes.

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017

Introduction

The Trustee of Ferntree Gully Cemetery is Knox City Council. The sole purpose of the Trust is to administer the Ferntree Gully Cemetery.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Note 1 Significant accounting policies**(a) Basis of accounting**

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The accounts are prepared under the convention of historical cost, and except where stated do not take in to account current valuations of non-current assets.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Going concern

In preparing the financial statements, the Trustees are satisfied that the entity is trading as a going concern. However the Trustees also note that the ability of the entity to continue as a going concern in the long term is uncertain due to the lack of sustainable operating profits or cash flows from core business activities, particularly as all available burial plots and vaults have been sold. The Trustees approved the additional installation of niche walls in 2012-2013 which was completed in the 2013-14 financial year, enhancing the medium term financial viability of the Cemetery.

(c) Changes in accounting policies

There have been no changes in accounting policies from the previous period.

(d) Revenue recognition

Income is recognised when the Trust obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Trust, and the amount of the contribution can be measured reliably.

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017

Note 1 Significant accounting policies (continued)

(e) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less.

(f) Trade and other receivables

Receivables are carried at cost. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred.

(g) Other financial assets

Financial assets including investments such as term deposits are held to maturity and measured at amortised cost.

(h) Land and improvements

The Ferntree Gully Cemetery was extended in 2002 to include land at 2 Clematis Avenue, Ferntree Gully and 8 The Glade, Ferntree Gully, land acquired is carried at cost.

(i) Infrastructure

The Boundary Fencing has been upgraded along Forest Rd and the Glade, it is appropriate to carry this asset in the accounts at cost and depreciate it over the useful life of the asset of 20 years.

(j) Repairs and maintenance

Routine maintenance, repair costs and minor renewal costs are expensed as incurred.

(k) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(l) Pending accounting standards

Certain new AAS's have been issued that are not mandatory for the 30 June 2017 reporting period. The Trust has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017

Note 1 Significant accounting policies (continued)

(l) Pending accounting standards (continued)

Revenue from contracts with customers (AASB 15) (applies 2018/19)

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

(m) Rounding

Unless otherwise stated, amounts in the financial report have been rounded to the nearest dollar. Figures in the financial statement may not equate due to rounding.

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017

		June 2017	June 2016
		\$	\$
Note 2	Operating costs		
	Audit fee	1,480	1,450
	Refund pre-purchased plots	6,645	6,583
	Maintenance	19,438	-
	Other operating costs	2,459	3,749
		<u>30,022</u>	<u>11,782</u>
Note 3	Utilities		
	Telephone	696	389
		<u>696</u>	<u>389</u>
Note 4	Depreciation		
	Depreciation expense	2,256	-
		<u>2,256</u>	<u>-</u>
Note 5	Cash and cash equivalents		
	Cash at Bank	16,882	20,378
	Cash at Call	1,061,652	295,748
		<u>1,078,534</u>	<u>316,126</u>
Note 6	Trade and other receivables		
	Plot debtors	575	805
	Accrued interest	1,243	6,306
	Net GST receivable	2,880	777
		<u>4,698</u>	<u>7,888</u>
Note 7	Other financial assets		
	Term deposits	-	800,000
		<u>-</u>	<u>800,000</u>

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017

Note 8 Property, Plant and Equipment
Summary of property, plant and equipment

	At cost 30 June 2017 \$	Accumulated Depreciation \$	Written Down Value 30 June 2017 \$
2017			
Land at cost	554,721	-	554,721
Infrastructure	80,331	(2,256)	78,075
	635,052	(2,256)	632,796

Land

At cost 1 July 2016

554,721

Written down value of land at 30 June 2017

554,721

Infrastructure

At cost 1 July 2016

-

Movements in Cost

Acquisition of assets at cost

80,331

80,331

Movements in accumulated depreciation

Depreciation

(2,256)

(2,256)

At cost 30 June 2017

80,331

Accumulated depreciation at 30 June 2017

(2,256)

Written down value of infrastructure at 30 June 2017

78,075

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017

		June 2017 \$	June 2016 \$
Note 9	Trade and other payables		
	Trade payables	593	3,205
		<u>593</u>	<u>3,205</u>
Note 10	Reconciliation of cash flows from operating activities to profit/(loss)		
	Profit/(loss) for the year	39,905	87,326
	Add back depreciation expense	2,256	-
	Change in assets and liabilities		
	(Increase)/decrease in trade and other receivables	3,190	431
	Increase/(decrease) in trade and other payables	<u>(2,612)</u>	<u>2,841</u>
	Net cash provided by/(used in) operating activities	<u>42,739</u>	<u>90,598</u>
Note 11	Commitments		
	The Trustee does not have any outstanding commitments in relation to the Ferntree Gully Cemetery.		
Note 12	Number of graves, ashes and interment positions available		
		2017 No.	2016 No.
	Description		
	Foothills graves	-	-
	Foothills vaults	-	-
	Ashes Garden	-	2
	Rose garden	-	-
	Ashes vaults - double	-	-
	Ashes vault - single	-	-
	Wall of Remembrance	-	-
	Pioneer Beam	-	-
	Memorial Rose Garden	-	-
	Lawn F	1	1
	Church of England Section A	-	-
	Church of England Section B	-	-
	Methodist Section B	1	1
	Presbyterian Section B	-	-
	Roman Catholic Section C	1	1
	The Grove Niche Walls	119	159
		<u>122</u>	<u>164</u>

FERNTREE GULLY CEMETERY TRUST
NOTES TO FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2017

Note 13 **Related party transactions**

Trustee

The Trustee of Ferntree Gully Cemetery Trust is Knox City Council.

The Councillors of Knox City Council during the year were:

Councillor Adam Gill

Councillor Darren Pearce (Mayor from 8 November 2016 to current)

Councillor John Mortimore (Deputy Mayor from 8 November 2016 to current)

Councillor Peter Lockwood

Councillor Tony Holland (Mayor from 11th November 2015 to 22 October 2016)

Councillor Nicole Seymour

Councillor Lisa Cooper

Councillor Jackson Taylor (from 8 November 2016)

Councillor Jake Keogh (from 8 November 2016)

Councillor Karin Orpen (to 22 October 2016)

Councillor Joe Cossari (to 22 October 2016)

The Councillors received no remuneration from the Trust in connection with its management.

Other Related Party Disclosures

Knox City Council's Finance department provides ongoing financial advice and accounting services to the Trustees. These services are included in the management fee of \$99,379 payable by the Trust to the Council for the year.

**FERNTREE GULLY CEMETERY TRUST
STATEMENT BY THE TRUSTEE**

In the opinion of the Trustee of the Ferntree Gully Cemetery Trust:

- 1 (a) The accompanying financial statements are drawn up so as to give a true and fair view of the results and the state of affairs of the Trust at 30 June 2017; and

(b) At the date of this statement, there are reasonable grounds to believe that the Trust will be able to pay its debts as and when they fall due.
- 2 The financial statements have been prepared in accordance with AASB Accounting Standards.

Dated at Wantirna South this

day of

2017

Mayor

Councillor

Councillor

R I Z Z A A L E X A N D E R

ACCOUNTANTS & AUDITORS

**FERNTREE GULLY CEMETERY TRUST ABN 88 002 100 668
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF
FERNTREE GULLY CEMETERY TRUST**

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Ferntree Gully Cemetery Trust which comprises the balance sheet as at 30 June 2017, the comprehensive income statement, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the trustees' declaration.

In our opinion, the accompanying financial report of Ferntree Gully Cemetery Trust:

- (i) Gives a true and fair view of the Trusts financial position as at 30 June 2017 and of its financial performance for the year then ended; and
- (ii) Complying with Australian Accounting Standards (including Australian Accounting Interpretations).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Trust in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Information Other than the Financial Report and Auditor's Report Thereon

The trustees are responsible for the other information. The other information comprises the information included in the Trust's annual report for the year ended 30 June 2017, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Trustees for the Financial Report

The trustees are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and for such internal control as the trustees determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the trustees are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.



RIZZA ALEXANDER ABN 22 927 707 358

SUITE 5, 50 UPPER HEIDELBERG ROAD IVANHOE VIC 3079

P.O. BOX 283 IVANHOE VIC 3079 TEL 9497 1733 FAX 9497 5966

EMAIL info@rizzaalexander.com.au

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Paul Rizza CA
Rizza Alexander

Dated this  day of  2017

Department of Health & Human Services

Abstract of Accounts

Abstract of the Accounts from the Trust Members of the Ferntree Gully Public Cemetery situated at
Forest Road, Ferntree for the financial year **2016-17**

Rendered pursuant to the Victorian *Cemeteries and Crematoria Act 2003*.

DUE DATE – 1 September

General Account

INCOME	\$	¢	EXPENDITURE	\$	¢
Balance at Bank at start of the financial year			Secretary		
Cash in hand at start of the financial year	316,126		Sexton	99,379	
Investments at start of the financial year	800,000		Grave-digging		
Interest received	22,379		Contractors		
Fees received for graves, monuments, interments, etc.	166,726		Other		
<u>Transfers from -</u>			Plaque	17,467	
Investments			Office Expenses	30,022	
Reserves			Building	696	
DHHS Grants	620		Insurance		
Other Grants			Works (repairs and fencing, drainage etc.)	79,753	
Un-presented Cheques			Sundry expenses and miscellaneous		
Other Income			Balance at Bank		
	THIS FIELD IS TO REMAIN BLANK		Cash in hand at end of the financial year	1,078,534	
			Investments at end of the financial year	0	
TOTAL	1,305,851		TOTAL	1,305,851	

Right of Interment (ROI) information for the year 1 July – 30 June:

If accurate figures are not available estimates are to be provided.

- | | |
|---------------------------------------------------------------------------------------|--------------|
| 1) Number of ROI (graves) sold as 'pre-need' (reserved) | 1 |
| 2) Number of ROI (graves) sold as 'at need' | 0 |
| 3) Number of ROI (cremation) sold as 'pre-need or at-need' | 40 |
| 4) Total number of ROI (grave) sites used since establishment of the cemetery | 6,037 |
| 5) Estimated number of unused graves in the cemetery at 30 June (circle below) | |

Less than 100	101 - 500	501 – 1000	1001 – 5000	5001 or more
---------------	-----------	------------	-------------	--------------

Perpetual Maintenance Trust Account

Ensure this section is completed by entering information or by indicating a NIL balance.

Do not re-enter investment information previously entered under the General Account section.

INCOME	\$	¢	EXPENDITURE	\$	¢
Balance at beginning of year	NIL		Expenditure or transfer to General account during year	NIL	
Interest					
New funds received			Balance at end of year		
TOTAL	NIL			TOTAL	NIL

General Condition of Cemetery

Brief outline of any repairs, maintenance and improvements considered necessary, and the estimated cost of any works proposed during the year.

Redesign and replacement of main entryway

Replacement signage

PROPOSED WORKS	PROPOSED COST (\$)
Redesign and replacement of main entryway	\$100,000
Replacement signage	\$20,000
TOTAL	\$120,000

ASSETS*	\$	LIABILITIES	\$
Cash and cash equivalents	1,083,232	Any monies owed to a third party	593
Land and improvements	632,796	Any monies committed to expenditure (main entry redevelopment and signage)	120,000
TOTAL	1,716,028	TOTAL	120,593

***Please note, assets can include the following categories:**

Key structures - office building, mausoleum/s, chapel, toilet facilities, machinery shed/s.

Minor structures - gazebo, rotunda, storage sheds, outside seating.

Major machinery - tractor, backhoe, ride on mower etc.

Small machinery –mechanical and electrical equipment

Miscellaneous equipment – hand tools, wheel barrows etc.

Please ensure you complete the form. If you have no assets or liabilities, place a zero in the '\$' column.

General Condition of Cemetery

Please cross appropriate box to indicate general condition of the Cemetery.	Excellent	Good	Average / Poor	NA
Buildings	X			
Fences			X	
Paths	X			
Roadways	X			
Major machinery	X			
Small machinery	X			
Miscellaneous equipment	X			

NOTE – please refer to key below for further explanation of these ratings.

Key:

Excellent – The condition of cemetery infrastructure (buildings, fences, paths, roadways) or equipment is excellent and **may** need some general maintenance or repair in the next 5 years.

Good – The condition of cemetery infrastructure (buildings, fences, paths, roadways) or equipment is good and **will** need some general maintenance or repair in the next 2-3 years.

Average/Poor – The condition of cemetery infrastructure (buildings, fences, paths, roadways) or equipment is average/poor and **will** need urgent maintenance/repair in next 12 months.

NA – The cemetery does not have this type of infrastructure or equipment.

Statutory Declaration

We, the undersigned, do solemnly and sincerely declare that the above is a true and faithful Abstract of the Accounts of the _____ Cemetery, for the financial year **2016-17** and we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury.

Must be signed by 3 Trust Members

Declared at Wantirna South

{ _____ }
Cr Jake Keogh

this 23rd day of October 2017

{ _____ }
Cr Peter Lockwood

{ _____ }
Cr Tony Holland

before me:

Authorised Witness

{ _____ }

Print Name / Official Stamp (if available)

Cemetery Contract:

Fleur Cousins
Management Governance & Innovation
Ferntree Gully Cemetery Trust
C/- Knox City Council
511 Burwood Highway
WANTIRNA SOUTH VIC 3152
Telephone: 9298 8000
fleur.cousins@knox.vic.gov.au

PLEASE NOTE

Under Section 52(3) of *Cemeteries and Crematoria Act 2003* a cemetery trust must submit a report for each financial year to the Secretary of the Department of Health & Human Services by **1 September** in the following financial year.

End of financial year bank and investment statements must be enclosed with this form and submitted to:

Manager
Cemeteries and Crematoria Regulation Unit
Department of Health & Human Services
GPO Box 4057
MELBOURNE VIC 3001

Trusts with an annual income or expenditure of \$100,000 up to \$1 million must also provide a copy of a review statement of their accounts when submitting their abstract.

Trusts with an annual income or expenditure of above \$1 million must also provide a copy of an audit statement of their accounts when submitting their abstract.

COLLIER WARD

10.4 TRANSFER OF AREAS OF TREE RESERVE TO VICROADS – STUD ROAD, WANTIRNA SOUTH

SUMMARY: *Coordinator Property Management (Angela Mitchell)*

This report seeks Council approval to transfer areas of tree reserve to VicRoads to cater for the Westfield expansion located at Stud Road, Wantirna South. This transfer will result in Council entering into a Deed with Scentre Design and Construction Pty Ltd ACN 000 267 265 to compensate Council for the loss of this land.

RECOMMENDATION

That Council

1. Subject to finalisation of a Deed described in '2b' below, transfer to VicRoads the areas of land totalling 864m² (Land), comprising:
 - a. the land shown coloured orange and light green on the plan attached in Appendix A, with an area of 634m², being that part of the Land which is to be constructed as a road (New Road Land); and
 - b. the land shown coloured blue on the plan attached in Appendix A, with an area of 230m², being that part of the Land which is currently constructed as a road (Existing Road Land),being part of the land contained within Certificates of Title Volume 9377 Folio 354, Volume 9377 Folio 353 and Volume 9756 Folio 251 located at Stud Road, Wantirna South.
2. Authorise the Chief Executive Officer to:
 - a. sign all documentation required to give effect to the transfer of the Land to VicRoads; and
 - b. sign and seal a Deed between Knox City Council and Scentre Design and Construction Pty Ltd ACN 000 267 265 (Scentre), pursuant to which Scentre agree to pay to Council the sum of \$77,000 (plus GST) for the transfer of the New Road Land described in '1' above and procure an area of 12m², being part of Stud Road, to be designated as tree reserve and replanted, with Scentre also meeting all Council's costs associated with the transfer of the Land.

1. INTRODUCTION

The Knox Shopping Centre is located within a Principal Activity Centre and is a main attractor for business, employment and entertainment within the municipality.

10.4 Transfer of Areas of Tree Reserve to VicRoads – Stud Road, Wantirna South (cont'd)

In 2014, Council issued Planning Permit No. 2013/6923 for the expansion of the Knox Shopping Centre. As part of the approval, VicRoads imposed a condition on the Planning Permit that requires the applicant (Contour Consultants acting on behalf of Scentre) to obtain the land (parts of the tree reserve) to facilitate the relocation of the Stud Road intersection.

Council staff have been in discussions with Scentre, who manage Westfield Knox Shopping Centre and part owns and operates Westfield in Australia and New Zealand, in relation to the Council owned tree reserve.

In September 2017, an amendment to the plans and permit was issued under delegation. The amended approval will allow for an increase in floor area of 27,156 square metres, a new multi-purpose civic precinct (including a Municipal Library), alterations to car parking and vehicle access and improved facade treatments. It is expected that works will commence in 2018.

The expansion of the Knox Shopping Centre will invest in the future of the Knox Principal Activity Centre and Knox community through the generation of employment opportunities, economic stimulus and entertainment and social activities.

2. DISCUSSION

The need for acquisition of parts of the Council owned tree reserve results from changes to the location of the Stud Road intersection into Knox Shopping Centre. The Stud Road intersection is moving further north, to align with the northern boundary of the land, adjacent to the existing bike lane. This will improve vehicle movements throughout the Shopping Centre.

In addition to this, in order to facilitate the expansion of the Knox Shopping Centre, road improvements were required to the satisfaction of VicRoads. The land transfer is necessary in order to facilitate the new alignment of the Stud Road intersection into Knox Shopping Centre, and undertake the VicRoads required road improvement works. The road improvements works are to facilitate the anticipated traffic generation as a result of the expansion to the Shopping Centre. Without the acquisition of parts of the Council owned tree reserve, the realigned access onto Stud Road would need to be revisited, which would require further consideration of traffic impacts and a lengthy delay to the commencement of works.

Council's Policy on Sale of Tree Reserves states that land forming part of tree reserves will not be sold unless exceptional circumstances exist.

For a request to be considered 'exceptional', it must be demonstrated that the sale will result in a significant net community benefit (eg facilitate a major community facility, or employment generator). In relation to net community benefit, the proposed sale of land will facilitate the Westfield Knox expansion, being a major commercial and community asset and employment generator. The policy also requires the following to be addressed:

10.4 Transfer of Areas of Tree Reserve to VicRoads – Stud Road, Wantirna South (cont'd)

Public Safety and Security Issues (eg Will it result in the creation of 'blind areas' not visible to the public? Will it sever a shared pathway? Will it result in increased natural surveillance?)

- The acquisition of the tree reserve will enable the widening of Stud Road and the relocation of a bus shelter. The pedestrian pathway running parallel to Stud Road will not be affected and is to be retained. It is not envisaged that there will be any adverse impacts to public safety or security, with the existing level of passive surveillance to be maintained.

Traffic Management (eg Do VicRoads object to access? Will it create traffic safety issues? Is the reserve required for a future road widening?)

- Functional Layout Plans were submitted to VicRoads in accordance with the requirements of Planning Permit P/2013/6923. These plans have been approved by VicRoads.

Neighbourhood Character (Would it allow development that is consistent with preferred neighbourhood character?)

- The sale involves a linear area of tree reserve along Stud Road only; therefore the sale will not enable development that will alter the neighbourhood or streetscape character.

Existing Infrastructure (eg Will it result in additional infrastructure (footpaths, drains) maintenance costs for Council?)

- Any impacts to existing infrastructure will be resolved through the construction of the signalised Stud Road intersection.

Proposed Future Infrastructure (eg How does it support or hinder proposed future infrastructure, such as shared pathways?)

- The sale will facilitate the widening of Stud Road and the relocation of an existing bus shelter, in association with the Knox Shopping Centre expansion.

Flora and Fauna (eg Does it involve the removal or long term disturbance to significant remnant indigenous vegetation, and/or fauna habitat?)

- Council's Parks Services have assessed the vegetation and made a recommendation, as part of the Planning application for the Knox Shopping Centre expansion. Refer to Section 4 of this report.

10.4 Transfer of Areas of Tree Reserve to VicRoads – Stud Road, Wantirna South (cont'd)

Council Strategies, Policies and Plans (eg Is it consistent with and does it assist in the implementation of relevant Council policies and plans?)

- The sale is consistent with Condition 46 of P/2013/6923 and the Knox Urban Design Framework, with the balance of the tree reserve to be retained along Stud Road and will continue to provide a treed landscape along this main road. The requested sale of part of the tree reserve will contribute to improvements and the functionality and design of the Stud Road intersections.

Existing Access (eg Is the current level of road access to the site to benefit from the proposed purchase of the tree reserve already adequate?)

- The sale will aid in the functionality of the Stud Road intersection, to improve access to the expanded Westfield Knox Shopping Centre.

It is proposed that the transfer to VicRoads will be for nil consideration, however Scentre will provide compensation directly to Council for the value of the areas of the land to be transferred.

As Stud Road is a designated VicRoads road, it is required that they become the owners of the areas of tree reserve which will form part of Stud Road after completion of Scentre's works (864m²). 242m² of the land shown on title as a tree reserve is already constructed as part of Stud Road, leaving an area of 622m² which will be constructed as new parts of Stud Road.

Scentre entered into discussions with Council in order to compensate Council for the loss of land. Valuations were obtained for the areas of tree reserve proposed to be transferred to VicRoads with Scentre agreeing to compensate Council the market value of the land (plus GST), plus associated costs for the loss of this land.

A Deed between the two parties is being prepared to secure the compensation arrangements. The proposed Deed stipulates that prior to compensation being met by Scentre, it is required that an application be lodged under Section 24A of the Subdivision Act to subdivide the land and change the reserve status to road reserve for the parcels that Council is transferring to VicRoads. This will involve an application, via a licensed Land Surveyor, for the change of the reserve status to road and to transfer the land to VicRoads as the land owner.

Scentre is responsible for the construction of the entire works including road works, footpath works and re-landscaping. Council will not be responsible for any costs associated with these works.

On the transfer of this land, VicRoads will become responsible for any maintenance.

10.4 Transfer of Areas of Tree Reserve to VicRoads – Stud Road, Wantirna South (cont'd)

3. CONSULTATION

Section 191 of the Local Government Act 1989, enables Council to transfer land to the Crown, Minister or any public body, without undertaking the statutory advertising process.

Council's Engineering, Planning, Sustainability and Traffic and Transport Departments have been consulted and have indicated no objection to this transfer of land.

Consultation has also been undertaken with Scentre and agreement reached to compensate Council for loss of Council land and all costs associated with this transfer.

4. ENVIRONMENTAL/AMENITY ISSUES

The Council owned tree reserve contains a number of trees which will be affected by the construction of the road improvement works, to facilitate the new Stud Road access point. Council's Parks Services were engaged to assess the trees. They have not raised any concerns with the removal of vegetation required to facilitate the road improvement works. In total, 17 trees will be required to be removed at a cost to the applicant, and a further 10 trees can be removed without cost (to the applicant). The 10 trees to be removed without cost have been identified as being in poor condition or unsuitable for the location, in accordance with Council's Street Tree Policy. The cost of the tree removal has been calculated and included in the Planning Permit.

5. FINANCIAL & ECONOMIC IMPLICATIONS

It is recommended to enter into a Deed with Scentre for Council to be compensated an amount of \$77,000 (plus GST) for the loss of areas of tree reserve land located at Stud Road, Wantirna South. Scentre will prepare all required subdivision plans and has also agreed to meet all Council's costs associated with the transfer of this land including legals, lodgement fees etc.

6. SOCIAL IMPLICATIONS

The existing pedestrian footpath running parallel to Stud Road will be retained, therefore no adverse effect on the public.

10.4 Transfer of Areas of Tree Reserve to VicRoads – Stud Road, Wantirna South (cont'd)**7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

This report relates to the following goals and strategies within the Knox Community and Council Plan 2017-2021 as outlined below:

Goal 7 We are inclusive, feel a sense of belonging and value our identity
Strategy 7.3 - Strengthen community connections.

Goal 8 We have confidence in decision making
Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations.

8. CONCLUSION

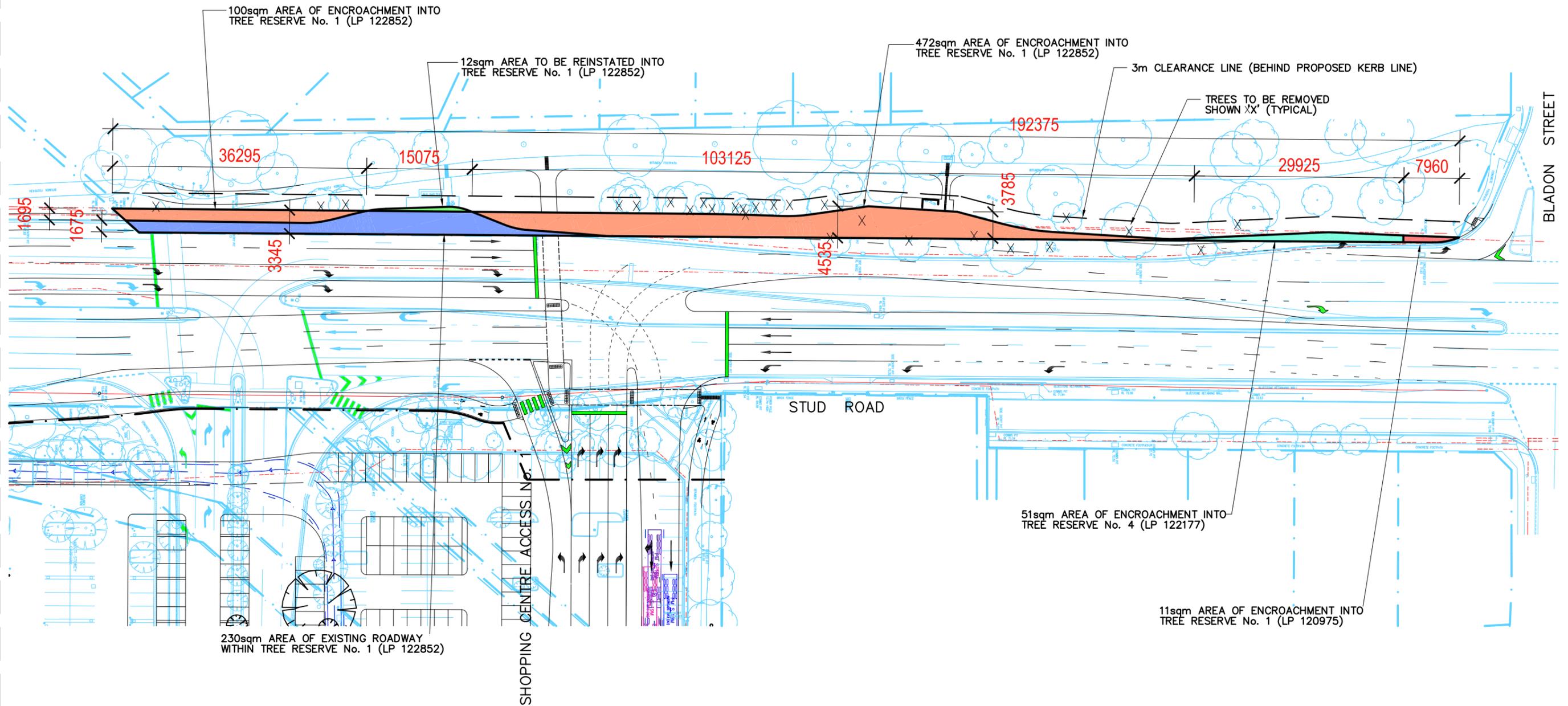
It is recommended that Council approve the transfer of areas of tree reserve totalling 634m² in Stud Road, Wantirna South between Burwood Highway and Bladon Street, Wantirna South to VicRoads and that Council be compensated for the loss of land (and all associated costs) by Scentre Design and Construction Pty Ltd ACN 000 267 265. The transfer of this land will facilitate the expansion of the Knox Shopping Centre and meet the requirement of the endorsed planning permits.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

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

Report Authorised By: *Director – Corporate Development
(Michael Fromberg)*



DIMENSIONS SHOWN FOR TREE RESERVE ENCROACHMENT AREA ARE NOMINAL ONLY BASED ON DRAWING PREPARED BY ONE MILE GRID

- NOTE:**
1. THE EDGE OF THE PROPOSED ROADWAY AREA HAS BEEN TAKEN AT 1.0m BEHIND THE PROPOSED LINE OF KERB. THIS TAKES INTO ACCOUNT THE INSTALLATION OF GUARD FENCE ALONG THE WESTERN SIDE OF STUD ROAD TO PROTECT THE TREES WITHIN THE 6.8m CLEAR ZONE WIDTH.
 2. ALL TREES WITHIN 3m OF PROPOSED ROADWORKS (KERB LINE) TO BE REMOVED. 26 TOTAL NUMBER OF TREES TO BE REMOVED (AS SHOWN).



CAD File: \$FILE\$. \$TIMES\$

Warning
BEWARE OF UNDERGROUND SERVICES
THE LOCATIONS OF UNDERGROUND SERVICES SHOWN ARE APPROXIMATE ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE.

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Rev	Date	Drawn	Check	Description
A	28.09.15	TCW	JS	ISSUED FOR INFORMATION
B	16.10.15	TCW	JS	ISSUED FOR APPROVAL
F	17.04.24	TCW	JS	ISSUED FOR APPROVAL
G	30.05.17	TCW	JS	INCORPORATE VICROADS COMMENTS

General Notes

onemilegrid
TRAFFIC ENGINEERING

1/59 Kaele Street, Collingwood, VIC 3066
Email: info@onemilegrid.com.au Web: www.onemilegrid.com.au
Phone (03) 9939 8250

Status
Preliminary – Not for construction

Client
SCENTRE GROUP

Project
KNOX SHOPPING CENTRE

Scale
1:750 @ A3

Drawing Title
STUD ROAD
TREE RESERVE ENCROACHMENT AREAS
OPTION 1

Designed
TCW

Approved
JS

Melway
63 J11

Project Number
15236

Drawing Number
FLP106

Revision
G

ALL WARDS**10.5 PROPOSED 2018 COUNCIL MEETING SCHEDULE**

SUMMARY: *Acting Coordinator – Governance (Kirstin Ritchie)*

This report seeks to adopt Council meeting dates for the 2018 calendar year.

RECOMMENDATION

That Council:

1. Confirm the 2018 Council meeting dates as follows:

Strategic Planning Committee	Ordinary Council
No meeting held in January 2018	Monday, 22 January 2018
Monday, 12 February 2018	Monday, 26 February 2018
Tuesday, 13 March 2018 *	Monday, 26 March 2018
Monday, 9 April 2018	Monday, 23 April 2018
Monday, 14 May 2018	Monday, 28 May 2018
Tuesday, 12 June 2018 **	Monday, 25 June 2018
Monday, 9 July 2018	Monday, 23 July 2018
Monday, 13 August 2018	Monday, 27 August 2018
Monday, 10 September 2018	Monday, 24 September 2018
Monday, 8 October 2018	Monday, 22 October 2018
Monday, 12 November 2018	Monday, 26 November 2018
Monday, 10 December 2018	Monday, 17 December 2018

Annual Statutory Meeting
Wednesday 7 November 2018

* Monday 12 March 2018 is a public holiday therefore the March meeting is proposed to be held on Tuesday 13 March 2018.

** Monday 11 June 2018 is a public holiday therefore the June meeting is proposed to be held on Tuesday 12 June 2018.

All meetings will commence at 7.00pm except for the Ordinary Council meeting on 17 December 2018, which will commence at 5.00pm.

2. Authorise the Chief Executive Officer to undertake all statutory requirements to call the scheduled meetings of Council.

1. INTRODUCTION

Council has previously adopted a meeting schedule up to the end of 2017. It is now appropriate to set a timetable for 2018 in accordance with the Council Meeting Structure Policy (Policy No. 2003/26).

10.5 Proposed 2018 Council Meeting Schedule (cont'd)

2. DISCUSSION

In accordance with the Council Meeting Structure Policy, Council operates a monthly meeting cycle utilising the following format:

- Strategic Planning Committee Meetings every second Monday of the month
- Ordinary Council Meetings every fourth Monday of the month

In accordance with the Council Meeting Structure Policy, the following meeting dates are proposed for the 2018 calendar year:

Strategic Planning Committee	Ordinary Council
No meeting held in January 2018	Monday, 22 January 2018
Monday, 12 February 2018	Monday, 26 February 2018
Tuesday, 13 March 2018 *	Monday, 26 March 2018
Monday, 9 April 2018	Monday, 23 April 2018
Monday, 14 May 2018	Monday, 28 May 2018
Tuesday, 12 June 2018 **	Monday, 25 June 2018
Monday, 9 July 2018	Monday, 23 July 2018
Monday, 13 August 2018	Monday, 27 August 2018
Monday, 10 September 2018	Monday, 24 September 2018
Monday, 8 October 2018	Monday, 22 October 2018
Monday, 12 November 2018	Monday, 26 November 2018
Monday, 10 December 2018	Monday, 17 December 2018

Annual Statutory Meeting
Wednesday 7 November 2018

* Monday 12 March 2018 is a public holiday therefore the March meeting is proposed to be held on Tuesday 13 March 2018.

** Monday 11 June 2018 is a public holiday therefore the June meeting is proposed to be held on Tuesday 12 June 2018.

All meetings will commence at 7.00pm except for the Ordinary Council meeting on 17 December 2018, which will commence at 5.00pm.

Additional meetings may be scheduled throughout the year as required and the proposed meeting dates may be amended by resolution of Council if necessary.

3. CONSULTATION

The recommendations in this report are consistent with the policy position endorsed by Council at its meeting on 22 November 2016.

In preparing the meeting schedule, consideration has been given to scheduled public holidays and confirmed local government conferences for 2018.

10.5 Proposed 2018 Council Meeting Schedule (cont'd)**4. ENVIRONMENTAL/AMENITY ISSUES**

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications associated with this report.

6. SOCIAL IMPLICATIONS

Council meetings provide interested people within the community an opportunity to participate in local democracy. Participation provides a greater understanding of Council's decision making process and promotes open, transparent and accountable government.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Scheduling the 2018 Ordinary Meetings of Council and Strategic Planning Committee meeting dates assists Council in meeting the following objectives under the Knox Community and Council Plan.

Goal 8 - We have confidence in decision making
Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

8. CONCLUSION

This report recommends the adoption of the 2018 Council meeting schedule. Additional Special Meetings may be called from time to time. This will be undertaken in consultation with the Mayor in accordance with the Local Government Act 1989 and Council's Meeting Procedure and Use of Common Seal Local Law 2008 respectively.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: *Acting Coordinator – Governance
(Kirstin Ritchie)*

Report Authorised By: *Director – Corporate Development
(Michael Fromberg)*

ALL WARDS**11.1 WORKS REPORT AS AT 2 OCTOBER 2017**

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

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 2 October 2017.

RECOMMENDATION

That the works report, as at 2 October 2017, be received and noted.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2016/2017 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 2 October 2017, is attached as Appendix A.

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

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

		APPENDIX A
Project Number	Project Name	Total Approved
1	Bridges Renewal Program	\$599,093
	All Wards. Installation works to Forest Road Bridge are nearing completion, following minor delays due to the late delivery of decking material. Permanent hand railing will then follow.	
4	High Risk Road Failures	\$500,000
	All Wards. Programmed patching works to McMahons Road, Ferntree Gully, and minor works at various locations to be undertaken.	
7	Road Surface Renewal Program	\$4,000,000
	All Wards. Approximately 20 of the programmed streets have been resurfaced. Works are progressing well.	
8	Drainage Pit and Pipe Renewal Program	\$2,000,000
	All Wards. Works are progressing with completed drainage works at Otira Road, Knoxfield, Tynham Close, Ferntree Gully and Cambden Park Parade, Ferntree Gully.	
9	Footpath Renewal Program	\$1,900,000
	All Wards. Program progressing on schedule. Works are occurring concurrently with road resurfacing program at present.	
10	Bicycle / Shared Path Renewal Program	\$500,000
	All Wards. Shared path works have yet to commence.	
16	Building Renewal Program	\$6,094,500
	All Wards. Funds committed to complete the following renewal projects by September: Carrington Leisure Centre – structural rectification; LeisureWorks – change rooms x 4; Rowville Community Centre – sports floor replacement and Civic Centre – planning refit works.	
17	Playground Renewal Program	\$1,434,367
	All Wards. Survey for playgrounds completed.	
22	Fire Hydrant Replacement Program	\$250,000
	All Wards. Payment to South East Water due in December.	
24	Car Park Renewal	\$550,000
	All Wards. Carparks to be renewed have been identified to then scope extent of works. Once extent/estimates known, list will be finalized for construction to be programmed.	
25	Plant & Machinery Replacement Program	\$2,985,330
	All Wards. Fleet Renewal Program 15% of funding committed.	
26	Street Tree Replacement Program	\$755,000
	All Wards. In planning stage for street tree replacement program.	

APPENDIX A

Project Number	Project Name	Total Approved
31	Stamford Park Redevelopment	\$9,256,618
	Tirhatuan Homestead - verandah works completed, design for internal works completed, design for external works in progress. Works in accordance with heritage conservation report. Homestead Gardens - currently at quotation for design. Parklands - design works progressing.	
43	Shade Sails & Play Structure Maintenance	\$3,193
	All Wards. Works for this part of the shade sail program are expected to be completed over the September/October school holidays.	
104	Roadside Furniture Renewal Program	\$100,000
	All Wards. Road Furniture Program will focus on reactive based works referred from our Works Services Department. Funding will be expended throughout the year as required.	
147	Energy & Greenhouse Program for Council Facilities	\$70,000
	All Wards. Scoping currently underway for 2017/18 projects.	
229	Building Code Australia Compliance	\$100,000
	All Wards. Program of works currently being finalized with Knox Park Grandstand stairwell replacement about to commence.	
345	Asbestos Removal	\$100,000
	All Wards. Program of works currently being finalized with asbestos removal projects at Alice Johnson, Ferntree Gully and Bena Angliss Preschool, Ferntree Gully about to commence.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
	All Wards. Program will focus on road failures in industrial roads as identified from audits, inspections and referred works. Rocco Drive, Scoresby to be renewed.	
409	Parks Furniture Renewal	\$50,000
	All Wards. Furniture purchased and received. Installation will occur start of October.	
410	Parks Signage Renewal	\$20,000
	All Wards. Signage audits in progress.	
412	Water Sensitive Urban Design Renewal	\$326,061
	All Wards. Colchester Wetlands completed. Waterford Valley Golf Course works commenced. Surveying 90% complete.	
441	Tim Neville Arboretum Renewal	\$280,000
	Dobson. Liaising with Landscaping Team regarding the gazebo.	
443	Reserves Paths Renewal	\$60,000
	All Wards. Works program has been prepared.	

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Project Number	Project Name	Total Approved
459	Dobson Street Reserve Retarding Basin	\$738,692
	Friberg. Contractor appointed and works commenced on 11 September with works expected to be completed by end of December.	
492	Food Act Compliance - Kitchen Retrofitting	\$50,000
	All Wards. Projects currently being finalized with works expected to occur over January - April.	
494	Cathies Lane - Landfill Rehabilitation Works	\$0
	Scott. Tonkin & Taylor prepared landfill gas monitoring. Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 1 October 2015 to address PAN requirements.	
	Capping rehabilitation works completed in April 2016. Drainage improvement works completed in February 2017. Reinstatement of inadequate capping around gas wells exposed in cells 1 and 2 and also topsoiling of exposed areas of capping scheduled for late 2017. Recommendation from consultant's investigations is that there is no current requirement to lower leachate at the site. Work undertaken to improve efficiency of existing gas extraction system through clean out of selected wells. Did not result in any improvements so not continuing this process. Additional wells installed in November 2016 to assist with landfill gas monitoring as some wells have been deemed to be too close to the waste mass. Investigations underway on stability of edge of landfill near leachate pond. Investigations of high methane levels recorded at the southern area of the site and on the adjacent Boral site have determined that the source is most likely not from the landfill. No further investigation is warranted unless there is development within 250 metres of the southern boundary of the landfill. Investigation underway to determine if high carbon dioxide levels in landfill gas monitoring bores are from the landfill or other sources. EPA have issued a draft Post Closure Pollution Abatement Notice which will govern the management of the site.	
516	Rumann and Benedikt Reserves - Open Space Upgrade	\$176,094
	Tirhatuan. Consultant proposed changes to sub-base treatment based on Geotech/Engineering recommendations. Discussed consultant's response to Council's recommendation and awaiting electronic copy of plans from consultant. Landscape to work with Project Delivery to improve consultant design plans ready for tender.	
536	Parkland Asset Renewal	\$64,000
	All Wards. Dog Park and Millers Reserve renewal works underway. All 2017 planting season has been completed.	
537	Bush Boulevard Renewal	\$30,000
	All Wards. Planting completed for Kelletts Road, Boronia Road and Napoleon Road.	

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Project Number	Project Name	Total Approved
543	Llewellyn Park - Landfill Rehabilitation Works	\$0
	Scott. Tonkin & Taylor undertaking landfill gas monitoring. Completed Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 31 August 2015 to meet PAN requirements. Capping rehabilitation works commenced May 2016 and completed in February 2017, after being hampered by wet weather. Drainage improvements on the site commenced in February, to be completed in December 2017. Investigation is being undertaken to determine if a landfill gas extraction system is required. Requires replacement monitoring bores be installed further away from the landfill, which were installed in November 2016 and are now being monitored. This has shown the level of methane in the replacement bores is within acceptable limits but carbon dioxide levels exceed acceptable limits. Now investigating whether the carbon dioxide is coming from the landfill or other sources. Post Closure Pollution Abatement Notice issued in June 2016. Work to remove exposed waste and vegetate bare areas on the site proposed to commence December 2017.	
566	Artwork Renewal	\$30,463
	All Wards. Work on restoration of the Placemaker Legacy has begun. Purchase orders have been created for the light boxes, the billboard and additional materials and fees for the restoration and replacement of the art in public spaces collection. It is anticipated the full budget for artwork renewal will be spent this financial year.	
576	Early Years Facility Emergency Warning System	\$50,000
	All Wards. Projects currently being scoped and quoted for: Haering Road Preschool, Boronia, The Basin Playgroup and Rowville Preschool. Implementation expected over January and April holidays.	
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design	\$472,867
	Dobson. Project on hold at Council request.	
589	KEYS - Application Review and Solution Remediation	\$70,000
	All Wards. Scheduled to commence in January.	
593	Marie Wallace Reserve, Bayswater	\$416,876
	Dinsdale. (1) Access road carpark - contract works for access road widening and reinstatement of pavement completed. Invoice sent to VicRoads for their contribution. (2) Pedestrian Bridge - survey completed with detailed design still to commence.	
607	Ashton Road, FTG - Reconstruction	\$350,000
	Friberg. Stage 2 of works being packaged with second stage of Kingston Street. Design review to be carried out and documentation package prepared for November tender.	
608	Kingston Street, FTG - Reconstruction	\$265,000
	Friberg. Stage 2 of works being packaged with second stage of Ashton Road. Design review to be carried out and documentation package prepared for November tender.	
630	Early Years Hubs - Bayswater	\$5,925,571
	Dinsdale. Detailed design well underway. Building Surveyor appointed. Tender documentation expected late October.	

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Project Number	Project Name	Total Approved
649	Scoresby (Exner) Reserve - Masterplan Implementation	\$430,000
	Tirhatuan. Survey for new car park is planned to commence in September/October. Geotech report underway.	
660	Mountain Highway (No. 598), Bayswater Drainage - Design	\$15,015
	Dinsdale. Consultants making final edits. Council awaiting final functional design.	
664	Stormwater Harvesting Program Development	\$92,961
	All Wards. Project to commence in late October.	
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design	\$186,587
	Chandler. Stage 1 works completed. Stage 2 to commence in November.	
668	Knox Active Aging Management System (KAAMS)	\$36,266
	All Wards. Department of Human Service Minimum Data Set (MDS) completed. Commonwealth Home Support Program (CHSP) completed. Client Account Balance Integration completed. Mobile Fleet rollout in progress. Activation of Carelink Smartphone application on track to commence in December.	
675	Public Art Project	\$160,858
	All Wards. The Public Art Plan and Revised Public Art Policy are due to Issues Briefing on 18/9/17. \$10,000 will be expended from this budget for the 'Untitled House' Project, a large scale temporary public art work in Knox and the feature art project for Immerse.	
689	Lewis Park, Wantirna South Oval 1 Renewal	\$700,000
	Dinsdale. Contract to construct Lewis Park has been awarded. Work is expected to commence works in late September. Council are awaiting approval to commence from Melbourne Water. Melbourne Water need to approve Contractor's environmental work plan prior to commencement of works.	
708	Cricket run ups and goal squares	\$44,000
	All Wards. Tormore Reserve works are complete. Seebeck Reserve works will commence in mid-September. Picketts Reserve works expected to commence late September.	
710	Colchester Reserve Rugby Pitches	\$17,160
	Chandler. Contract works completed and Practical Completion for oval works achieved with reinstatement of asphalt pathway completed and minor defects to be addressed around October.	
716	Early Years Hubs - Wantirna South	\$13,511,821
	Scott. Construction works commenced, with excavation works 85% completed, site retaining walls completed. Weather conditions have impeded works to date.	
717	Knox Central Package	\$8,085,000
	Dinsdale. Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue, with conclusion expected in this financial year. The Operations Centre land has settled with residual funding to remain allocated to the project should additional land be required.	

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Project Number	Project Name	Total Approved
718	Bulk Replacement of Street Lights with LED	\$500,000
	All Wards. Project on schedule for completion with now over 10,500 lights changed over. The final few decorative lights are being replaced in the final weeks of September.	
721	Eildon Park Reserve (Pavilion upgrade), Rowville	\$97,600
	Taylor. All works completed.	
724	Knox (Interim) Library	\$674,215
	Dinsdale. Westfield will be confirming their commitment /approval of the project, pending approval from Westfield's investment partner.	
725	Placemakers Site - Design	\$222,263
	Dobson. Agreed option concept plan is currently being briefed to Architects to proceed to detailed design.	
727	Knox Community Arts Centre - Outdoor Furniture	\$9,517
	Dinsdale. New signage was installed at the end of the 2016/17 financial year.	
733	Preschool Office/Storage - Minor Works	\$50,000
	All Wards. Project list is being finalized with view to commence implementation over January holidays.	
735	Family & Children Services Buildings Door Jamb Protectors	\$25,000
	All Wards. Final list of buildings being finalized with plan for implementation over January holidays.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
	Dinsdale. Meals on wheels will be relocated - possibly to the Bayswater Community Hub. State Government looking at options for developing or giving land to Council to develop. Plan to be developed over the next 6 months.	
746	Revegetation Plan	\$100,000
	All Wards. Scoping and planning of project has commenced. Plant list being prepared.	
747	Chandler Park, Boronia - Masterplan Implementation	\$57,128
	Chandler. Picnic infrastructure and playground works recently completed. Flexi-pave to multi court surface to be completed when warmer weather permits.	
751	Tim Neville Arboretum - Lake Structure Upgrade	\$141,750
	Dobson. Draft design for shelter being finalized with Open Space team and Parks. Aim to seek quotes in October.	
752	Mountain Gate Shopping Centre Reserve - Design	\$154,425
	Friberg. Comms team to finalise consultation material for the Draft Concept Plan. Aim to consult with the traders and local residents in October.	
755	Talaskia Reserve, Upper Ferntree Gully	\$300,000
	Dobson. Procurement Plan prepared and signed off. Aim to tender in mid-October.	

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Project Number	Project Name	Total Approved
757	Carrington Park, Knoxfield - Masterplan Friberg. Seats to be installed by parks in October.	\$88,644
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation All Wards. Pre planting and weed eradication works scheduling with Biodiversity.	\$95,795
769	Mint Street Wetland system - Stage 2a Collier. Contract works well underway with earthworks 50% complete and overall works around 35% complete.	\$364,038
771	Colchester Road, Boronia – Wetland and Raingarden Chandler. All works completed.	\$40,000
773	Suffern Avenue (Waldheim Street) Wetland Dinsdale. Contractor appointed. It is expected to be able to supply contractor with Possession of Site once the Cultural Heritage Management Plan is approved. Anticipate Cultural Heritage Management Plan approval by end of September.	\$368,345
785	Printer Upgrade All Wards. All Multifunction Devices have been deployed. All redundant printers have been removed. Currently wrapping up rollout of Kofax 'Cloud' faxing capabilities.	\$43,000
786	Microsoft Office 365 All Wards. Progressing with rollout to outposts. Awaiting completion of WAN upgrade to facilitate the completion at each remote site.	\$200,000
787	Website Redevelopment All Wards. Awaiting Endorsement of ICT/Digital Strategy.	\$436,000
788	ECM Update (Phoenix) All Wards. KX Project completed. New Mobile access (GO Trim) project spawned to address mobility requirements. Further clarification of requirements and benefits needed.	\$225,000
789	Facilities Booking Review/Upgrade All Wards. Project on hold until updated release of Priava software available.	\$71,300
791	Server Infrastructure Upgrade (Leased) All Wards. Leased software and hardware expenses are incurred throughout the current year.	\$120,000
792	PC / Device Rollout (Leased) All Wards. Leased Software and Hardware expenses are incurred throughout the year.	\$280,000
793	Non Leased Software and Hardware All Wards. Leased Software and Hardware expenses are incurred throughout the year.	\$120,000

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Project Number	Project Name	Total Approved
794	Switch Replacement Program (Leased)	\$250,000
	All Wards. Leased software and hardware expenses are incurred throughout the current year.	
796	Park Crescent, Boronia - Reconstruction	\$383,040
	Baird. Project packaged with Erica Avenue and Woodvale Road. Contract works within Park Crescent completed with practical completion inspection to follow once Erica Avenue works are completed in October.	
798	Woodvale Road, Boronia - Reconstruction	\$114,240
	Baird. Project packaged with Erica Avenue and Park Crescent. Contract works in Woodvale Road completed with practical completion inspection to follow once Erica Avenue works are completed in October.	
799	Windermere Drive, Ferntree Gully - Reconstruction	\$305,446
	Friberg. Project packaged with Smithfield Square project as one tender. Contract works in Windermere well underway and around 45% completed.	
800	Smithfield Square, Wantirna - Reconstruction	\$281,205
	Collier. Project packaged with Windermere Drive project as one tender. Construction completed on Smithfield Square with Practical Completion inspection planned once Windermere Drive is completed.	
801	Sasses Avenue, Bayswater - Reconstruction	\$344,202
	Dinsdale. Contract works nearing completion with asphalt works now underway.	
802	Erica Avenue, Boronia - Reconstruction	\$70,725
	Baird. Project packaged with Park Crescent and Woodvale Road. Contract works within Erica Avenue are approximately 60% complete. Works delayed due to need to upgrade large existing Council drain. Drainage works now completed with kerb and channel and ancillary works nearing completion with minor gap in activity expected before asphalt company is available. Asphalt works expected to be undertaken as night activity over 6 nights from 8 October.	
803	Macquarie Place, Boronia - Reconstruction	\$270,289
	Chandler. Contract works completed and negotiations underway on finalizing final claim. Practical Completion inspection imminent.	
804	Dorset Road (169), Boronia - Flood Mitigation	\$97,000
	Baird. All works completed.	
806	Cash Fues Place Wetland System - Design	\$60,765
	Collier. Design reviewed to minimize costs. Negotiations with tenderers currently underway.	
809	Bayswater Activity Centre Streetscape Improvements	\$1,620,411
	Dinsdale. Design works for Mountain Hwy remain ongoing, with costing and detailed program yet to be finalised. Project is currently influenced by design and costs for undergrounding of power. Council officers are currently liaising directly on these matters with Level Crossing Removal Authority.	

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Project Number	Project Name	Total Approved
812	Asset Management System	\$20,000
	All Wards. Project planned to commence in January.	
813	Information architecture design and planning	\$130,000
	All Wards. Staff data modelling underway in conjunction with Human Resources & IT. Initial integration development underway and source data updates of Chris21 to support being scheduled.	
814	Standard Operating Environment Upgrade	\$130,336
	All Wards. New devices being rolled out with the new Standard Operating Environment.	
815	Pathway Smartclient implementation	\$90,000
	All Wards. Initial training completed for module owners, building and local laws. Training schedule being developed for remainder of organisation.	
816	ePathway Payment enhancements/extension	\$80,000
	All Wards. Discussions have commenced with Marketing & Comms. Investigation underway for restyling. Works underway for updating particular presented information in ePathway and Website for new building applications.	
817	WAN Upgrade	\$50,000
	All Wards. WAN rollout almost completed, with peripheral sites remaining.	
818	DRP Update and full test	\$141,360
	All Wards. Existing Disaster Recovery resources being relocated to NextDC Data and Recovery Centre during October.	
819	IT Security Audit (policies & procedures)	\$50,000
	All Wards. Penetration testing on track to commence in January.	
820	Mobile phone refresh (iPhone)	\$20,000
	All Wards. Replacement program in progress.	
821	Nimble \$60,000	
	All Wards. Project remains on track.	
822	Security, Email Filtering and Firewall	\$57,581
	All Wards. Scheduled to commence in April.	
823	DCI - Air Conditioner	\$100,000
	All Wards. On track to install new UPS and AC as planned by end of December.	
825	Microsoft Licensing (True Up)	\$150,000
	All Wards. Scheduled to commence in April.	

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Project Number	Project Name	Total Approved
826	Microsoft SQL Licence All Wards. Expensed throughout the year as required - scheduled to commence in April.	\$220,000
827	Microsoft SharePoint Upgrade All Wards. Awaiting ICT/Digital Strategy funding approval.	\$200,000
829	Knox Community Art Centre, Bayswater Dinsdale. Furniture replacement works complete.	\$10,000
830	Park Ridge Reserve, Rowville - Oval Renewal Taylor. Weeds have been controlled over winter, now awaiting warmer conditions. Warm weather will see maintenance continue.	\$56,500
831	Templeton Reserve, Wantirna - Oval Renewal Collier. Weeds have been controlled over winter, now awaiting warmer conditions. Warm weather will see maintenance continue.	\$38,000
832	Knox Gardens Reserve, Wantirna South - Oval 2 Renewal Scott. Weeds have been controlled over winter, now awaiting warmer conditions. Warm weather will see maintenance continue.	\$14,788
833	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal Scott. Discussed scope of works with Leisure and club and engaged sports surface specialist consultant to investigate and design treatment required and preferred design.	\$294,000
834	Oversowing of Sports Fields All Wards. Fairpark Reserve and Park Ridge Reserve will be included in the oversowing program. Seeding will commence in early March.	\$30,000
837	Westfield Library - Design Dinsdale. Still awaiting outcomes of discussions with Westfield.	\$200,000
838	Bayswater Community Hub - Scoping Dinsdale. Council officers are continuing to engage with the LXRA on land related matters. Project inception likely to occur early 2018 and project stages have been amended accordingly.	\$120,000
839	Preschool Bathroom Upgrades - Bena Angliss Preschool All Wards. Tender period is closed with tender submissions currently being assessed. Expectation that Contractor will be appointed by mid-October.	\$222,000
842	Knox Athletics Track, Hammer Throw Cage Upgrade Friberg. Feedback from the Athletics Club and Leisure have confirmed positive outcome of discussions with BMX Club concerning relocation of playground to allow for IAAF standard design. Detailed design finalized and quote from specialist cage supplier clarified. Insufficient funding for preferred design - Club have offered additional funding and have asked Council to fund remainder. Awaiting for Leisure to advise on additional funding scenario.	\$56,549

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Project Number	Project Name	Total Approved
844	Score Boards - Design and Installation	\$390,000
	All Wards. Project submissions have been received and project list currently being finalized.	
845	Carrington Park Leisure Centre - Basketball Rings	\$35,000
	Friberg. Works completed. Awaiting invoice to complete project.	
846	Knox Gardens Reserve - Lower Oval Shelters	\$39,015
	Scott. Project has commenced. Completion expected by end of October.	
847	Boronia Basketball Stadium - Safety Padding	\$36,000
	Baird Works completed. Awaiting invoice to complete project.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$93,550
	All Wards. Scoping the future use of nominated early years facilities, will go to Council for further advice.	
851	Senior Citizens Centres - Facilities Development Plan	\$60,000
	All Wards. Project has started and an Architect has been appointed. An inception meeting was held in September.	
853	Aimee Seebeck Hall, Amenities Design	\$20,000
	Taylor. Briefs have been sent to Architect for fee proposals to proceed to detailed design.	
854	Knox Community Gardens/Vineyard Pergola Upgrade	\$10,000
	Dinsdale. Knox Community Gardens Group informed Council officers that the upgrade to the pergola is no longer required.	
860	Bergins Road, Rowville - Footpath 3	\$125,000
	Taylor. Path marked out on site and expected to commence in the warmer weather due to soft ground at present.	
862	Burwood Highway, Wantirna - Shared Path 2	\$137,900
	Collier. Awaiting advice from Traffic & Transport. Biodiversity consultant to be engaged to advise on vegetation and path alignment.	
866	Ferntree Gully Village Square - Masterplan Implementation	\$183,585
	Dobson. Design subject to future development plans at the site, following Council purchase of adjoining land.	
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan	\$131,872
	Dobson. Draft Feasibility Study being finalized by consultants.	
868	H V Jones, Ferntree Gully Masterplan Implementation	\$143,000
	Friberg. Draft masterplan is being prepared by external consultants and is due to Open Space team early October.	

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Project Number	Project Name	Total Approved
869	Gilbert Park, Knoxfield - Masterplan Review	\$177,000
	Friberg. Consultation with relevant site stakeholder scheduled for late September to discuss the Revised Draft Masterplan.	
871	Energy Performance Audit for Community Buildings	\$418,636
	All Wards. All site visits have been completed as part of the Detailed Facility Study. Report being developed detailing all the energy saving opportunities and a draft Energy Performance Contract being developed.	
874	Fulham Road, Rowville Reconstruction	\$125,000
	Tirhatuan. Design nearing completion and consultation with Stud Park Centre management and Retirement Village being planned. Construction planned for April to enable use of overlapping funds so as to complete total necessary works as one continuous contract package.	
875	Parkhurst Drive, Knoxfield Reconstruction	\$120,000
	Dinsdale. Detailed design nearing completion with design review to follow. Project to be packaged with Eastgate Court as one tender. Construction planned for April to enable use of overlapping funds so as to complete total necessary works for Stage 1 contract package.	
876	Eastgate Court, Wantirna South Reconstruction	\$295,000
	Dinsdale. Detailed design completed and project to be packaged with Parkhurst Drive - Stage 1 as one tender. Construction programmed for April.	
877	Rosehill Street, Scoresby Reconstruction	\$530,000
	Tirhatuan. Contract for works were advertised and tenders are now closed. Tender evaluation to follow.	
878	Alma Avenue, Ferntree Gully Reconstruction	\$330,000
	Dobson. Contract packaged with Winwood Drive and Helene Court projects. Tender closed in September and tender evaluation now underway. Expect to present tender recommendation report to October Council meeting.	
879	Winwood Drive, Ferntree Gully Reconstruction	\$398,000
	Dobson. Contract packaged with Alma Avenue and Helene Court projects. Tender closed in September and tender evaluation now underway. Expect to present tender recommendation report to October Council meeting.	
880	Helene Court, Boronia Reconstruction	\$337,000
	Chandler. Contract packaged with Winwood Drive and Alma Avenue projects. Tender closed in September and tender evaluation now underway. Expect to present tender recommendation report to October Council meeting.	
884	Glenfern Road Ferntree Gully - Footpath	\$36,961
	Dobson. Works being finalized, with some topsoil and clean-up to be undertaken.	
886	Schultz Reserve - Internal Pavilion Upgrades (Female Friendly)	\$100,000
	Collier. Architect has been engaged to proceed to detailed design.	

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Project Number	Project Name	Total Approved
888	Batterham Reserve Floodlighting Upgrade Chandler. Project is due to proceed to tender by end of October.	\$200,000
889	Wally Tew Reserve Floodlighting Upgrade Dobson. Tender advertised in September.	\$200,000
891	Henderson Road Bridge - Preconstruction Friberg. Traffic study complete and preliminary findings given on flora and fauna.	\$545,900
907	JW Manson Reserve WSUD - Construction Collier. Detail design underway. Part of the design crosses VicRoads land. Discussions are currently underway to understand the financial implications of this aspect of the project.	\$240,793
923	679 Boronia Road - service road, Wantirna - Design Collier. Survey delayed until VicRoads have completed adjacent Mountain Highway Left Turn lane road works. Concept plan to include assessment of median strip and service road narrowing to check if footpath can be re-aligned onto road reserve land.	\$10,000
924	Cherrington Square, Wantirna - Design Collier. Survey planned for late in the calendar year.	\$15,000
925	1101 Burwood Hwy, Ferntree Gully - Design Dobson. Survey completed and design has commenced.	\$5,000
926	Windermere Drive, Nos., Ferntree Gully - Design Friberg. Geotech investigation has commenced. Survey is completed and design is underway.	\$25,000
927	Selman Avenue, Ferntree Gully - Design Dobson. Geotech investigation has commenced. Survey is completed and design is underway.	\$30,000
928	Barmah Drive, Wantirna - Design Collier. Geotech investigation has commenced. Survey is completed and design is underway.	\$5,000
929	Albert Avenue, Boronia - Design Chandler. Plan to survey site in September/October.	\$55,000
930	Forest Road, Ferntree Gully - Design Dobson. Plan to survey site in September/October.	\$40,000
931	Underwood Road, Ferntree Gully - Design Dobson. Plan to survey site in September/October.	\$30,000

APPENDIX A

Project Number	Project Name	Total Approved
932	Burwood Highway - service road, Ferntree Gully - Design (1) Dobson. Plan to survey site in early 2018.	\$10,000
933	Burwood Highway - service road, Ferntree Gully - Design (2) Dobson. Plan to survey site in early 2018.	\$5,000
934	Sheraton Cres, Ferntree Gully - Design Friberg. Plan to survey site in early 2018.	\$20,000
935	Scoresby (Exner) Reserve - Tennis Court Renewals Tirhatuan. Initial design completed with Leisure coordinating consultation meeting with club and Councillor. Feedback has been provided and we are currently assessing design implications of this feedback before finalizing design documentation and a final review with Leisure & Open Space & Landscape. Design review then to follow. Plan to advertise works in November.	\$250,000
936	Carrington Park Reserve - Tennis Court Renewals Friberg Due to commence survey in October.	\$155,000
937	Kings Park Baseball Diamond - Safety Fencing Dobson. Safety fence to be installed in late September. Batting cages will be installed later this year.	\$60,000
938	Kings Park Reserve - Drainage Renewal Works Oval #1 Dobson. Quotes for work have been received. Currently being evaluated.	\$150,000
939	Millers Reserve - Oval Renewal - Design Chandler. Soil testing to occur later this month. Scope of works to follow.	\$15,000
940	Wally Tew Reserve - Cricket net renewals - Design Dobson. Due to commence survey in October.	\$10,000
941	Knox Regional Netball Centre - Court Renewals Dobson. Discussed scope of works with Parks, Leisure, Open Space and Landscape and club and engaged sports surface specialist consultant to investigate pavement, design treatment required and preferred design. Geotech report received and awaiting assessment on tree report advice.	\$20,000
942	Tree Management All Wards. Works to be carried out when required via approved work orders.	\$100,000
943	Early Years Security Keypads All Wards. Projects currently being scoped and quoted. Implementation expected during the April school holidays.	\$30,000
944	Knox Central (Operations Centre Relocation) Dinsdale. Concept design completed in August. Currently out to tender for design development and detailed design. Remediation works currently being tendered.	\$500,000

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Project Number	Project Name	Total Approved
945	ICT - Website Redevelopment (Part of Project 787) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$424,500
946	Boronia Precinct Planning Baird. In Stage 1 - Background and Research. A draft report for Community Service Provision Audit and a draft report for the Land Use and Planning Background have been completed.	\$390,000
947	Knox Skate & BMX Park - New Youth Pavilion Friberg. Project currently being scoped.	\$75,000
948	Alternative Buildings Program (Pavilions) All Wards. Projects at Batterham Reserve and Knox Gardens have detailed design documentation finalized and are currently proceeding to a tender process.	\$550,000
949	The Basin Neighbourhood House Redevelopment at The Basin Primary School Chandler. Commenced establishing an agreed list of fitout, furniture and equipment to be provided as part of the construction of the New Basin Community House for proposed implementation in October 2018.	\$2,500,000
950	Family & Childrens Services Buildings & Facilities All Wards. Tender period is closed and tender submissions currently being assessed with view to appoint Contractor by mid-October.	\$270,000
951	Community Toilet Replacement Program All Wards. Detailed design has commenced for Stud Park Reserve toilet block with view to proceed to tender late November.	\$220,000
952	HV Jones Reserve Floodlighting Upgrade Friberg. Currently undertaking power audit of site before finalising design.	\$250,000
953	Schultz Reserve - New Floodlighting Collier. Request for quotations has commenced with quotes expected by end of October.	\$150,000
954	Knox BMX Track - New Storage & Start Gate Structure Friberg. Briefs have been sent to Architects to proceed to detailed design documentation.	\$200,000
955	Gilbert Park Skate Park Lighting Friberg. Project has commenced and is expected to be completed by end of October.	\$25,000
956	Knox Athletics Track - Discus Cage Upgrade Friberg. Survey planned for October.	\$75,000
957	Kings Park - New Floodlighting (Oval 2) - Design Dobson. Concept design stage.	\$2,000

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Project Number	Project Name	Total Approved
958	Liberty Avenue Reserve - New Floodlighting - Design Taylor. Concept design stage.	\$2,000
959	Rowville Community Centre Taylor. Project is being quoted for implementation over January.	\$50,000
960	Knox Regional Netball Centre Improvements to Outdoor Amenities Dobson. Scope being finalised with view to proceed to detailed design by January.	\$150,000
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8 Dobson. Design being finalized with view to proceed to tender in December.	\$200,000
962	Knox Regional Sports Park Signage Scott. Design documentation being finalised with view to proceed to tender in January.	\$130,000
963	F&CS Site Master Plans - Stages 1 & 2 All Wards. List of sites has been prepared to be sent to Surveyors for feature site plans.	\$50,000
964	Relocate Preschool Bag Lockers All Wards. Awaiting outcome of grant submissions to the Department. Will commence over December/January holidays.	\$32,000
965	Billoo Park Centre - Toilet Upgrade and Preschool storage relocation Collier. Concept plan delivery will commence in December.	\$10,000
966	Alexander Magit Preschool - Verandah Replacement Friberg. Concept plan delivery will commence in December.	\$10,000
967	Goodwin Estate Preschool - Verandah Replacement Chandler. Concept plan delivery will commence in December.	\$10,000
968	Flamingo Preschool, Wantirna South - Collier. Concept plan will be commenced over November.	\$10,000
969	Orana Neighbourhood House Commercial Kitchen Upgrade Dinsdale. Demand analysis scheduled to commence by end of October.	\$5,000
970	Bayswater Community Works at Marie Wallace Dinsdale. Awaiting outcome of grant funding application.	\$150,000
971	Mountain Highway, The Basin footpath 1 Chandler. Project currently being scoped.	\$10,000

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Project Number	Project Name	Total Approved
972	Mountain Highway, The Basin footpath Chandler. Project currently being scoped.	\$40,000
973	Mountain Highway, The Basin Footpath Chandler. Design review completed and awaiting final design plans from consultant.	\$340,000
974	Bergins Road right turn lane Taylor. Design draft submitted for Road Safety Audit and awaiting feedback before finalizing design.	\$150,000
975	AV Equipment for Function Rooms All Wards. Customer Service meeting rooms planned for October. Upgrade to presentation unit in Meeting rooms 1 and 2 planned to be completed by December.	\$150,000
976	iChris - Chris21 Upgrade All Wards. Scheduled to commence in January.	\$67,400
977	Pathway Online Applications / Permits / Registrations All Wards. All Building Application Types (exc int permits) online and deployed to pilot users. Formal communication to customers being developed in conjunction with Comms & Marketing.	\$127,000
978	Microsoft Exchange Upgrade All Wards. Scheduled to commence in April.	\$50,000
979	GIS Phase 3 All Wards. Waiting scheduling.	\$200,000
981	Applications Support - Mobile Computing & Information Integrity (EFT) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$90,000
982	Anne Road, Knoxfield LATM Friberg. Concept design programmed to commence during November to December.	\$10,000
983	Stewart Street LATM Chandler. Concept plan has been completed. Consultation with residents will commence in mid-October.	\$90,000
984	Napoleon Road, Lysterfield Shared Path Taylor. Preliminary investigation has been undertaken and consultation has begun with VicRoads.	\$200,000
985	Napoleon Road, Lysterfield, Shared Path 4 - Design Taylor. Currently being designed.	\$10,000
986	Boronia Road Activity Centre Bike Parking Baird. Consultation with adjacent businesses will commence in early October.	\$1,500

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Project Number	Project Name	Total Approved
987	Wayfinding Signage for Cyclists All Wards. Scoping of locations to be commenced in November.	\$5,000
988	Marie Wallace Bicycle Repair Station Dinsdale. Construction has commenced. Completion is scheduled for the end of October.	\$3,000
989	George Street, Scoresby Bicycle Improvements Scott. Quotations are being sourced from appropriate consultants.	\$139,000
990	Tyner Road, Wantirna South New School Crossing Scott. Works completed.	\$28,000
991	Wellington Road, Rowville Footpath Connection Tirhatuan. Project currently being scoped.	\$40,000
992	Karoo Road, Rowville Footpath Connection Friberg. Project currently being scoped.	\$25,000
993	Ferntree Gully Road, Scoresby Footpath Connection Tirhatuan. Survey planned for October.	\$10,000
994	Picketts Reserve, Ferntree Gully Masterplan Implementation Baird. Concept design prepared and detailed design underway.	\$100,000
995	Peregrine Reserve, Rowville - Masterplan Taylor. Consultation scheduled for early November.	\$45,000
996	Arcadia Reserve, Rowville - Masterplan Tirhatuan. Detailed design of Stage 2 works scheduled to commence in November.	\$100,000
997	Llewellyn Reserve, Wantirna South - Masterplan Scott. Awaiting results of testing currently being undertaken by Waste team.	\$100,000
998	Templeton Reserve, Wantirna - Masterplan Collier. Consultant detailed design plans reviewed and preparing documentation for tender. Expect contract to be advertised from 30 September with tenders closing on 24 October for early December start and early March completion, weather permitting.	\$170,000
999	Lewis Park, Wantirna South - Masterplan Dinsdale. Project brief prepared, procurement plan signed off. Tendering of project to commence late September.	\$200,000
1000	Stud Park Reserve, Rowville - Masterplan Tirhatuan. Detailed design and documentation scheduled to commence in November.	\$40,000

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Project Number	Project Name	Total Approved
1001	Scoresby Village Reserve Tirhatuan. Design stage scheduled to commence in early 2018.	\$20,000
1002	RD Egan Lee Reserve, Knoxfield Scott. Quotes for development of a masterplan received - referees are being contacted. Aim to award the contract to the successful Consultant by the end of September.	\$45,000
1003	Wantirna Reserve - Masterplan Collier. Quotes for development of a masterplan received - referees are being contacted. Aim to award the contract to the successful Consultant by the end of September.	\$50,000
1004	Knox Park, Knoxfield - Relocation of Playground Friberg. Quote received and meeting Contractor on site in early October.	\$20,000
1005	Neighbourhood Green Streets All Wards. Design work scheduled to commence in late October.	\$50,000
1006	Bush Boulevards All Wards. Design scheduled to commence in late October.	\$50,000
1007	Upper Blind Creek (Catchment 910) Scale Feasibility Dobson. Project to commence in early October.	\$50,000
1008	Mont Albert to Forest Road - Drainage improvements Dobson. Project to commence in early November.	\$20,000
1009	Talking Tanks Initiative - Flood Protection All Wards. Project underway.	\$30,000
1010	Dam Condition Audit & Concept Design Solutions All Wards. An internal review found that the additional retarding basins within the municipality do not meet the ANCOLD definition of a large dam and thus no dam condition audits are required at these sites.	\$50,000
1011	The Basin Triangle Public Toilet - Installation of Change Table Dobson. Project being quoted. Implementation expected by end of November.	\$3,500
1013	Marie Wallace Bayswater Solar Panel Installation Dinsdale. Project has commenced and is on schedule for October completion.	\$0
1014	Batterham Reserve Solar Panel Installation Chandler. All works completed.	\$12,513

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Project Number	Project Name	Total Approved
1015	Tormore Reserve Solar Panel Installation Baird. Installation to occur in early 2018.	\$0
1016	Kings Park Solar Panel Installation Dobson. Installation to occur after club has built verandah. This will be in early 2018.	\$0
1024	ICT - Information architecture design and planning (Part of Project 813) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$150,000
1025	ICT - Pathway Smartclient implementation (Part of Project 815) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$100,000
1026	ICT - DRP Update and full test (Part of Project 818) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$140,000
1027	ICT - Info-Council (Phase 2 - delegations/authorisations) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$80,000
1028	ICT - Microsoft Sharepoint Upgrade (Part of Project 827) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$415,000
1029	ICT - iChris - Chris21 upgrade (Part of Project 976) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$50,000
1030	ICT - Microsoft Exchange Upgrade (Part of Project 978) All Wards. Awaiting ICT/Digital Strategy funding approval.	\$100,000
1031	ICT - Data Integration - Spatial All Wards. Awaiting ICT/Digital Strategy funding approval.	\$70,000
1032	ICT - CRM Citizen Portal for Web All Wards. Awaiting ICT/Digital Strategy funding approval.	\$65,000
1033	ICT - CMS Integration and Portal All Wards. Awaiting ICT/Digital Strategy funding approval.	\$160,000
1034	ICT - CRM Pilot, Enterprise Solution All Wards. Awaiting ICT/Digital Strategy funding approval.	\$1,100,000
1035	ICT - Payment Gateway All Wards. Awaiting ICT/Digital Strategy funding approval.	\$150,000

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Project Number	Project Name	Total Approved
1036	ICT - Finance System All Wards. Awaiting ICT/Digital Strategy funding approval.	\$300,000
1037	ICT - Key Project Initiation Documentation All Wards. Awaiting ICT/Digital Strategy funding approval.	\$145,500
1038	ICT - Business Strategy and Benefits Identification All Wards. Awaiting ICT/Digital Strategy funding approval.	\$75,000
1039	ICT - IT Network Security Evaluation and Upgrade All Wards. Awaiting ICT/Digital Strategy funding approval.	\$554,000
1040	Dandenong Creek Amenity Improvements All Wards. Funding received from Melbourne Water. Project to commence in November.	\$0
1041	11 Nathan Street, Ferntree Gully - Flood Mitigation Dobson. Proposed works currently being designed. Survey is underway.	\$0
1045	Egan Lee Reserve - Internal Pavilion Upgrades (Female Friendly) Scott. Concept design has been commissioned with expected completion by December.	\$0
1046	Scoresby Recreation Reserve - Pavilion Modifications Tirhatuan. Project currently being scoped.	\$0
1047	Colchester Reserve Safety Fencing Chandler. Invoice from contractor processed. Works set to occur in conjunction with wetlands fencing works. Completion expected during October (weather permitting).	\$0
Total:		\$94,811,976

ALL WARDS**11.2 ASSEMBLIES OF COUNCILLORS**

SUMMARY: *Governance Advisor (Rodney McKail)*

This report provides details of Assembly of Councillors established under section 80A of the Local Government Act as required under section 80A(2) of the Act.

RECOMMENDATION

That Council

1. Note the written record of Assemblies of Councillors as attached to this report.
2. Incorporate the records of the Assemblies into the minutes of the meeting.

1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Details of Assemblies of Councillors that have occurred between Monday 4 September 2017 and Sunday 8 October 2017 are attached to this report.

Report Prepared By: *Governance Advisor
(Rodney McKail)*

Report Authorised By: *Director – Corporate Development
(Michael Fromberg)*

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 4/9/2017	
Name of Committee or Group (if applicable):	
Confidential Issues Briefing	
Time Meeting Commenced: 6:36pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Lisa Cooper
Cr Tony Holland	Cr Jake Keogh (8:24pm)
Cr Jackson Taylor	Cr Nicole Seymour
Council Staff in Attendance:	
	Fleur Cousins
Tony Doyle	Joy Temple
Ian Bell	Janine Brown (Item 1)
Michael Fromberg	Angela Morcos (Item 1)
Angelo Kourambas	Gillian Shelley (Item 1)
Kerry Stubbings	Jude Whelan (Item 5)
Matters Considered:	
1. Melbourne Boomers	
2. Audit Committee Annual Report	
3. Resilient Melbourne	
4. Council's Preschool Transition	
5. Use of Council Lock Up	
6. Committees Review	
7. Recognition of Former Mayor and Councillor Tom Blazé	
8. Recognition of Former Mayor and Councillor Frank Johnson	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 7/9/2017	
Name of Committee or Group (if applicable): Knox Community Safety Advisory Committee	
Time Meeting Commenced: 9:30am	
Councillors in Attendance:	
Cr Jackson Taylor	
Council Staff in Attendance:	
Lisette Pine	
Sam Spooner	
Tony Justice	
Matters Considered:	
1. Graffiti Management	
2. Suicide Prevention	
3. Mental Health	
4. Community Safety Grants	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 11/9/2017	
Name of Committee or Group (if applicable):	
Confidential Special Issues Briefing	
Time Meeting Commenced: 7:32pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr John Mortimore, Deputy Mayor	Cr Lisa Cooper
Cr Peter Lockwood	Cr Nicole Seymour
Cr Adam Gill (Item 1)	
Council Staff in Attendance:	
Tony Doyle	Joy Temple
Ian Bell	Matthew Hanrahan (Item 1)
Michael Fromberg	Peter Gore (Item 2)
Kerry Stubbings	Daniel Clark (Item 2)
Fleur Cousins	
Matters Considered:	
1. North East Link – Road Alignment Options	
2. Sporting Reserve Facility Usage Policy Review	
3. Rate Rebates	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 13/9/2017	
Name of Committee or Group (if applicable): Knox Arts & Culture Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Peter Lockwood	
Cr Jackson Taylor	
Cr Jake Keogh	
Council Staff in Attendance:	
Elissa Pachacz	
Peter Gore	
Jo Herbig	
Matters Considered:	
1. Top 2 Stories – Share your top two local arts initiatives in the past two months	
2. Knox Arts Awards – Update from the working group	
3. Arts Presentation – The Ferntree Gully Arts Society	
4. Reports to Council – Public Art Policy and Public Art Plan	
5. Overview of funding application to Creative Victoria	
6. Service Plan – Key actions for future KACAC consideration	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 18/9/2017	
Name of Committee or Group (if applicable):	
Confidential Special Issues Briefing	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr John Mortimore, Deputy Mayor	Cr Lisa Cooper
Cr Peter Lockwood (Item 1)	Cr Jake Keogh
Cr Tony Holland	Cr Nicole Seymour (6:50pm)
Cr Jackson Taylor	
Council Staff in Attendance:	
	Fleur Cousins
Tony Doyle	Joy Temple
Ian Bell	Peter Gore (Item 2)
Michael Fromberg	Jo Herbig (Item 2)
Angelo Kourambas	Janine Brown (Item 3)
Kerry Stubbings	Angela Morcos (Item 3)
Rodney McKail	Neda Moghaddas (Item 3)
Matters Considered:	
1. Meeting Procedure Local Law Review	
2. Draft Knox Public Art Policy Review and Knox Public Art Plan	
3. Proposal to Name Council's New Early Years Hub	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 25/9/2017	
Name of Committee or Group (if applicable):	
Pre Council Briefing	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr John Mortimore, Deputy Mayor	Cr Lisa Cooper
Cr Peter Lockwood	Cr Jake Keogh
Cr Tony Holland	Cr Nicole Seymour
Cr Adam Gill	
Council Staff in Attendance:	
Tony Doyle	
Ian Bell	
Michael Fromberg	
Angelo Kourambas	
Kerry Stubbings	
Fleur Cousins	
Matters Considered:	
1. Australia Day Awards	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 28/9/2017	
Name of Committee or Group (if applicable): Knox Affordable Housing Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr John Mortimore – Deputy Mayor	
Cr Peter Lockwood	
Council Staff in Attendance:	
Sharon Barker	
Rose Vince	
Matters Considered:	
1. Untitled House Project Presentation	
2. Items Arising from Previous Minutes	
3. Social Housing Opportunities Update	
4. Wantirna Caravan Park Closure Update	
5. Eastern Affordable Housing Alliance Update	
6. Feedback from Advisory Committee Members	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 2/10/2017	
Name of Committee or Group (if applicable):	
Confidential Issues Briefing	
Time Meeting Commenced: 6:40pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr John Mortimore, Deputy Mayor	Cr Lisa Cooper
Cr Peter Lockwood	Cr Nicole Seymour (7:00pm)
Cr Tony Holland	
Council Staff in Attendance:	
Tony Doyle	Fleur Cousins
Michael Fromberg	Joy Temple
Angelo Kourambas	Rodney McKail (Item 1)
Kerry Stubbings	Monique Reinehr (Item 4)
David Yeouart	Claire Anderson (Item 4)
Matters Considered:	
1. Ferntree Gully Cemetery Trust	
2. Committees Review	
3. Implementation of Knox Lean	
4. 'Future Proofing Knox's Business Land' Project and Amendment C164 to the Knox Planning Scheme	
5. Forward Report Schedule	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 3/10/2017	
Name of Committee or Group (if applicable):	
CEO's Performance Evaluation Committee	
Time Meeting Commenced: 9:00am	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	
Cr Peter Lockwood	
Cr Tony Holland	
Council Staff in Attendance:	
Tony Doyle	
Matters Considered:	
1. Endorse 4 July 2017 CEO Performance Evaluation Committee Minutes	
2. Endorse 2016/17 Key Performance Indicators for presentation to 13 November 2017 SPC Meeting	
3. Review and endorse draft 2017/18 CEO Key Performance Indicators for presentation to 13 November 2017 SPC meeting for Council consideration and approval	
4. Councillor feedback	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**13. SUPPLEMENTARY ITEMS****13.1 KNOX BASKETBALL INFRASTRUCTURE****14. URGENT BUSINESS****14.1 URGENT BUSINESS****14.2 CALL UP ITEMS****15. QUESTIONS WITHOUT NOTICE**