



# **KNOX CITY COUNCIL**

# **MINUTES**

Ordinary Meeting of Council

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 22 January 2018

**KNOX CITY COUNCIL**

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

**ON**

**MONDAY 22 JANUARY 2018 AT 7.00 P.M.**

**PRESENT:**

<i>Cr J Mortimore (Mayor &amp; Chairperson)</i>	<i>Chandler Ward</i>
<i>Cr J Keogh (Deputy Mayor)</i>	<i>Dobson Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr J Taylor</i>	<i>Collier Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr T Doyle</i>	<i>Chief Executive Officer</i>
<i>Dr I Bell</i>	<i>Director – Engineering &amp; Infrastructure</i>
<i>Mr S Dickson</i>	<i>Acting Director - City Development</i>
<i>Mr M Fromberg</i>	<i>Director – Corporate Development</i>
<i>Ms K Stubbings</i>	<i>Director – Community Services</i>
<i>Mr R McKail</i>	<i>Governance Advisor</i>

**THE MEETING OPENED WITH A PRAYER, STATEMENT OF ACKNOWLEDGEMENT  
AND A STATEMENT OF COMMITMENT**

***“Knox City Council acknowledges we are on the  
traditional land of the Wurundjeri and Bunurong people  
and pay our respects to elders both past and present.”***

**BUSINESS:****Page Nos.****1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE***Cr Holland and Cr Cooper.***2. DECLARATIONS OF CONFLICT OF INTEREST***Nil.***3. CONFIRMATION OF MINUTES**

MOVED: CR. PEARCE

SECONDED: CR. TAYLOR

3.1 *Confirmation of Minutes of Ordinary Meeting of Council held on Monday 18 December 2017*

CARRIED**4. PETITIONS AND MEMORIALS***Nil.***5. REPORTS BY COUNCILLORS**

- |     |                                   |           |
|-----|-----------------------------------|-----------|
| 5.1 | <i>Committees &amp; Delegates</i> | <b>1.</b> |
| 5.2 | <i>Ward Issues</i>                | <b>1.</b> |

**6. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CITY DEVELOPMENT GROUP**

- |     |  |                       |             |
|-----|--|-----------------------|-------------|
|     |  | <b>Taylor Ward</b>    |             |
| 6.1 | <i>Application for the Development of the Land for Four (4) Double Storey Dwellings and Two (2) Single Storey Dwellings at 28 Murray Crescent, Rowville (Application No. P2017/6451)</i> |                       | <b>4.</b>   |
|     |  | <b>All Wards</b>      |             |
| 6.2 | <i>Domestic Animal Management Plan</i>   |                       | <b>38.</b>  |
|     |  | <b>Tirhatuan Ward</b> |             |
| 6.3 | <i>Stamford Park – Lease of Homestead as a Restaurant (Confidential)</i>   |                       | <b>123.</b> |

**7. PUBLIC QUESTION TIME**

(Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will be deferred to consider questions submitted by the public). **47.**

**8. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE ENGINEERING & INFRASTRUCTURE GROUP**

	<b>Friberg Ward</b>	
8.1	Valleyview Drive, Rowville – Traffic Management	<b>95.</b>
	<b>All Wards</b>	
8.2	Contract No. 2109 – Receipt of Recyclables Services	<b>103.</b>
	<b>All Wards</b>	
8.3	Contract No. 2313 – Bayswater Early Years Hub Construction	<b>109.</b>

**9. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE COMMUNITY SERVICES GROUP**

	<b>All Wards</b>	
9.1	Key Life Stages Implementation Plan 2017-2021	<b>48.</b>
	<b>All Wards</b>	
9.2	Knox Grand Prix Review	<b>56.</b>
	<b>All Wards</b>	
9.3	Community Operational Funding	<b>70.</b>
	<b>All Wards</b>	
9.4	Proposed Change to 2017-18 Adopted Fees & Charges for Preschool Services	<b>84.</b>
	<b>All Wards</b>	
9.5	Proposal to Assign Base Names to Council's Early Years Hubs in Bayswater and Wantirna South	<b>89.</b>

**10. ITEMS FOR INFORMATION**

	<b>All Wards</b>	
10.1	Assemblies of Councillors	<b>117.</b>

**11. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN** **123.**

<b><u>12.</u></b>	<b><u>SUPPLEMENTARY ITEMS</u></b>	<b>123.</b>
<b><u>13.</u></b>	<b><u>URGENT BUSINESS</u></b>	<b>123.</b>
13.1	<i>Urgent Business</i>	<b>123.</b>
13.2	<i>Call Up Items</i>	<b>123.</b>
<b><u>14.</u></b>	<b><u>QUESTIONS WITHOUT NOTICE</u></b>	<b>123.</b>

TONY DOYLE  
CHIEF EXECUTIVE OFFICER

Official Minutes of Knox City Council

## **5. REPORTS BY COUNCILLORS**

### **5.1 Committees & Delegates**

#### **5.1.1 COUNCILLOR JAKE KEOGH**

Councillor Keogh attended the following Meetings

- Australia Day Awards Committee
- Submissions Hearing – Lease 72 Francis Crescent, Ferntree Gully
- Boomers – WNBL Grand Final
- 

#### **5.1.2 COUNCILLOR JACKSON TAYLOR**

Councillor Taylor attended the following Meetings

- Wantirna Primary School
- Scoping for Wantirna Reserve Tennis Court Renewal Works
- Boomers – WNBL Grand Final
- 

#### **5.1.3 COUNCILLOR PETER LOCKWOOD**

Councillor Lockwood attended the following Meetings

- Boomers – WNBL Grand Final
- Music in the Park at The Basin Triangle

#### **5.1.4 COUNCILLOR DARREN PEARCE**

Councillor Pearce attended the following Meetings

- Staff Christmas Party

#### **5.1.5 COUNCILLOR JOHN MORTIMORE**

Councillor Mortimore attended the following Meetings

- Mayor and Councillors Christmas Cavery
- Victorian Planning Authority Stakeholder Event
- Staff Christmas Party
- Knox Central Primary School School Captains Presentation
- Knox Leader Newspaper Briefing
- Citizenship Ceremony
- Boomers – WNBL Grand Final
- Siemens Kids Code Camp
- Submissions Hearing – Lease 72 Francis Crescent, Ferntree Gully

## **5.2 Ward Issues**

### **5.2.1 COUNCILLOR JAKE KEOGH (DOBSON WARD)**

- Councillor Keogh noted that he has been contacted by residents who are concerned that the Ferntree Gully Illoura site may no longer be used as an early childhood intervention facility. Councillor Keogh acknowledged the importance of early childhood intervention and stated that Council will do its best to ensure that these needs are considered when determining the future of the facility.
- Councillor Keogh informed the gallery that residents have recently raised the issue of anti-social behaviour occurring at Quarry Park. Councillor Keogh confirmed he has discussed the issue with Council officers and it has been determined that they will liaise with Victoria Police who will monitor the situation.
- Councillor Keogh noted the CFA representatives present in the gallery. Councillor Keogh mentioned their concerns in relation to the Operation Funding report and stated that this item will be discussed in more depth later in the meeting.

### **5.2.2 COUNCILLOR NICOLE SEYMOUR (TIRHATUAN WARD)**

- Councillor Seymour informed the gallery that she is aware of the concerns that have been raised in relation to the Operation Funding item of the agenda. Councillor Seymour thanked those who have contacted her this issue and concluded the item will be discussed later in the night.

### **5.2.3 COUNCILLOR JOHN MORTIMORE (CHANDLER WARD)**

- Councillor Mortimore informed the gallery of an accident that occurred in December in The Basin. Councillor Mortimore noted that when the CFA arrived at the scene of the accident Council staff had already arrived and set up traffic control. Councillor Mortimore commended the staff for their quick actions as it really helped the CFA.
- Councillor Mortimore further acknowledge the presence of CFA representatives in the gallery.

**PROCEDURAL MOTION****MOVED: CR. MORTIMORE****SECONDED: CR. PEARCE**

That Council resolve to :

1. Consider item 6.3 – Stamford Park – Lease of Homestead as a Restaurant following the conclusion of item 10.
2. Reverse the order of the agenda so that item 9 is considered before item 8.

**CARRIED**

Official Minutes of Knox City Council

## TAYLOR WARD

**6.1 APPLICATION FOR THE DEVELOPMENT OF THE LAND FOR FOUR (4) DOUBLE STOREY DWELLINGS AND TWO (2) SINGLE STOREY DWELLINGS AT 28 MURRAY CRESCENT, ROWVILLE (Application No. P2017/6451)**

**1. SUMMARY:**

<b>Land:</b>	28 Murray Crescent, Rowville
<b>Applicant:</b>	Arkham Design Pty Ltd
<b>Proposed Development:</b>	Development of the land for four (4) double storey and two (2) single storey dwellings
<b>Existing Land Use:</b>	Single Dwelling
<b>Area/Density:</b>	2,000sqm/1:333sqm
<b>Zoning:</b>	General Residential Zone – Schedule 2
<b>Overlays:</b>	Nil
<b>Local Policy:</b>	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
<b>Application Received:</b>	28 July 2017
<b>Number of Objections:</b>	4
<b>PCC Meeting:</b>	N/A

**Assessment:**

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

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

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

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

## **6.1 28 Murray Crescent, Rowville (cont'd)**

### **2. BACKGROUND**

#### **2.1 Call up**

This application is being reported to Council as it has been called up by Councillor Pearce.

#### **2.2 Subject Site and Surrounds**

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

- The subject site is located on the southern side of Murray Crescent, in Rowville.
- The site is slightly irregular in shape with an overall area of 2000 square metres.
- The site currently contains a single dwelling with associated outbuildings.
- The site contains two crossovers, located adjacent the eastern and western boundary. Access to the site is via the crossover adjacent the eastern boundary.
- The site contains established vegetation with large trees and shrubs.
- The land is surrounded by residential properties, developed generally with large dwellings on large lots.

#### **2.3 The Proposal**

(Refer to attached plans at Appendix B)

It is proposed to construct six (6) dwellings on the land. Four (4) dwellings will be double storey, and two (2) dwellings will be single storey.

Details on the proposal are as follows:

- Dwellings 1 fronts Murray Crescent and will be setback a minimum 9 metres from the front boundary.
- Dwellings 1, 2, 3 and 6 are to be double storey with a maximum height of 7.81 metres. Dwellings 4 and 5 (located to the rear) are to be single storey in height with a maximum height of 5.66 metres.
- Dwellings 1, 2, and 6 contain four (4) bedrooms, while Dwellings 3, 4, and 5 contains three (3) bedrooms.

### 6.1 28 Murray Crescent, Rowville (cont'd)

- Dwelling 1 will utilise the crossover adjacent the west boundary whilst the remaining crossover will service Dwellings 2-6 with a passing area.
- All dwellings are provided with a double garage. A visitor parking space is located to the rear of the shared driveway between Dwellings 5 and 6.
- Private open space has been provided at ground level for each dwelling, with a minimum area of 80 square metres.
- The dwellings are to be constructed with face brickwork at ground level, rendered first floors and pitched tiled roofs.
- All existing vegetation is shown to be removed.

## **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. Four (4) objections to the application were received, and are summarised below:

#### Neighbourhood character

- *Council's Development in Residential Areas and Neighbourhood Character Policy identifies the subject site within a Knox Neighbourhood Area, where areas will continue to be low-scale, characterised by detached houses, dual occupancies and some villa unit developments on lots greater than 1000m<sup>2</sup>. These areas will also continue to retain their green and leafy identity through retention of front and back yards and the establishment of a garden setting, including canopy trees. The proposal would provide for a villa unit development on a block greater than 1000m<sup>2</sup>, with front, side and rear garden areas in the form of private open space, that can accommodate the planting of canopy trees to establish a garden setting. It is considered that the proposal is consistent with Council's preferred future character for the Knox Neighbourhood Area. An assessment against this Policy and the design guidelines is at Section 4.2.2 of this Report.*

#### Location of crossovers

- *It is noted that the development seeks to utilise the existing crossovers. To ensure the development complies with Clause 52.06 (Car Parking) of the Knox Planning Scheme, the crossovers need to be widened. The proposal has been referred to Council's Traffic and Assets departments for comment. No concerns have been raised in response to the widened crossovers. However as discussed in the response to Clause 55 of this report, a condition of any permit to issue will require the removal of the crossover adjacent the west boundary.*

## 6.1 28 Murray Crescent, Rowville (cont'd)

### Loss of vegetation and trees and impact on fauna

- *The proposal seeks to remove all existing vegetation from the subject site. Council's Arborist did not object to the proposed vegetation removal. It is noted the site is not a designated area of biological significance and no tree controls apply. The vegetation on site is not considered to be significant and does not warrant retention. Conditions of any permit to issue will ensure the protection of Tree's 3 and 10 located on the adjoining properties.*
- *A condition of any permit issued will require a landscape plan in accordance with Council's Landscape Guidelines for Planning Permits. This will ensure adequate planting occurs within the front, side and rear open space areas of the proposed development.*

### Overdevelopment

- *The proposed development achieves the requirements of the Knox Planning Scheme, including Council's Development in Residential Areas and Neighbourhood Character Policy, ResCode, the Schedule to the General Residential 2 Zone and car parking. As such, it is not considered an overdevelopment of the land.*

### Inaccuracy of plans

- *It is noted that the development summary box shown on the plan incorrectly references 50 Murray Crescent. This will be addressed via conditions of any permit to issue.*

### Increase in traffic/parking congestion and inadequate parking

- *Council's Traffic Engineers have not raised any concerns with the capacity of the street or surrounding street network to absorb the additional traffic that would be generated by the proposed development.*
- *Car parking is provided in accordance with the ratio required by Clause 52.06. Two (2) car parking spaces are provided for each proposed dwelling and one (1) visitor parking space has been provided.*

### Safety for pedestrians and traffic

- *Council's Traffic Engineers have not raised any concerns in relation to pedestrian or traffic safety that would be generated by the proposed development. Subject to modifications, all vehicles will exit in a forward direction.*

### 6.1 28 Murray Crescent, Rowville (cont'd)

Increased noise

- *The site is located within an established residential area where associated noise is a common feature of urban areas. The development will not result in an unreasonable increase in residential noise. Standard construction amenity conditions ensure that unreasonable impacts can be addressed if necessary.*

The proposal will impact on the lifestyle of the area

- *The area will remain a residential area.*

Waste management

- *The application was referred to Council's Waste Management Department who did not object to the proposed development. A Waste Management Plan will be required as a condition on any permit to issue.*

Impact on infrastructure

- *No concerns have been raised with the capacity of the stormwater system by Council's Drainage Engineers, provided a condition is included on any permit to issue that requires stormwater to be detained on site to peak pre-development flows.*

Access for emergency services

- *The application has been referred to Council's Traffic Department who have not raised any issues relating to access for emergency services.*

### 3.2 Referrals

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

#### Traffic Engineer

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

#### Drainage Engineer

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

#### Assets

- *Crossovers to be reconstructed to Council standards.*

## 6.1 28 Murray Crescent, Rowville (cont'd)

### Waste

- *A Waste Management Plan is required.*

### ESD Officer

- *The Sustainable Design Assessment submitted with the application did not meet Council's requirements. A condition of any permit to issue will require an amended Sustainable Design Assessment to the satisfaction of the Responsible Authority.*

### Arborist

- *None of the trees proposed for removal require a planning permit.*
- *A group of six plants (Callistemon sp.) numbered as Tree 10 in the submitted Arborist report are located on the adjoining property to the west. These plants have a Structural Root Zone (SRZ) of 2.0m and Tree Protection Zone (TPZ) of 3.6m. These plants will be affected by the proposed development. A condition of any permit to issue will require Dwelling 1 to be redesigned to ensure Tree 10's TPZ is not encroached into by more than 10%. The development must not encroach into Tree 10's SRZ.*
- *A Hedgerow of Cupressus lawsoniana numbered as Tree 3 in the submitted Arborist report are located on the adjoining property to the east. These plants have a SRZ of 2.0m and TPZ of 3.6m. These plants will be affected by the proposed development. A condition of any permit to issue will require the driveway adjacent the eastern boundary to be relocated outside the SRZ constructed above grade with permeable paving within the TPZ.*

### Landscape Officer

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

## **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.

## 6.1 28 Murray Crescent, Rowville (cont'd)

### 4.1 Zoning and Overlays

#### 4.1.1 Zone

##### General Residential 2 Zone

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

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

- *It is considered that the proposed development can accommodate the required canopy tree planting; subject to conditions on any permit to issue.*

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

- *Complies. All dwellings are provided with over 60 square metres of secluded private open space with a minimum dimension of 5 metres and exceed the 80 square metres requirement of private open space.*

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

- *Complies, no front fence is proposed.*

Dwellings or residential buildings must not exceed a height of 9 metres (dependant on slope).

- *Complies. The maximum building height on site is to be 7.88 metres.*

## 6.1 28 Murray Crescent, Rowville (cont'd)

### 4.1.2 Overlays

No overlays apply to the land.

## 4.2 Policy Consideration

### 4.2.1 State Planning Policy Framework

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

Key Policies:

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

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

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area. The development provides for dwellings with smaller open space areas than typical for the area contributing to housing choice.*
- *Should a permit be issued, the development is required to be constructed in accordance with an approved Sustainable Design Assessment.*

## 6.1 28 Murray Crescent, Rowville (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 for dwellings with smaller open space areas than typical for the area.*
- Existing infrastructure – *The site is located within a fully serviced and established area.*
- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *While the site is not located within an Activity Centre, it has access to a number of urban services within an established residential area. Subject to modifications, the subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the preferred character of the area. Refer to the assessment against Council's Neighbourhood Character Policy at Section 4.2.2 below.*

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

- *Bus route 691 is available along Eildon Parade to the north-east of the subject site.*
- *The site is located within 330m of the following bus stop:*
  - *The 691 bus route provides a service between Waverley Gardens and Boronia via Stud Park and Ferntree Gully. This service operates between 6:01am and 9:22pm Monday to Friday; between 7:30am and 6:59pm on Saturdays; and between 8:47am to 7:26pm Sundays, at various intervals.*

### 4.2.2 Local Planning Policy Framework (LPPF)

Clause 21.03 – Environmental and Landscape Values: Key issues include maintaining and strengthening Knox's 'green and leafy' image and its identifiable landscape character (despite development pressures) along with recognising the importance of retaining canopy trees as the single most important factor in retaining Knox's landscape character and its natural environment.

## 6.1 28 Murray Crescent, Rowville (cont'd)

It is important that the unique landscape character, amenity and natural values of Knox's significant landscapes (the Dandenong Foothills, Lysterfield Valley and the Dandenong Creek Valley), are maintained despite development pressures and managing bushfire risk.

- *The site is located in an established urban area reasonably close to urban services and open space areas, where existing infrastructure is readily available.*
- *The development is designed to be respectful of the preferred neighbourhood character for the area, and provides sufficient setbacks. It responds appropriately to the constraints of the site and interfaces with the wider area. The proposal will also contribute to the landscape character of the area with new landscaping opportunities.*

21.05 Built Environment and Heritage: development should address the needs of changing household structures, creating high quality, well-designed places that respect and strengthen the local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways. Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).

- *Living areas of the dwellings are open in nature and will receive adequate solar access, including the SPOS of the dwellings. The proposal will also not be detrimental to the energy efficiency of the adjoining sites.*
- *A condition of approval will require the submission of a satisfactory Sustainable Design Assessment.*

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

## 6.1 28 Murray Crescent, Rowville (cont'd)

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

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

- *The site is not located in an Activity Centre. However, the site is sufficiently large to accommodate six (6) dwellings while achieving the open space and landscaping outcomes sought for the Knox Neighbourhood Character Area.*

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

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

Objective 3 is to provide residential development that allows people to ‘age-in-place’ by supporting the provision of a diverse range of housing including smaller scale dwellings and aged care facilities.

- *The development provides for dwellings with smaller private open space areas than typical for the surrounding area. All dwellings have amenities and a bedroom at ground level to improve accessibility for residents with reduced mobility.*

Objective 4 is to support high quality housing design that responds to the City’s ‘green and leafy’ character, local character and creates a strong sense of place. Strategies include supporting development that makes a positive contribution to the preferred future character of the area and supporting environmentally sustainable residential development consistent with the local policy at Clause 22.04 (Environmentally Sustainable Development).

- *Each dwelling is provided with areas of private open space, consistent with the Schedule to the General Residential 2 Zone, that will allow for canopy tree planting.*
- *A condition of approval will require the submission of a satisfactory Sustainable Design Assessment.*

## 6.1 28 Murray Crescent, Rowville (cont'd)

Objective 5 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.*

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

The desired future character of this area is to:

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

The key design objectives are:

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

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

To avoid dominance of buildings from the street.

- *The development has proposed a setback of 9m along Murray Crescent. The setbacks allows for adequate canopy tree provisions to ensure buildings do not dominate the street frontage.*

To avoid the loss of front and rear garden space.

- *The proposed dwellings are generally setback from the side and rear boundaries, which will ensure adequate areas for canopy tree planting within the front, side and rear of the development.*

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

- *Car parking facilities are located to the side or rear of the dwellings and will not dominate the streetscape. However as discussed in the response to Clause 55 of this report, a condition of any permit to issue will require the garage to Dwelling 1 to be relocated to the rear of the dwelling with access from the shared driveway. Therefore, no garages will be visible from the street.*

## 6.1 28 Murray Crescent, Rowville (cont'd)

To retain large backyards for landscaping and open space.

- *The dwellings are provided with a minimum of 80sqm of open space, the setbacks and open space areas will accommodate new canopy tree planting.*

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

- *Dwellings are not excessive in scale or bulk. Upper floor areas are recessed to better integrate with the surrounds and single storey is provided to the rear.*

## 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 as follows:

To each dwelling at a ratio of one car space to each one or two bedroom dwelling and two spaces for each dwelling with three or more bedrooms (with studies or studios that are separate rooms counted as bedrooms). One visitor space is required to be provided for every 5 dwellings.

- *Each dwelling has been provided with a double garage.*
- *One (1) visitor parking space is located toward the rear between Dwellings 5 and 6.*

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

Design Standard 1: Access ways – *Can comply. A condition of any permit to issue will require a 6.1m wide by 7m long passing area.*

*Further, turning templates for an 85<sup>th</sup> percentile vehicle highlight that it is difficult to exit the garage for Dwelling 6. The turning template provided by the applicant shows the wheel path of the vehicle accessing the north bay of the garage encroaching into the garden bed. As per AS 2890.1 Clause B3.2, a manoeuvring clearance of 300mm on either side of the vehicle must be included when producing swept path diagrams. The swept path diagram submitted does not include the clearance required and is therefore not accepted.*

### **6.1 28 Murray Crescent, Rowville (cont'd)**

*Therefore a condition of any permit to issue will require the layout to be altered to allow easier access to and from Garage 6.*

Design Standard 2: Car Parking Spaces – *Complies.*

Design Standard 3: Gradients – *Complies.*

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

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

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

#### Neighbourhood Character and Infrastructure

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

Residential Policy – *Complies, refer to Section 4.2.2 above.*

Infrastructure – *Complies.*

#### Site Layout and Building Massing

Street Setback – *Complies.*

Building Height – *Complies.*

Site Cover/Permeability – *Complies.*

Energy Efficiency – *Complies. A condition of approval will require the submission of a satisfactory Sustainable Design Assessment.*

Open Space – *Complies.*

Safety – *Complies. Entrances to the dwellings are not obscured or isolated from the internal access way.*

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

**6.1 28 Murray Crescent, Rowville (cont'd)**

Access – *Can comply. Once the shared access way is widened to 6.1m wide to comply with Clause 52.06 (as discussed above), the total combined width of the access ways will be 41% of the frontage which exceeds Standard B14 (Access) of ResCode. It is considered a variation to the Standard is not acceptable as the design of the vehicle crossovers will not respect the neighbourhood character and will limit landscaping opportunities within the frontage.*

*Therefore, a condition of any permit to issue will require the garage to Dwelling 1 to be located to the rear of dwelling with vehicle access provided from the shared access way. The dwelling must continue to meet the private open space requirements of the General Residential Zone 2. The crossover and access way currently shown for Dwelling 1 removed and replaced with landscaping.*

Parking Location – *Complies.*

**Amenity Impacts**

Side and rear setbacks – *Complies.*

Walls on boundaries – *Not applicable. No walls on boundaries proposed.*

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

Overshadowing open space – *Complies.*

Overlooking – *Complies.*

Internal views – *Complies.*

Noise Impacts – *Complies.*

**On-Site Amenity and Facilities**

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies.*

Solar access – *Complies.*

Storage – *Can comply. A condition of any permit to issue will require 6m<sup>3</sup> of externally accessible storage space to Dwellings 5 and 6.*

**Detailed Design**

Design Detail – *Complies.*

Site Services – *Complies.*

Front fence – *Complies.*

## **6.1 28 Murray Crescent, Rowville (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 the objectives and policies of the Knox Neighbourhood Area. The proposal complies with the General Residential Zone - Schedule 2 and is generally compliant with ResCode subject to conditions on any permit to issue.*
- *The proposed dwellings are generally consistent with Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07 of the Knox Planning Scheme) in that the design has ensured the retention of front and rear yard open space, first floors are reasonably setback from ground floor areas and the dwellings incorporate materials consistent with the area. In addition to this, all dwellings are provided with usable areas of private open space and appropriate internal amenity.*
- *The development is consistent with State and Local Planning Policy Framework (including the Municipal Strategic Statement).*
- *The development is generally compliant with Clause 52.06 (Car Parking) and Clause 55 (ResCode) subject to changes that will be conditioned on any permit to issue.*

### **6. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**6.1 28 Murray Crescent, Rowville (cont'd)****7. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Paul Dickie, Manager City Planning and Building - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Nancy Neil, Principal Planner - In providing this advice as the Author, I have no disclosable interests in this report

**RECOMMENDATION**

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for four (4) double storey and two (2) single storey dwellings at 28 Murray Crescent Rowville, 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 submitted with the application but modified to show:
  - 1.1 Location of waste storage in accordance with the Waste Management Plan.
  - 1.2 Mail boxes shown to front the street.
  - 1.3 Location of the combined electrical supply metre box, which must not be located in the corner splay.
  - 1.4 A 6.1m wide and 7m long passing area to be provided at the front title boundary, maintaining a 3 metre clearance to the street tree.
  - 1.5 The garage to Dwelling 1 relocated to the rear of the dwelling with vehicle access provided from the shared access way. The dwelling must continue to meet the private open space requirements of the General Residential Zone 2. The crossover and access way currently shown for Dwelling 1 removed and replaced with landscaping.
  - 1.6 Dwelling 1 to be redesigned to ensure Tree 10's Tree Protection Zone (TPZ = 3.6m) is not encroached into by more than 10%. The development must not encroach into Tree 10's Structural Root Zone (SRZ = 2.0m).

**6.1 28 Murray Crescent, Rowville (cont'd)  
Recommendation (cont'd)**

- 1.7 The shared driveway adjacent the eastern boundary relocated outside Tree 3's Structural Root Zone (SRZ = 2.0m) and constructed above grade with permeable paving within Tree 3's Tree Protection Zone (TPZ = 3.6m).
- 1.8 Modifications to the layout of Garage 6 allowing a 300mm clearance on either side of the swept path, allowing an 85th percentile vehicle to exit the site in a forward direction.
- 1.9 The provision of 6m<sup>3</sup> of externally accessible storage space to Dwellings 5 and 6.
- 1.10 The correct street address referenced on the development summary boxes.
- 1.11 Drainage plans in accordance with Condition 2 of this Permit and any necessary modifications to the plans.
- 1.12 Landscape plans in accordance with Condition 3 of this Permit and any necessary modifications to the plans.
- 1.13 An amended Sustainable Design Assessment in accordance with Condition 11 of this Permit and any necessary modifications to the plans.
- 1.14 Waste Management Plan in accordance with Condition 13 of this Permit and any necessary modifications to the plans.
- 1.15 Tree Protection Fencing shown on the plans in accordance with Conditions 14-21 of this Permit.

To the satisfaction of the Responsible Authority.

**Drainage**

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

## **6.1 28 Murray Crescent, Rowville (cont'd) Recommendation (cont'd)**

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

To the satisfaction of the Responsible Authority.

### Landscaping

3. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
  - 3.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
  - 3.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).
  - 3.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.
  - 3.4 Details of the surface finishes of pathways and driveways.
  - 3.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
  - 3.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
  - 3.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
  - 3.8 The plan must also show the provision of at least 11 additional trees and additional medium/large shrubs chosen from plant list 1 or 2 of Council's 'Landscape Plan Guidelines'. These canopy trees must be a minimum of 1.5 – 2.0 metres tall when planted and are to be in the following areas:
    - 3.8.1 Two (2) large and one (1) small canopy tree within the front setback of Dwelling 1;
    - 3.8.2 One (1) small canopy tree and one (1) large feature shrubs in the SPOS area to Dwelling 1;
    - 3.8.3 One (1) medium canopy tree and one (1) small canopy tree in the SPOS area to Dwelling 2;
    - 3.8.4 One (1) medium canopy tree and one (1) small canopy tree in the SPOS area to Dwelling 3;
    - 3.8.5 One (1) medium canopy tree and one (1) large feature shrub in the SPOS area to Dwelling 4;

**6.1 28 Murray Crescent, Rowville (cont'd)  
Recommendation (cont'd)**

3.8.6 One (1) medium canopy tree and one (1) large feature shrub in the SPOS area to Dwelling 5;

3.8.7 One (1) medium canopy tree and one (1) large feature shrub in the SPOS area to Dwelling 6;

3.8.8 One (1) large feature shrub to the front of Dwelling 6.

3.9 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.

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

**General**

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

## **6.1 28 Murray Crescent, Rowville (cont'd) Recommendation (cont'd)**

### Sustainable Design Assessment

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

### Waste Management Plan

13. 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 to the satisfaction of the Responsible Authority.

### Tree Protection

14. All works, including excavation, within the critical root zone areas of the street tree 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.
15. Prior to any works commencing on the site, the street tree to the east 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.
16. 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.

**6.1 28 Murray Crescent, Rowville (cont'd)  
Recommendation (cont'd)**

17. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
18. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
19. 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.
20. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority.
  - 20.1 Construction activities.
  - 20.2 Dumping and/or storage of materials, goods and/or soil.
  - 20.3 Trenching or excavation.
  - 20.4 Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.
21. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

**Car Parking & Accessways**

22. Before the dwellings are occupied, driveways and car parking areas must be:
  - 22.1 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
  - 22.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
  - 22.3 Treated with an all-weather seal or some other durable surface; and
  - 22.4 Line-marked or provided with some other adequate means of showing the car parking spaces.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.

**6.1 28 Murray Crescent, Rowville (cont'd)  
Recommendation (cont'd)**

## Fencing

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

## Amenity During Construction

26. 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:
  - 26.1 the appearance of building, works or materials on the land
  - 26.2 parking of motor vehicles
  - 26.3 transporting of materials or goods to or from the site
  - 26.4 hours of operation
  - 26.5 stockpiling of top soil or fill materials
  - 26.6 air borne dust emanating from the site
  - 26.7 noise
  - 26.8 rubbish and litter
  - 26.9 sediment runoff
  - 26.10 vibration

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

## Stormwater

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

## Permit Expiry

28. This permit will expire if one of the following circumstances applies:
  - 28.1 The development is not started within two years of the date of this permit.
  - 28.2 The development is not completed within four years of the date of this permit.

### **6.1 28 Murray Crescent, Rowville (cont'd) Recommendation (cont'd)**

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

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

#### NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 9.8L/s to the existing Council drainage system for a 5 year ARI event.
- Applicant is to direct all stormwater to the kerb and channel near the north-east corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

**6.1 28 Murray Crescent, Rowville (cont'd)  
Recommendation (cont'd)**

Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- 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.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

**6.1 28 Murray Crescent, Rowville (cont'd)****COUNCIL RESOLUTION****MOVED: CR. PEARCE****SECONDED: CR. TAYLOR**

That Council:

Issue a Notice of Refusal to Grant a Planning Permit

1. The proposal fails to satisfy relevant State and Local Planning Policy Framework strategies and objectives, as it is not considered to be respectful of the preferred neighbourhood character. The design response does not adequately respect the adjoining context having particular regard (but not limited to) the built form of the dwellings.
2. The proposal fails to satisfy relevant Local Planning Policy Framework objectives and strategies, particularly Clause 15 (Built Environment and Heritage), Clause 21.03 (Environmental and Landscape Values), Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing) and Clause 22.07 (Development in Residential Areas and Neighbourhood Character) of the Knox Planning Scheme.
3. The proposal fails to satisfy Clause 21.06-1 Housing Objectives and Strategies - Objective 1, to support residential development in accordance with the *Knox Housing Strategy 2015*, which identifies a scaled approach to residential development.
4. The design outcome is not considered to be respectful of the existing or preferred neighbourhood character, due to scale and siting of buildings, impact on vegetation, and resultant impact on the amenity of adjoining residential properties.
5. The proposal does not satisfy the objectives of Clause 55 of the Knox Planning Scheme, in particular:
  - Clause 55.02-1 - Neighbourhood Character
  - Clause 55.02-2 – Residential Policy
  - Clause 55.03-9 – Access
  - Clause 55.05-6 – Storage

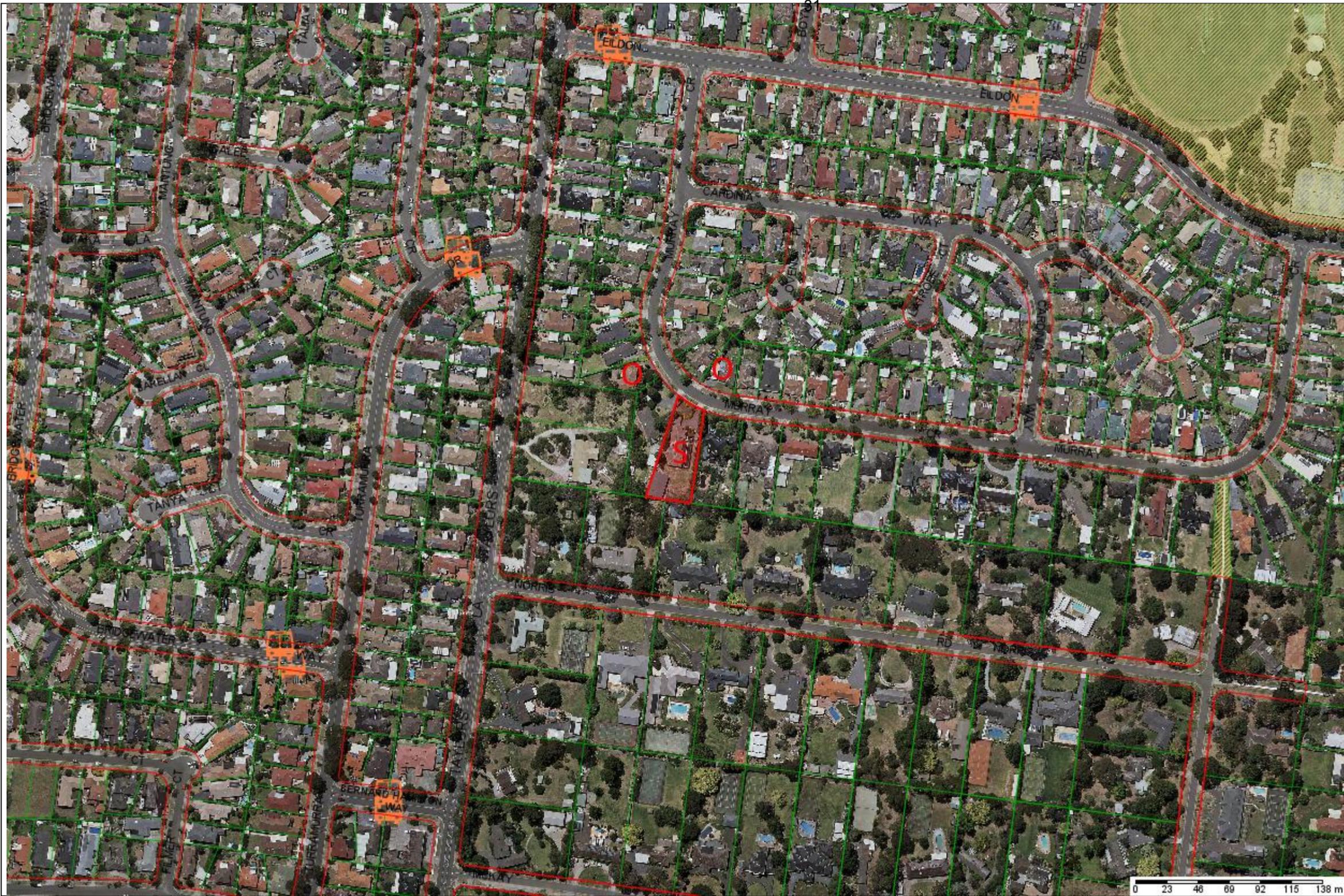
and therefore represents an overdevelopment of the site. The design fails to respond appropriately to its opportunities and constraints resulting in unreasonable impact on the character of the area.

**6.1 28 Murray Crescent, Rowville (cont'd)  
Resolution (cont'd)**

6. The proposal fails to comply with Accessway and Car Parking Spaces Design Guidelines of Clause 52.06 (Car Parking) of the Knox Planning Scheme.
7. The proposal will have a negative impact on vegetation on adjoining land.

**CARRIED**

Official Minutes of Knox City Council



<b>Property Address</b>	28 Murray Crescent, ROWVILLE
<b>Application Number</b>	P/2017/6451
<b>Description</b>	Development of the land for four (4) double storey dwellings and two (2) single storey dwellings (Total six (6) dwellings)
<b>Ward</b>	Taylor

**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.

**Property Address** 28 Murray Crescent, ROWVILLE

**Application Number** P/2017/6451

**Description** Development of the land for four (4) double storey dwellings and two (2) single storey dwellings (Total six (6) dwellings)

**Ward** Taylor

**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.

6 DWELLING DEVELOPMENT 50 MURRAY CRESCENT ROWVILLE	
DEVELOPMENT SUMMARY:	
SITE AREA:	2000.00 M <sup>2</sup>
SITE COVERAGE:	901.27 M <sup>2</sup> (45.1%)
PERMEABILITY:	701.31 M <sup>2</sup> (35.1%)
NO. CAR SPACES:	12 + 1 VISITOR
PAVED DRIVEWAY AREA:	361.68 M <sup>2</sup>
DECK AREAS:	18.85 M <sup>2</sup>
GARDEN AREA CALCULATION:	708.91 M <sup>2</sup> (35.4%)
* GARDEN SPACE CALCULATION ONLY INCLUDES UNCOVERED GARDEN AREAS WITH MINIMUM 1.00M WIDTH. SHEDS & WATER TANKS NOT INCLUDED.	

DWELLING 1 SUMMARY:	
GROUND AREA:	152.05 M <sup>2</sup>
FIRST AREA:	81.62 M <sup>2</sup>
TOTAL DWELLING AREA:	233.67 M <sup>2</sup> (25.2 SQ)
DWELLING 2 SUMMARY:	
GROUND AREA:	144.60 M <sup>2</sup>
FIRST AREA:	80.23 M <sup>2</sup>
TOTAL DWELLING AREA:	224.83 M <sup>2</sup> (24.2 SQ)
DWELLING 3 SUMMARY:	
GROUND AREA:	123.10 M <sup>2</sup>
FIRST AREA:	75.86 M <sup>2</sup>
TOTAL DWELLING AREA:	198.96 M <sup>2</sup> (21.4 SQ)
DWELLING 4 SUMMARY:	
GROUND AREA:	168.25 M <sup>2</sup>
TOTAL DWELLING AREA:	168.25 M <sup>2</sup> (18.1 SQ)
DWELLING 5 SUMMARY:	
GROUND AREA:	172.52 M <sup>2</sup>
TOTAL DWELLING AREA:	172.52 M <sup>2</sup> (18.6 SQ)
DWELLING 6 SUMMARY:	
GROUND AREA:	153.92 M <sup>2</sup>
FIRST AREA:	76.44 M <sup>2</sup>
TOTAL DWELLING AREA:	230.36 M <sup>2</sup> (24.8 SQ)



BESS ASSESSMENT SUMMARY:	
-	3000L CAPACITY WATER TANK TO EACH DWELLING AND CONNECTED TO SANITARY FLUSHING
-	GOOD ACCESS TO DAYLIGHT TO ALL LIVING AND BEDROOM AREAS
-	GOOD NATURAL CROSS VENTILATION IS ACHIEVED TO ALL DWELLINGS
-	HIGH EFFICIENCY INSTANTANEOUS GAS HOTWATER SYSTEM IS STAIRI
-	5 ENVISS SENTINAL PITS USED FOR DRIVEWAY DRAINAGE
-	WATER EFFICIENT FIXTURES AND FITTINGS
-	WATER EFFICIENT LANDSCAPING DESIGN
-	GOOD ACCESS TO PUBLIC TRANSPORT
-	DOUBLE GLAZING THROUGHOUT
-	REFER TO FULL REPORT FOR FURTHER DETAILS.
ACCESSIBILITY NOTES:	
-	DWELLING 1 IS PRESENTED AS AN ACCESSIBLE DWELLING
-	A BEDROOM, KITCHEN, BATH & TOILET PROVIDED ON THE SAME LEVEL AS THE ENTRANCE
-	BATH MIN DIMENSIONS 15X2.3M
-	ALL CORRIDORS & DOORWAYS MIN 900mm WIDE
-	CONTINUOUS PATH OF TRAVEL FROM THE GARAGE IN TO THE DWELLING

#	DATE	DESCRIPTION	CHECK
-	25/01/17	APPLICATION SUBMISSION	SD
A	20/01/17	RFI RESPONSE	SD

IT IS THE OWNER/BUILDERS RESPONSIBILITY TO READ THESE ARCHITECTURAL DOCUMENTS IN CONJUNCTION WITH THE RELEVANT ENGINEERING DOCUMENTS, ENERGY REPORTS, SOIL TEST, PROPERTY INFORMATION STATEMENT, POINT OF DISCHARGE PERMIT, PLANNING PERMIT AND ANY OTHER RELEVANT DOCUMENTS.  
DRAWINGS ARE TO BE READ, NOT SCALED. WRITTEN DIMENSIONS TAKE PRECEDENCE.  
OWNER/BUILDER ARE TO CHECK AND VERIFY ALL SITE LEVELS, CUTS AND DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS, INCLUDING ORDERING OF MATERIALS.  
ANY DISCREPANCIES ARE TO BE REPORTED TO THE RELEVANT BUILDING DESIGNER PRIOR TO ANY FURTHER WORK COMMENCING. NO ASSUMPTIONS ARE TO BE MADE UNDER ANY CIRCUMSTANCES.

**NOT FOR CONSTRUCTION**

**ARKHAM**  
ARCHITECTURE | TOWN PLANNING | PROJECT MANAGEMENT | SUSTAINABILITY

WWW.ARKHAMDESIGN.COM.AU  
ADMIN@ARKHAMDESIGN.COM.AU  
03 8589 0924

COPYRIGHT 2017 ARKHAM DESIGN PTY LTD

PROJECT TYPE/ADDRESS  
SIX DWELLING DEVELOPMENT  
28 MURRAY CRESCENT  
ROWVILLE VICTORIA

CLIENT  
V DEVELOPERS PTY LTD

DRAWING TITLE  
GROUND FLOOR / SITE PLAN

DRAWING DATE  
SEPT 2017

DRAWING STATUS  
TP

PROJECT NUMBER  
AD17-013

DRAWING SCALE  
1:100

DRAWING NUMBER  
A03

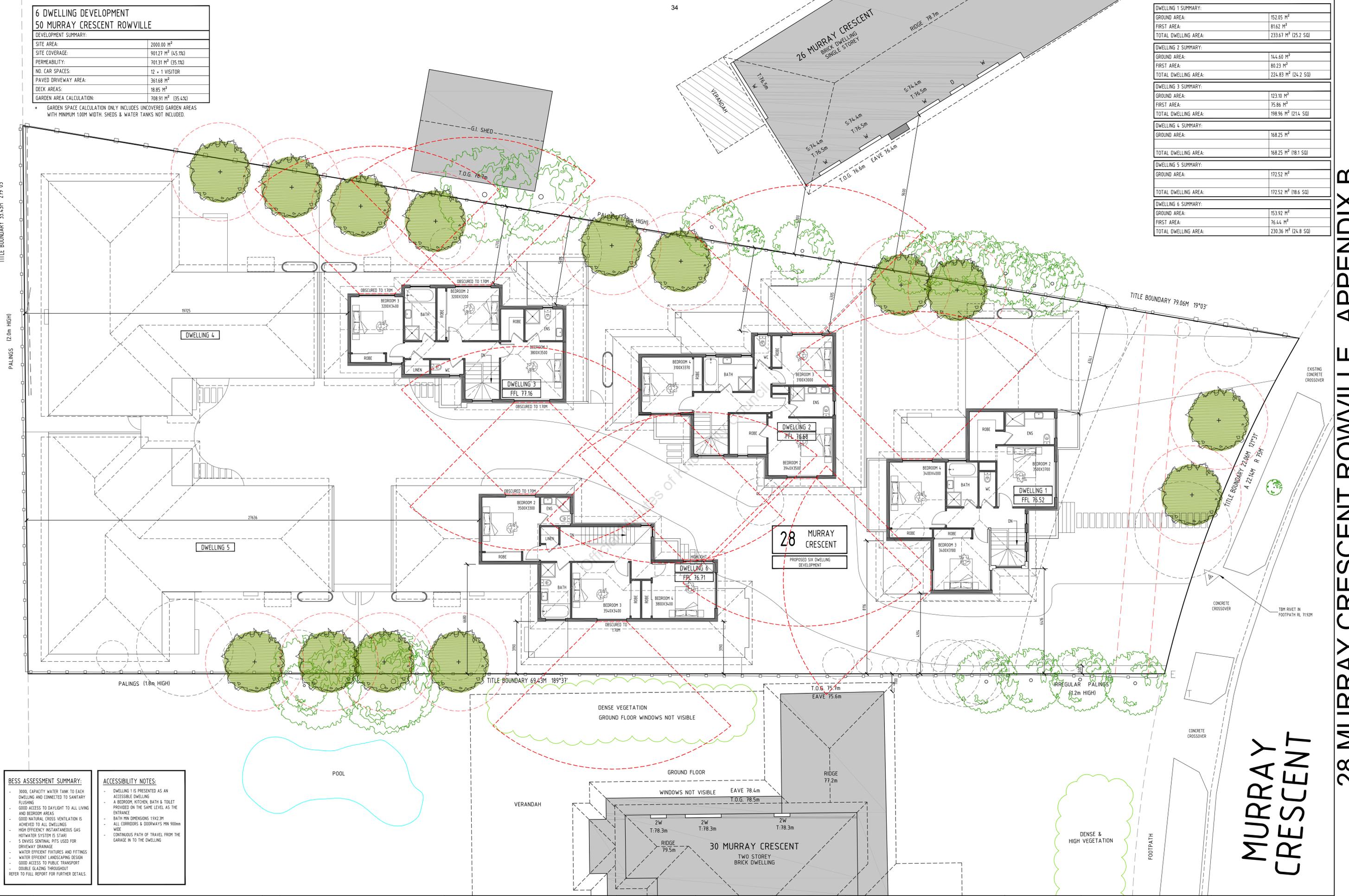
28 MURRAY CRESCENT ROWVILLE APPENDIX B

MURRAY CRESCENT

<b>6 DWELLING DEVELOPMENT</b>	
<b>50 MURRAY CRESCENT ROWVILLE</b>	
DEVELOPMENT SUMMARY:	
SITE AREA:	2000.00 M <sup>2</sup>
SITE COVERAGE:	901.27 M <sup>2</sup> (45.1%)
PERMEABILITY:	701.31 M <sup>2</sup> (35.1%)
NO. CAR SPACES:	12 + 1 VISITOR
PAVED DRIVEWAY AREA:	361.68 M <sup>2</sup>
DECK AREAS:	18.85 M <sup>2</sup>
GARDEN AREA CALCULATION:	708.91 M <sup>2</sup> (35.4%)

\* GARDEN SPACE CALCULATION ONLY INCLUDES UNCOVERED GARDEN AREAS WITH MINIMUM 1.00M WIDTH. SHEDS & WATER TANKS NOT INCLUDED.

<b>DWELLING 1 SUMMARY:</b>	
GROUND AREA:	152.05 M <sup>2</sup>
FIRST AREA:	81.62 M <sup>2</sup>
TOTAL DWELLING AREA:	233.67 M <sup>2</sup> (25.2 SQ)
<b>DWELLING 2 SUMMARY:</b>	
GROUND AREA:	144.60 M <sup>2</sup>
FIRST AREA:	80.23 M <sup>2</sup>
TOTAL DWELLING AREA:	224.83 M <sup>2</sup> (24.2 SQ)
<b>DWELLING 3 SUMMARY:</b>	
GROUND AREA:	123.10 M <sup>2</sup>
FIRST AREA:	75.86 M <sup>2</sup>
TOTAL DWELLING AREA:	198.96 M <sup>2</sup> (21.4 SQ)
<b>DWELLING 4 SUMMARY:</b>	
GROUND AREA:	168.25 M <sup>2</sup>
TOTAL DWELLING AREA:	168.25 M <sup>2</sup> (18.1 SQ)
<b>DWELLING 5 SUMMARY:</b>	
GROUND AREA:	172.52 M <sup>2</sup>
TOTAL DWELLING AREA:	172.52 M <sup>2</sup> (18.6 SQ)
<b>DWELLING 6 SUMMARY:</b>	
GROUND AREA:	153.92 M <sup>2</sup>
FIRST AREA:	76.44 M <sup>2</sup>
TOTAL DWELLING AREA:	230.36 M <sup>2</sup> (24.8 SQ)



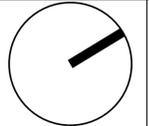
<b>BESS ASSESSMENT SUMMARY:</b>	
-	3000L CAPACITY WATER TANK TO EACH DWELLING AND CONNECTED TO SANITARY FLUSHING
-	GOOD ACCESS TO DAYLIGHT TO ALL LIVING AND BEDROOM AREAS
-	GOOD NATURAL CROSS VENTILATION IS ACHIEVED TO ALL DWELLINGS
-	HIGH EFFICIENCY INSTANTANEOUS GAS HOTWATER SYSTEM IS STAIR
-	5 ENVISSENT SENTINAL PITS USED FOR DRIVEWAY DRAINAGE
-	WATER EFFICIENT FIXTURES AND FITTINGS
-	WATER EFFICIENT LANDSCAPING DESIGN
-	GOOD ACCESS TO PUBLIC TRANSPORT
-	DOUBLE GLAZING THROUGHOUT
-	REFER TO FULL REPORT FOR FURTHER DETAILS.

<b>ACCESSIBILITY NOTES:</b>	
-	DWELLING 1 IS PRESENTED AS AN ACCESSIBLE DWELLING
-	A BEDROOM, KITCHEN, BATH & TOILET PROVIDED ON THE SAME LEVEL AS THE ENTRANCE
-	BATH MIN DIMENSIONS 15X2.3M
-	ALL CORRIDORS & DOORWAYS MIN 900mm WIDE
-	CONTINUOUS PATH OF TRAVEL FROM THE GARAGE IN TO THE DWELLING

#	DATE	DESCRIPTION	CHECK
-	25/01/17	APPLICATION SUBMISSION	SD
A	20/01/17	RPI RESPONSE	SD

IT IS THE OWNER/BUILDERS RESPONSIBILITY TO READ THESE ARCHITECTURAL DOCUMENTS IN CONJUNCTION WITH THE RELEVANT ENGINEERING DOCUMENTS, ENERGY REPORTS, SOIL TEST, PROPERTY INFORMATION STATEMENT, POINT OF DISCHARGE PERMIT, PLANNING PERMIT AND ANY OTHER RELEVANT DOCUMENTS.  
DRAWINGS ARE TO BE READ, NOT SCALED. WRITTEN DIMENSIONS TAKE PRECEDENCE.  
OWNER/BUILDER ARE TO CHECK AND VERIFY ALL SITE LEVELS, CUTS AND DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS, INCLUDING ORDERING OF MATERIALS.  
ANY DISCREPANCIES ARE TO BE REPORTED TO THE RELEVANT BUILDING DESIGNER PRIOR TO ANY FURTHER WORK COMMENCING. NO ASSUMPTIONS ARE TO BE MADE UNDER ANY CIRCUMSTANCES.

**NOT FOR CONSTRUCTION**



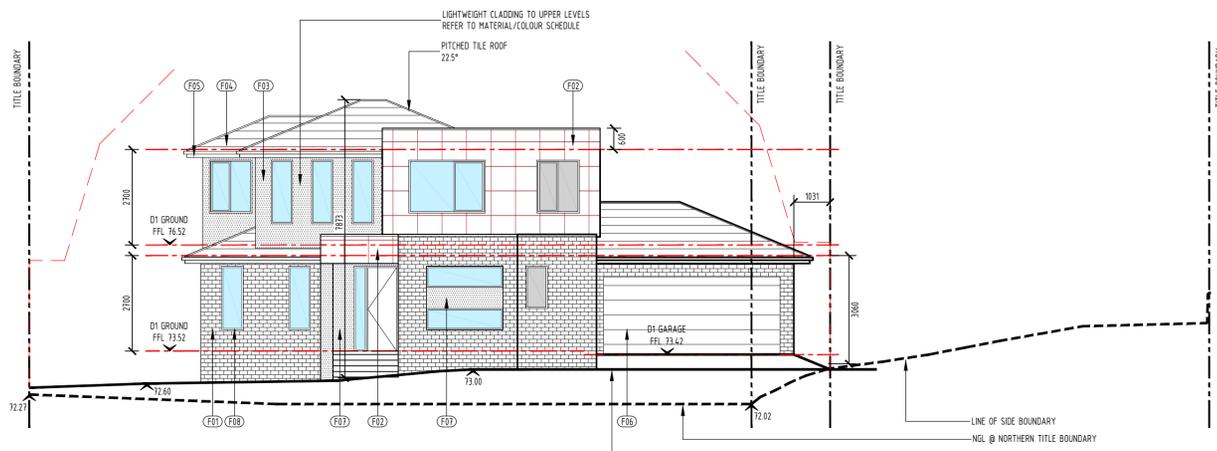
**ARKHAM**  
ARCHITECTURE | TOWN PLANNING | PROJECT MANAGEMENT | SUSTAINABILITY  
WWW.ARKHAMDESIGN.COM.AU  
ADMIN@ARKHAMDESIGN.COM.AU  
03 8589 0924  
COPYRIGHT 2017 ARKHAM DESIGN PTY LTD

PROJECT TYPE/ADDRESS  
SIX DWELLING DEVELOPMENT  
28 MURRAY CRESCENT  
ROWVILLE VICTORIA  
CLIENT  
V DEVELOPERS PTY LTD

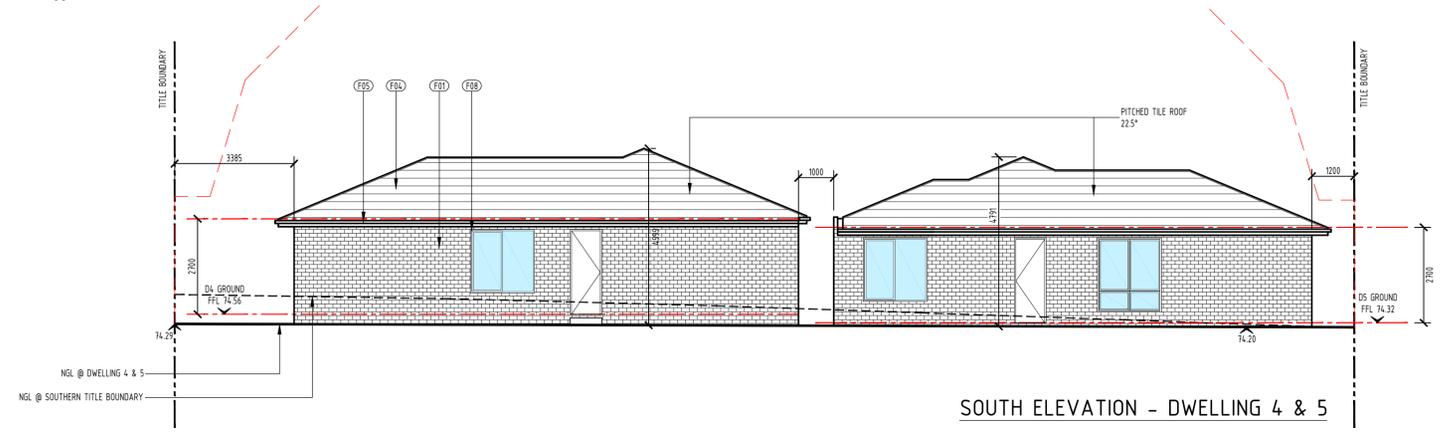
DRAWING TITLE FIRST FLOOR / SITE PLAN	
DRAWING DATE SEPT 2017	PROJECT NUMBER AD17-013
DRAWING STATUS TP	DRAWING SCALE 1:100
DRAWING NUMBER A04	REVISION A

28 MURRAY CRESCENT ROWVILLE APPENDIX B

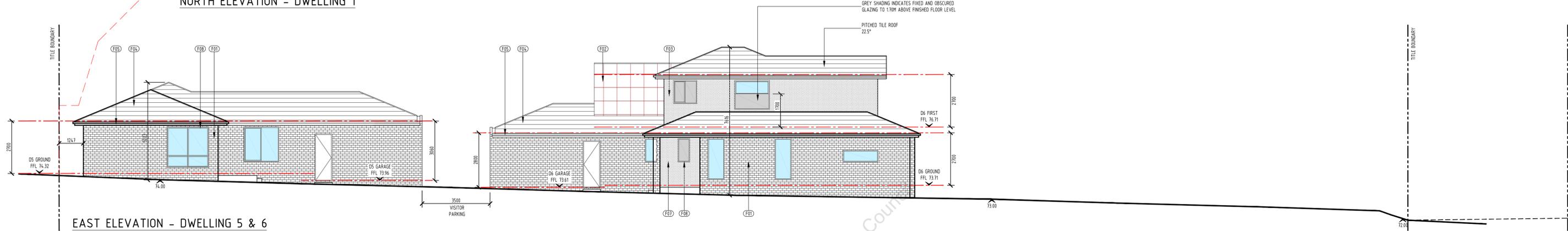
**MURRAY CRESCENT**



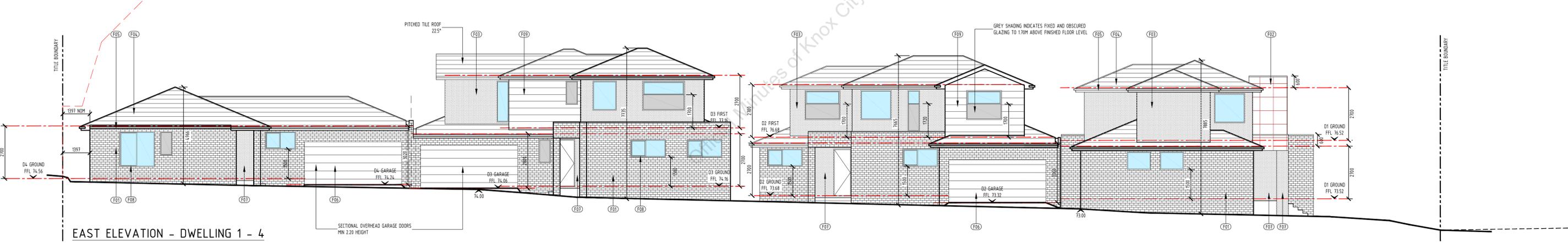
NORTH ELEVATION - DWELLING 1



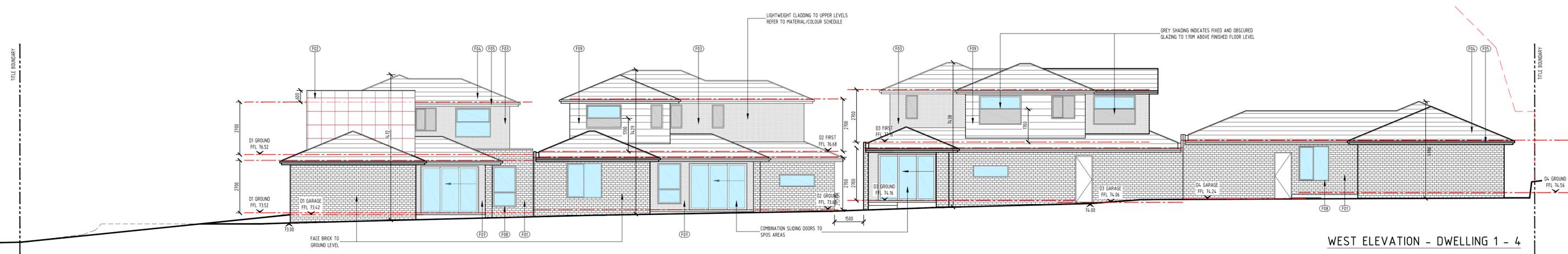
SOUTH ELEVATION - DWELLING 4 & 5



EAST ELEVATION - DWELLING 5 & 6



EAST ELEVATION - DWELLING 1 - 4

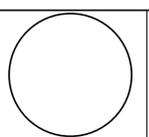
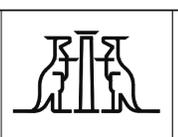


WEST ELEVATION - DWELLING 1 - 4

#	DATE	DESCRIPTION	CHECK
1	25.03.17	APPLICATION SUBMISSION	SD
2	20.08.17	RPI RESPONSE	SD

IT IS THE OWNER/BUILDER'S RESPONSIBILITY TO READ THESE ARCHITECTURAL DOCUMENTS IN CONJUNCTION WITH THE RELEVANT ENGINEERING DOCUMENTS, ENERGY REPORTS, SOIL TEST, PROPERTY INFORMATION STATEMENT, POINT OF DISCHARGE PERMIT, PLANNING PERMIT AND ANY OTHER RELEVANT DOCUMENTS.  
DRAWINGS ARE TO BE READ, NOT SCALED. WRITTEN DIMENSIONS TAKE PRECEDENCE.  
OWNER/BUILDER ARE TO CHECK AND VERIFY ALL SITE LEVELS, CUTS AND DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS, INCLUDING ORDERING OF MATERIALS.  
ANY DISCREPANCIES ARE TO BE REPORTED TO THE RELEVANT BUILDING DESIGNER PRIOR TO ANY FURTHER WORK COMMENCING. NO ASSUMPTIONS ARE TO BE MADE UNDER ANY CIRCUMSTANCES.

**NOT FOR CONSTRUCTION**

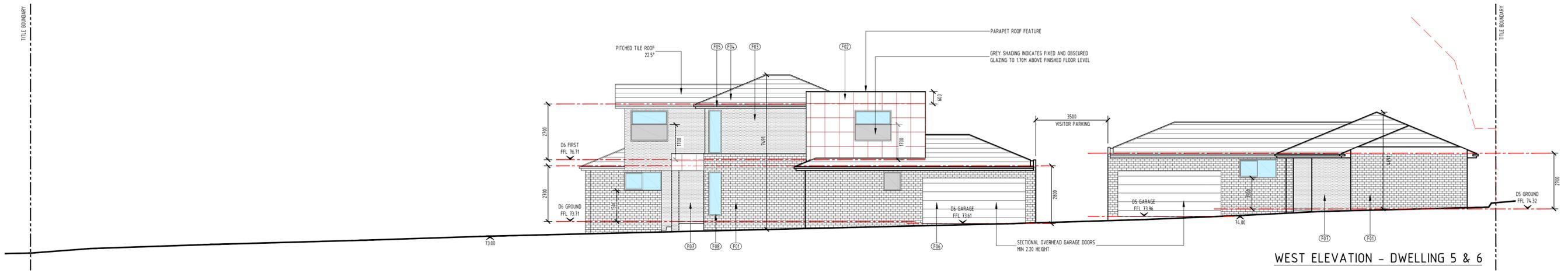


**ARKHAM**  
ARCHITECTURE | TOWN PLANNING | PROJECT MANAGEMENT | SUSTAINABILITY  
WWW.ARKHAMDESIGN.COM.AU  
ADMIN@ARKHAMDESIGN.COM.AU  
03 8589 0924  
COPYRIGHT 2017 ARKHAM DESIGN PTY LTD

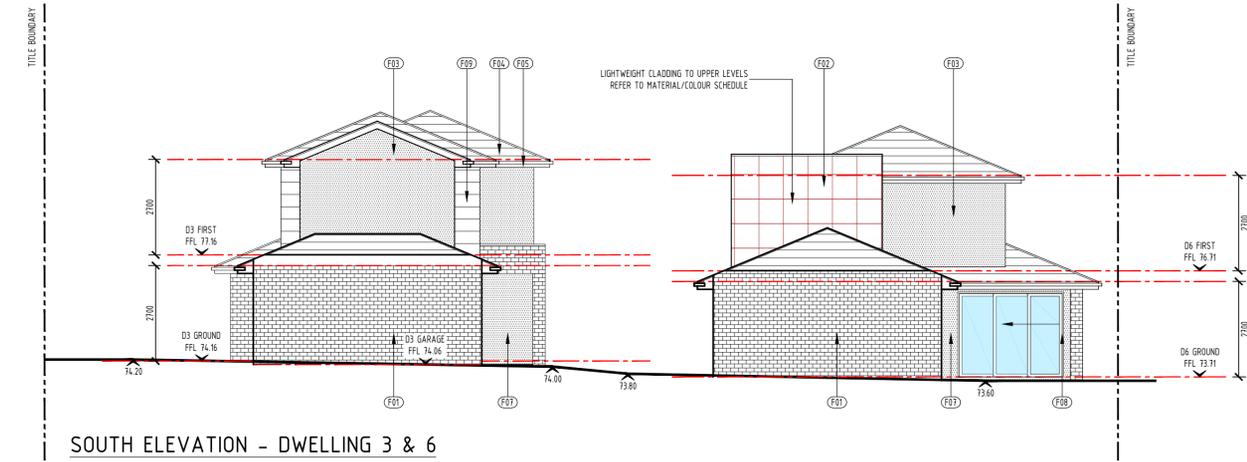
PROJECT TYPE/ADDRESS  
SIX DWELLING DEVELOPMENT  
28 MURRAY CRESCENT  
ROWVILLE VICTORIA  
CLIENT  
V DEVELOPERS PTY LTD

DRAWING TITLE		DRAWING NUMBER	
ELEVATIONS (SHEET 1 OF 2)		A05	
DRAWING DATE	PROJECT NUMBER	DRAWING STATUS	DRAWING SCALE
SEPT 2017	AD17-013	TP	1:100
REVISION		REVISION	
A		A	

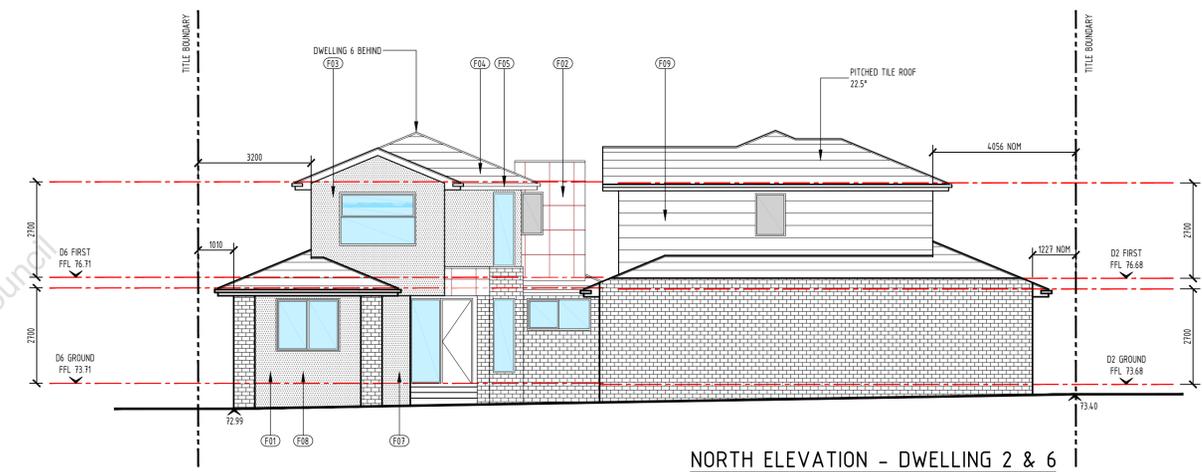
28 MURRAY CRESCENT ROWVILLE APPENDIX B



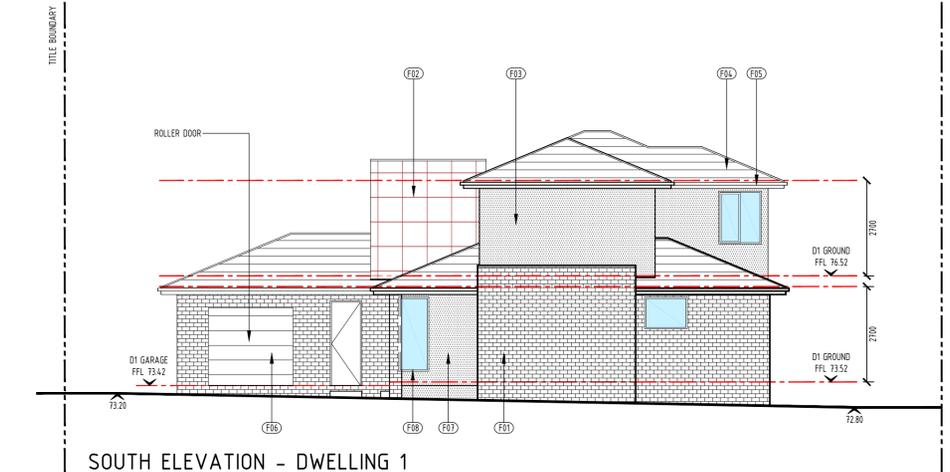
WEST ELEVATION - DWELLING 5 & 6



SOUTH ELEVATION - DWELLING 3 & 6

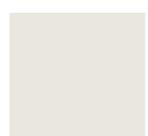


NORTH ELEVATION - DWELLING 2 & 6



SOUTH ELEVATION - DWELLING 1

### COLOUR/MATERIAL SCHEDULE

	F01 - FACE BRICK AUSTRAL BOWRAL BRAHMAN GRANITE OR SIMILAR BRICK		F04 - CONCRETE TILE BORAL STRIATA TILE IN TWILIGHT OR SIMILAR DARK CHARCOAL TILE		F07 - FEATURE RENDER FINISH (TO PORCH AND ALFRESCO AREAS ONLY) COLORBOND WOODLAND GREY OR SIMILAR DARK GREY
	F02 - EXPRESS PANEL CLADDING COMPOSITE EXPRESS-WALL CLADDING WITH SHALE GREY OR SIMILAR LIGHT GREY FINISH		F05 - ALUMINIUM FASCIA AND GUTTERING COLORBOND SURFMIST OR SIMILAR WHITE (MATCH GARAGE DOORS)		F08 - ALUMINIUM WINDOWS COLORBOND NIGHT SKY OR SIMILAR BLACK
	F03 - RENDER FINISH COLORBOND SURFMIST OR SIMILAR OFF-WHITE		F06 - SECTIONAL OVERHEAD GARAGE DOORS SMOOTH & WIDE PROFILE SURFMIST OR SIMILAR WHITE		F09 - HORIZONTAL CLADDING COLORBOND SURFMIST OR SIMILAR OFF WHITE

Official Minutes of Knox City Council

28 MURRAY CRESCENT ROWVILLE APPENDIX B

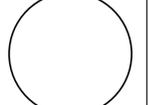
#	DATE	DESCRIPTION	CHECK
-	25/11/17	APPLICATION SUBMISSION	SD
A	20/01/17	RFI RESPONSE	SD

IT IS THE OWNER/BUILDERS RESPONSIBILITY TO READ THESE ARCHITECTURAL DOCUMENTS IN CONJUNCTION WITH THE RELEVANT ENGINEERING DOCUMENTS, ENERGY REPORTS, SOIL TEST, PROPERTY INFORMATION STATEMENT, POINT OF DISCHARGE PERMIT, PLANNING PERMIT AND ANY OTHER RELEVANT DOCUMENTS.  
DRAWINGS ARE TO BE READ, NOT SCALED. WRITTEN DIMENSIONS TAKE PRECEDENCE.  
OWNER/BUILDER ARE TO CHECK AND VERIFY ALL SITE LEVELS, CUTS AND DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS, INCLUDING ORDERING OF MATERIALS.  
ANY DISCREPANCIES ARE TO BE REPORTED TO THE RELEVANT BUILDING DESIGNER PRIOR TO ANY FURTHER WORK COMMENCING. NO ASSUMPTIONS ARE TO BE MADE UNDER ANY CIRCUMSTANCES.

NOT FOR  
CONSTRUCTION









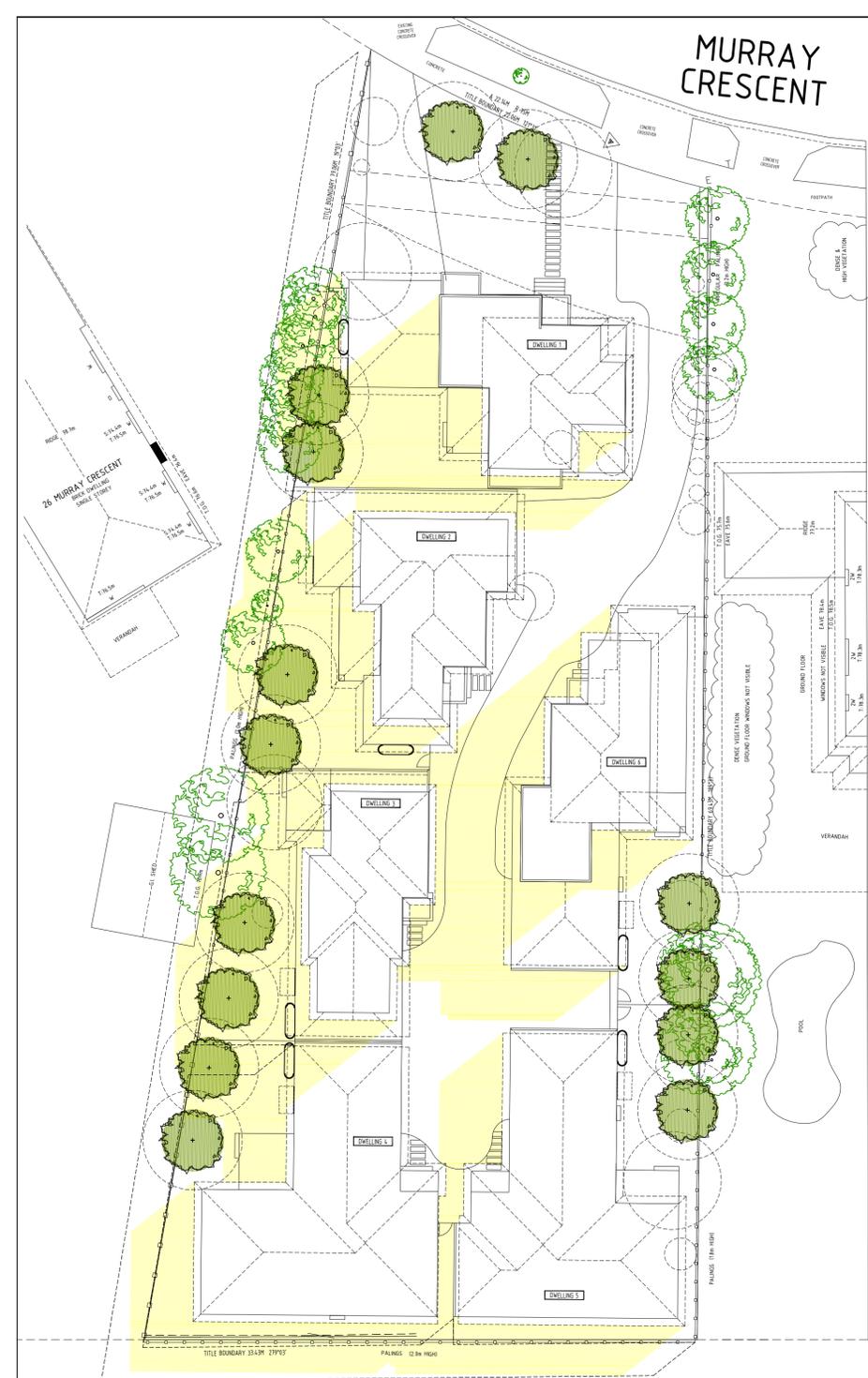
**ARKHAM**

[ARCHITECTURE][TOWN PLANNING][PROJECT MANAGEMENT][SUSTAINABILITY]

WWW.ARKHAMDESIGN.COM.AU  
ADMIN@ARKHAMDESIGN.COM.AU  
03 8589 0924

COPYRIGHT 2017 ARKHAM DESIGN PTY LTD

PROJECT TYPE/ADDRESS SIX DWELLING DEVELOPMENT 28 MURRAY CRESCENT ROWVILLE VICTORIA		DRAWING TITLE ELEVATIONS (SHEET 2 OF 2)	
CLIENT V DEVELOPERS PTY LTD	DRAWING DATE SEPT 2017	PROJECT NUMBER AD17-013	DRAWING NUMBER A06
	DRAWING STATUS TP	DRAWING SCALE 1:100	REVISION A



SHADOW DIAGRAM @ 9AM  
(22ND SEPTEMBER)



SHADOW DIAGRAM @ 12PM  
(22ND SEPTEMBER)



SHADOW DIAGRAM @ 3PM  
(22ND SEPTEMBER)

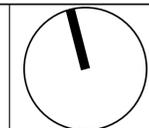


STREETSCAPE DIAGRAM  
MURRAY STREET - NOT TO SCALE

#	DATE	DESCRIPTION	CHECK
-	25/01/17	APPLICATION SUBMISSION	SD
A	20/09/17	RPI RESPONSE	SD

IT IS THE OWNER/BUILDERS RESPONSIBILITY TO READ THESE ARCHITECTURAL DOCUMENTS IN CONJUNCTION WITH THE RELEVANT ENGINEERING DOCUMENTS, ENERGY REPORTS, SOIL TEST, PROPERTY INFORMATION STATEMENT, POINT OF DISCHARGE PERMIT, PLANNING PERMIT AND ANY OTHER RELEVANT DOCUMENTS.  
DRAWINGS ARE TO BE READ, NOT SCALED. WRITTEN DIMENSIONS TAKE PRECEDENCE.  
OWNER/BUILDER ARE TO CHECK AND VERIFY ALL SITE LEVELS, CUTS AND DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS, INCLUDING ORDERING OF MATERIALS.  
ANY DISCREPANCIES ARE TO BE REPORTED TO THE RELEVANT BUILDING DESIGNER PRIOR TO ANY FURTHER WORK COMMENCING. NO ASSUMPTIONS ARE TO BE MADE UNDER ANY CIRCUMSTANCES.

NOT FOR CONSTRUCTION



ARKHAM  
ARCHITECTURE | TOWN PLANNING | PROJECT MANAGEMENT | SUSTAINABILITY  
WWW.ARKHAMDESIGN.COM.AU  
ADMIN@ARKHAMDESIGN.COM.AU  
03 8589 0924  
COPYRIGHT 2017 ARKHAM DESIGN PTY LTD

PROJECT TYPE/ADDRESS  
SIX DWELLING DEVELOPMENT  
28 MURRAY CRESCENT  
ROWVILLE VICTORIA  
CLIENT  
V DEVELOPERS PTY LTD

DRAWING TITLE  
SHADOW ANALYSIS & STREETSCAPE  
DIAGRAM  
DRAWING DATE  
SEPT 2017  
DRAWING STATUS  
TP  
PROJECT NUMBER  
AD17-013  
DRAWING SCALE  
1:200  
DRAWING NUMBER  
A07  
REVISION  
A

**ALL WARDS****6.2 DOMESTIC ANIMAL MANAGEMENT PLAN**

**SUMMARY:** *Acting Manager – City Safety and Health (Maria Macri)*

Council at its meeting on 23 October 2017 adopted the Draft Animal Management Plan 2017-2021 for community comment and submissions.

The plan was made available for community consultation and feedback concluding on 27 November 2017. This report provides a summary of the community responses, and consideration of commentary on the draft plan for inclusion in the final Domestic Animal Management Plan (DAM Plan)

**RECOMMENDATION**

That Council adopts the draft DAM Plan as its final version and forwards to Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

**1. INTRODUCTION**

Council has consulted with the Knox community seeking commentary on the draft DAM Plan. At the closing date of 27 November 2017, Council had received 21 submissions relating to the plan content.

The detail of the responses is below, with officer comment attached. Most of the community feedback relates to the proposed cat curfew, with minimal commentary on other animal related matters.

The cat curfew submissions are divided with a leaning towards a 24 hour curfew, over sunset to sunrise, with a number of respondents not stating a defined preference, but wishing to protect wildlife, as well as the cats own welfare.

From a compliance perspective, for meeting community expectations in implementing the cat curfew, a 24 hour curfew is more appropriate for enforcement than a sunset to sunrise variance of the curfew.

The operation of the sunset to sunrise cat curfew will be monitored as to its effectiveness over the life of this DAM Plan to be reviewed as required.

**2. DISCUSSION**

The following table discusses the individual responses from community members with associated officer comment. The fully detailed responses form Appendix A to this report.

**6.2 Domestic Animal Management Plan (cont'd)**

<b>Respondent</b>	<b>Summary of Response</b>	<b>Officer Comment</b>
1	<p>Supportive of dusk to dawn curfew.</p> <p>Wants Council to address feral foxes</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p> <p>Council is not the authority to manage foxes in the community. This is the responsibility of Agriculture Victoria (Catchment and Land Protection Act 1994)</p>
2	<p>Acknowledging the cat curfew without confirming the curfew hours.</p> <p>Disappointed registration fees for kittens are not waived when purchased from the RSPCA. No consultation on fee structure provided to the community</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p> <p>Council sets fees and charges as part of the budget process which includes community consultation. Point of sale is not a consideration in the Domestic Animals Act 1994 for fee waiver or reduction.</p>
3	<p>Believes the cat curfew should be 24 hours not sunset to sunrise, to protect wildlife and prevent fouling in gardens and fighting.</p> <p>Appreciates Council considering the curfew</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>
4	<p>Opposes the cat curfew as it will lead to an increase in rats and mice, which may also result in an increase in snakes</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>
5	<p>Opposes the sunset to sunrise curfew, wanting a 24 hour option as for containment of dogs.</p> <p>Cats kill wildlife and other residents own pets, as well as agitating dogs to bark.</p> <p>Irresponsible pet owners should be held accountable including cat proofing to ensure cat containment</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p> <p>Council enforces the Domestic Animals Act 1994.</p>

**6.2 Domestic Animal Management Plan (cont'd)**

6	<p>Likes the structure of the DAM Plan. Happy with dog controls</p> <p>Would like to see cats confined to their property with ongoing education regarding cat proofing enclosures and fencing. Cat "nuisance" does not just occur at night</p> <p>Looking for controls on keeping chickens</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p> <p>This matter (chickens) is addressed in Council's General Provisions Local Law</p>
7	<p>Commentary on why cats are allowed to wander on peoples' property or in the National Parks. Curfew is a step in the right direction to protect wildlife</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>
8	<p>Dissatisfaction of Councils' response to barking dog complaint and associated processes. Concerned about the evidence gathering process and exposure to community violence.</p>	<p>Community Laws follows an evidence gathering process to support any enforcement action. Whilst necessary, the process is not always supported by effected residents.</p>
9	<p>Supports the cat curfew and provides own cats with a cat run and cubby to protect from other cats. Suggests letter box drop</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>
10	<p>Supports a 24 hour curfew in preference to an hour after dawn to an hour before sunset</p> <p>Would like officers to have shoot to kill authority on cats roaming contrary to the curfew. "If you love your cat take care of it"</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p> <p>Officers will not be shooting any cats, irrespective of the curfew. Current trapping practices will continue to assist the community control wandering cats.</p>
11	<p>Supports a cat curfew without stating time preference. Frustrated at wandering cats impacting on native wildlife</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>
12	<p>Supports sunset to sunrise curfew with a view to a 24 hour curfew in the future</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>

**6.2 Domestic Animal Management Plan (cont'd)**

13	<p>Supports 9.00pm to 6.00am curfew to coincide with peoples' work times. Considers a 24 hour curfew to be cruel as cats are meant to be outside.</p> <p>Discussion on need for dogs to be on lead at all times in public, and people fined for not picking up dog excrement</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p> <p>These controls already exist but are difficult to enforce</p>
14	<p>Congratulating officers on the document</p> <p>Believes in further education in cleaning up dog excrement in public places based on personal experiences</p>	<p>These controls already exist but are difficult to enforce</p>
15	<p>Supports cat controls being for 24 hours not sunset to sunrise, as for dogs</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>
16	<p>Strongly supports a 24 hour cat curfew to prevent risk to wildlife, as well as impacts on other domestic animals and private property amenity and damage caused by wandering cats.</p> <p>"24 hour curfew is a must"</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>
17	<p>Supports a night curfew not 24 hour curfew (strongly). Cruel to contain cats that have been allowed to roam</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>
18	<p>Does not want any control forcing cats to be contained indoors. No cats and homes will be overrun with mice</p> <p>Suggests no dogs or cats in new areas, and all dogs be contained in their house. Too many dogs still off lead and biting people or entering private property.</p> <p>Wants possums desexed and peregrine falcons contained.</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p> <p>Council manages dogs under the Domestic Animals Act.</p> <p>Not within Council's scope.</p>
19	<p>Dusk to dawn curfew considered sufficient – they need time outside not be imprisoned</p>	<p>Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan</p>

**6.2 Domestic Animal Management Plan (cont'd)**

20	Supports a cat curfew to protect native wildlife but queries the enforceability	Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan  From an officer perspective a 24 hour curfew is far more enforceable than any other option
21	Not adverse to an overnight curfew but has a wandering adult cat that can't be contained.  Suggests delaying the cat curfew until current aging cats have passed on  Can't afford containment enclosure	Council to confirm the sunset to sunrise cat curfew which, will be monitored for effectiveness, and reviewed through the life of this plan  The cat curfew will be implemented through the 2018/19 year

**3. CONSULTATION**

The community consultation process involved exhibiting the draft DAM Plan on Council's website and social media for 28 days seeking further feedback to the proposed actions outlined in the draft Plan as adopted by Council. In addition 302 stakeholders who participated in the earlier consultation processes were provided with the draft DAM Plan to offer the opportunity for further comment.

This engagement follows the more comprehensive consultation process which led to the development of the draft DAM Plan, as detailed in the 23<sup>rd</sup> October Council Report.

Of the submissions made most are in favour of a cat curfew, however the duration of the curfew is divided between 24 hour and sunset to sunrise, aside from some people who want no curfew at all.

There is some apparent confusion that the curfew requires cats to be contained within the dwelling, however the intent is they be contained to the owners property by some physical means.

## **6.2 Domestic Animal Management Plan (cont'd)**

The terms dusk to dawn // sunset to sunrise have become interchangeable, however the term sunset to sunrise can be formally confirmed from planetary cycles.

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

The community feedback primarily focussed on the impact of a cat curfew on environmental and amenity issues in the community, as well as people not collecting dog excrement left in public places.

The feedback provided overwhelming support for the curfew to ensure protection of wildlife.

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

The consultation process did identify the cost impact of containing cats to an individual property. There are several ways of achieving such containment from fencing modifications to cat enclosures and runs.

### **6. SOCIAL IMPLICATIONS**

There is significant community divide, identified from the consultation process, regarding the “rights of cats” to roam.

Most respondents believe that cats pose a threat to our native wildlife as well as other domestic pets. In addition roaming cats cause amenity issues such as fighting, spraying and fouling garden beds.

A cat curfew will impose wandering controls on cats subject to the period the curfew applies, however, there will be an increased community expectation that these controls are monitored and enforced by Council.

### **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

## **6.2 Domestic Animal Management Plan (cont'd)**

### **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 Promote public health, safety and amenity

### **Goal 6 – We are happy health 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. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – (Steven Dickson Manager City Safety and Health) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (David Clarkson Coordinator Health Compliance) - In providing this advice as the Author, I have no disclosable interests in this report

## **9. CONCLUSION**

The development of the Knox City Council DAM Plan 2017-2021 is a legislative requirement that must be reviewed every four years.

The draft DAM Plan adopted by Council on 23<sup>rd</sup> October has now been submitted to the community for further consideration before the final DAM Plan is approved by Council, and lodged with the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

Through the draft process Council has considered the issue of a cat curfew on the basis of a sunset to sunrise time frame. Once adopted, officers will monitor the effectiveness of the sunset to sunrise curfew, in meeting community expectations

The cat curfew, along with other provisions within the DAM Plan, will be reviewed during the life of the plan as required.

**6.2 Domestic Animal Management Plan (cont'd)**

The 2017 – 2021 DAM Plan will now be Councils operational document for Domestic Animal Management

**10. CONFIDENTIALITY**

Confidentiality of the respondents – this should not be a public document

**COUNCIL RESOLUTION**

**MOVED: CR. LOCKWOOD**

**SECONDED: CR. PEARCE**

**That Council adopts the draft DAM Plan as its final version and forwards to Department of Economic Development, Jobs, Transport and Resources (DEDJTR).**

**CARRIED**

Official Minutes of Knox City Council

**6.2 Domestic Animal Management Plan (cont'd)**

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

Official Minutes of Knox City Council

## 7. PUBLIC QUESTION TIME

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

Question Time commenced at 7.18pm

The following questions were raised with Council:

<b>Question 1</b>	What consultation took place with Knox Fire Brigades Group or Knox based CFA Fire Brigades prior to the recommendation to cut CFA funding support?
<b>Answer</b>	The Director Community Services, Ms Kerry Stubbings, responded that all funded recipients of the Community Operational Funding Program were advised of the 2017 Community Operational Funding program review. Further, she understands that Council officers made contact with the Rowville and Knox CFA stations to discuss future funding of Volunteer based Emergency Services within Council's Community Operations Funding program and this discussion included advising them that the report will be proposing a phased approach to the reduction in the funding over two years. Council also consulted with other local governments in the region and established that no other local governments provided operational funding to the CFA/MFB.
<b>Question 2</b>	Is the council aware that additional funding provided to CFA by the State Government is primarily for specific projects, stations and vehicles and does not as a matter of course flow down to individual Knox Brigades?
<b>Answer</b>	Ms Stubbings commented that Council is aware that the funding currently provided by the State Government for Voluntary Emergency Services is not sufficient to meet their needs. However, Knox City Council believes that the funding of the CFA is a State Government responsibility. For this reason Council will continue to advocate to the State Government for adequate funding in recognition of how important the service is for the community. Ms Stubbing concluded by stating that the CFA groups are and will continue to be eligible to apply for Council's annual Community Development Grants program to help fund specific projects.

Question Time concluded at 7.25pm

**AS PER THE PROCEDURAL MOTION COUNCIL RESOLVED TO CONSIDER SECTION 9 BEFORE SECTION 8****ALL WARDS****9.1 KEY LIFE STAGES IMPLEMENTATION PLAN 2017-2021**

**SUMMARY:** *Life Stages Project Manager/Social Planner – Sharon Barker*

*This report seeks Council's approval of the draft Key Life Stages Implementation Plan<sup>1</sup> (Attachment A) and Action Table (Attachment B).*

*The Plan aligns with and responds to the Knox Community and Council Plan 2017-21, brings together Council's previous Municipal Early Years, Youth Strategic and Active Ageing Plans and provides a framework to assist Council to determine its role and service response to current and future reform agendas being led by other levels of government relevant to children, youth and older people within the Knox community.*

**RECOMMENDATION**

That Council approve the draft Key Life Stages Implementation Plan 2017-21 (Attachment 1) and Action Table (Attachment 2).

**1. INTRODUCTION**

The Plan aligns with and responds to the Knox Community and Council Plan 2017-21, brings together Council's previous Municipal Early Years, Youth Strategic and Active Ageing Plans. The difference in the approach utilised in this Plan, compared with previous plans, is that it brings together Council's early years, youth and active ageing strategic plans into a single document. While it maintains a targeted-approach to the needs of children, youth and older people through cohort-specific initiatives and actions where needed, it also adopts a more integrated and intergenerational approach that enables connectivity and reciprocity across generations. This new approach aims to achieve positive and more effective social outcomes for individuals, families and the Knox community.

The Plan recognises the importance of Council understanding and responding appropriately to the specific needs of particular life stage groups within the Knox community. Children, youth and older people can be particularly vulnerable to poor quality of life outcomes if they do not have access to the right supports and opportunities that promote their health and wellbeing. On the other hand, with the right conditions, support and opportunities, people in these life stages can flourish.

---

<sup>1</sup>'the Plan'.

### 9.1 Key Life Stages Implementation Plan 2017-2021 (cont'd)

While Council cannot provide for all these needs, it can play a very important role in providing positive conditions within the local community to maximise quality of life for people in these life stages in the short and longer term.

In bringing together consideration of the needs of children, youth and older people, the Plan identifies the unique needs of these key life stages but also their shared or common needs. It also identifies advantages of building connections between life stages – building intergenerational respect, learning and mutual support. The Plan's structure comprises:

- An overarching *Life Stages Outcome Statement*;
- Approaches to be used by Council to address the needs of the key life stages, including prevention and early intervention;
- Recognition of the fundamental rights and practical needs of the key life stages; and
- Focus areas for action, including an Action Plan.

Significantly, key life stage *focus areas* that require Council's intervention have been identified. These focus areas will build upon and complement Council's current programs and activities that support children, youth and older people, as well as the broad community. The focus areas fall into three intervention categories: *key life stage specific*, *intergenerational* and *common*:

1. **Key life stage specific** – cohort-specific and targeted interventions, tailored for the specific needs of particular key life stages.
2. **Intergenerational** – interventions that promote intergenerational connections between people from different key life stages.
3. **Common** – interventions that are common or shared across key life stage cohorts.

#### The key life stage specific focus areas include:

- **Early years** – government policy reform; early years services management; out-of-home care; family violence; facilities; health and mental health; sustainable transport and lifelong learning;
- **Youth** – health and mental health including action that helps to prevent the incidence of suicide; working with parents/families/carers/workers; youth engagement; LGBTIQ+ (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Questioning); facilities; working with young people living in out-of-home-care or who are official carers of a parent; family violence and bullying; and community safety issues affecting youth; and
- **Older People** – government policy reform; elder abuse, housing issues; age friendly initiatives; health and mental health; financial security; social isolation, facilities; supporting community groups; lifelong learning and end of life issues.

## 9.1 Key Life Stages Implementation Plan 2017-2021 (cont'd)

- ***Intergenerational and common focus areas are interlinked and include*** – government policy reform; building connections, understanding and respect between life stage groups; children in out-of-home care; family violence, including bullying and elder abuse; community group support; volunteers/volunteering; facilities; lifelong learning; LGBTIQ+; and health and mental health including access to health and mental health services, housing, and sport, recreation, leisure and arts opportunities.

Many of the focus areas require a combination of key life stage specific, intergenerational and common interventions or actions.<sup>2</sup> Council already responds to many of these focus areas as part of its *core business*. Importantly, a number of new focus areas have also emerged in the development of this Plan, including changing government policy reforms, family violence and elder abuse, and LGBTIQ+ issues, etc.

The Plan provides a suite of actions to ensure that Council continues to achieve the most favourable outcomes possible for the community. The Action Table<sup>3</sup> (*Attachment B*) contains focus areas and key life stage cohort-specific, intergenerational and common actions that respond to the needs of children, youth and older people. It also outlines the Community and Council Plan's goals, strategies and Council initiatives that have informed each action; which actions are existing or new; the departments that will lead each action; resources available or required to implement each action; and performance indicators to measure outputs arising from actions.

Amendments have been made following feedback from Councillors at the Issues Briefing held on 9 November 2017, as well as input from the relevant Council Advisory Committees.

## **2. DISCUSSION**

Additions and clarity of where the draft Plan (*Attachment A*) and Action Table (*Attachment B*) address the issues raised are outlined below.

- Include reference to the Youth Advisory Committee:
  - Text added to the Plan, pg. 11.
  - Action no. 47 (*Action Table*) refers to the Youth Advisory Committee and the Life Stages Group.

<sup>2</sup> The Action Table at the back of this document identifies which actions are *intergenerational*, *common* or *key life stage specific* and colour codes them accordingly – early years/pink, youth/yellow, active ageing/green, intergenerational/orange and common/blue. Actions that have been directly drawn from the Knox City Council Community and Council Plan 2017-21 are coded in grey.

<sup>3</sup> Which will be located at the back of the Implementation Plan.

### 9.1 Key Life Stages Implementation Plan 2017-2021 (cont'd)

- Reference to the Family Violence Action Plan:
  - As there is not an endorsed Council Family Violence Action Plan at this stage, this work is referred to more generally in the Plan. Council is still to decide whether it wishes to develop an action plan or include the family violence actions to the Community and Council Plan as part of the mid-term review before detail can be added to this Plan.
  - There are 42 references to family violence in the Plan, in particular, in the *Summary of Data Analysis Findings...* (pgs. 13-14), *Themes Arising from the Literature* (pgs. 20-21), *Themes Arising from Stakeholders' Views* (pgs.21-22), and the *Intergenerational and Common Themes* (pg. 22).
  - Within the Action Table, action numbers 7, 10, and 38 respond to family violence issues.
  - Action number 9 (Action Table) responds to elder abuse, which is a subset of family violence.
- Reference to empowering young people and women as leaders:
  - Text added to the Plan, pg. 11.
- Reference the housing needs of older people using an intergenerational lens:
  - Text added to the *Themes Arising from Stakeholders' Views* (Plan, pg. 21).
- Include a greater focus on suicide:
  - Building strong health and mental health is a major way to prevent incidences of suicide and has been added to the Plan, pg. 13 noting this linkage.
  - Action no. 27 (Action Table) focuses on suicide interventions.
- Amend actions away from broad aspirations, where possible, and performance indicators to provide clearer 'outputs':
  - Actions have been reviewed and amended where possible, and the performance indicators have been strengthened.
  - Given the breadth of the Plan, the details of many actions will be included in the associated work plans for relevant Departments.

### **3. CONSULTATION**

Extensive community consultation across the key life stage cohorts has informed and guided the Plan. Initially, this was predominantly undertaken during the development of the Community and Council Plan, which included: a municipal-wide survey; a series of wide-ranging focus groups and workshops, which included early years, youth and older people cohorts; feedback from the Knox Community Panel<sup>4</sup>; and a public exhibition of the draft Plan. These findings were then reanalysed to inform this Plan.

<sup>4</sup> For more detail, refer to pgs. 6 and 7 of the Community and Council Plan.

### **9.1 Key Life Stages Implementation Plan 2017-2021 (cont'd)**

Extensive contextual information was also gathered from Council Advisory Committees, subject matter experts within Council, and other Council staff/managers.

Additional engagement with targeted Advisory Committees was conducted in November and December 2017.

A Communications and Engagement Plan is designed to ensure the community and other key stakeholders are informed about the Plan. This will ensure that the divergent needs of key life stages audiences are catered for. This will involve creative and engaging electronic, hard copy and other methods to disseminate the Plan's key messages.

Council's new Community Advisory Committee structure will support the monitoring and progress of the Life Stages Implementation Plan with the new "Life Stages" Group, comprising the Early Years Advisory Committee, the Youth Advisory Committee and the Active Ageing Advisory Committee.

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

The Plan will inform Council's work in relation to environmental and amenity issues by providing a key life stages lens to build an understanding of the matters affecting key life stage cohorts and designing life stage appropriate infrastructure.

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

The Plan outlines resource requirements to support its implementation. Refer to *Attachment B*.

For some identified actions, additional resource proposals may need to be sought through future Council budget processes, external grants and/or community funding and partnership opportunities.

#### **6. SOCIAL IMPLICATIONS**

This Plan provides Council with direction concerning the key life stages of childhood, youth and older age, where intervention will have the greatest benefit and enable people to achieve a healthy, happy and fulfilling life. It also seeks to achieve positive intergenerational outcomes, such as strengthening opportunities for people to better connect and interact, building on strengths and mitigating weaknesses, and increasing resilience across key life stages.

There is strong evidence that investment in intervening early during the early childhood years, in particular, has significant positive short, medium and long-term impacts on people's health, wellbeing, educational, employment and financial prospects across their entire life-course.

## 9.1 Key Life Stages Implementation Plan 2017-2021 (cont'd)

Prevention and early intervention are also needed during the youth and older age life stages to enhance people's lives, build confidence and self-esteem and enable active and healthy life lifestyles etc.

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

The Plan responds to the Knox Community and Council Plan 2017-2021 (head of power). The following Strategies and Council Initiatives explicitly set the direction for this Plan:

- **Strategy 6.2** – Support the community to enable positive physical and mental health (pg. 54).
- **Council Initiative 6.2.6** – *Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People; and*
- **Strategy 7.3** – Strengthen community connections (pg. 59).
- **Council Initiative 7.3.3** – *Prioritise and promote programs and services which aim to build community connections and reduce social isolation across all life stages and spatially represent this information on Council's mapping system.*

Other Goals, Strategies and Council Initiatives in the Community and Council Plan are also relevant for key life stages planning and implementation – either directly or indirectly – and have been explored and/or incorporated in this Plan including:

1. We value our natural and built environment.
2. We have housing to meet our changing needs.
3. We can move around easily.
4. We are safe and secure.
5. We have a strong regional economy, local employment and learning opportunities.
6. We are healthy, happy and well.
7. We are inclusive, feel a sense of belonging and value our identity.
8. We have confidence in decision making.

The actions in the Plan clearly reference the Community and Council Plan's *Council initiatives* that have guided their development.

**9.1 Key Life Stages Implementation Plan 2017-2021 (cont'd)****8. CONFLICT OF INTEREST**

Under Section 80c of the Local Government Act 1989, officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – (Kathy Parton, Manager Community Wellbeing) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Sharon Barker, Life Stages Project Manager/Social Planner) – In providing this advice as the Author, I have no disclosable interests in this report.

**9. CONCLUSION**

The draft Life Stages Implementation Plan 2017-21 provides the foundation for Council's action to address key identified needs of children, young people and older people in the Knox community. It identifies key focus areas for attention which will be targeted for the three specific life stages as well as issues which are shared or common across different life stages. It also identifies actions to promote positive connections between generations.

The Plan brings together Council's previous separate plans – the Early Years Plan, Youth Plan and Active Ageing Plan. This approach aims to strengthen an integrated and coordinated approach to action in line with the broad goals of the Knox Community and Council Plan 2017-21.

**10. CONFIDENTIALITY**

There are no confidentiality issues with this report.

**COUNCIL RESOLUTION**

**MOVED: CR. KEOGH**

**SECONDED: CR. SEYMOUR**

**That Council approve the draft Key Life Stages Implementation Plan 2017-21 (*Attachment 1*) and Action Table (*Attachment 2*).**

**CARRIED**

**9.1 Key Life Stages Implementation Plan 2017-2021 (cont'd)**

Attachment A: Key Life Stages Implementation Plan 2017-21 and  
Attachment B: Action Table are circulated under separate cover.

Official Minutes of Knox City Council

## ALL WARDS

**9.2 KNOX GRAND PRIX REVIEW**

**SUMMARY:** *Leisure Services Coordinator (Marco D'Amico)*

*This report has been prepared in response to a proposal made by Bridge Builders Youth Organisation for Council, to continue to be the major sponsor of the human and hybrid powered vehicle grand prix (The Knox Grand Prix) for a further period of 5 years from 2018 to 2022. This report highlights the performance of the event during the last 5 years and its financial, economic and social implications for Council.*

**RECOMMENDATION**

That Council:

1. Discontinue its direct financial support to Bridge Builders to host the human and hybrid-powered vehicle Knox Grand Prix event.
2. Refer \$5,000 to the 2018-19 budget for site preparatory funding and internal administration resourcing to support the event if it is held at the Knox Regional Sports Park (KRSP) and review this annual allocation as part of future budget processes beyond 2019.

**1. INTRODUCTION**

Council adopted a report at its meeting of 24 January 2012 which recommended that Council enter into a sponsorship agreement with Bridge Builders Limited to conduct an annual human and hybrid powered vehicle event. The event, called the Knox Grand Prix, was for a period five (5) years starting 2013 and concluding in 2017. Council's support was originally aimed at promoting sustainability in the community, engaging young people with technology in a positive manner and building partnerships with primary and secondary schools in the area. Furthermore, it was anticipated that the event would have an added benefit of activating the Knox Central activity area.

Bridge Builders Limited, based in Lilydale, is a not for profit organisation delivering youth services around Australia focussing on youth engagement and development. They depend solely on business partnerships, events and volunteers to carry out their objectives.

The two-day event is held annually during the month of April. Council provided \$10,000 per annum, as sponsorship support for the event, along with a suitable venue. The event requires additional administration and capital support for planning and evaluation which equates to approximately \$10,000 annually. This comprises of 100 officer hours annually (\$7,000) to monitor agreement requirements, and minor site preparatory alterations at the KRSP to accommodate the event (\$1,000). In 2013 the event was held across Council's Civic Centre car park and Westfield Knox's eastern car park. This location linked to the original aim of activating the Knox Central activity area with a community event.

## 9.2 Knox Grand Prix Review (cont'd)

However, the Westfield car park was not able to accommodate further events beyond 2013. Following an extensive investigation, the event was moved to the Knox Regional Sporting Park (KRSP) 2014 to 2017.

## **2. DISCUSSION**

Council officers have undertaken a review of the performance of the sponsorship arrangement with Bridge Builders, in particular the achievement of Council's original objectives, which includes promoting the message of sustainability, overall participation rates and inclusion of local schools into the race as well as the economic benefit to Knox.

### 2.1 Performance

During the last 5 years, 282 teams comprising of 3,384 students have taken part in the Knox Grand Prix. The past performance of the event in relation to annual participation numbers during the last 5 years are as follows:

Year	Number of Teams	Number of Students	Number of Knox Schools
2013	75	900	1
2014	53	636	1
2015	42	504	1
2016	50	600	1
2017	62	744	1

In 2013, the first year of the event held at Knox, 75 teams participated in the event, including one school from Knox (The Knox School). The number of entries gradually decreased in 2014 and 2015 with a slight upward trend during 2016 and 2017. However, the number of entries for the event in 2017 was 62, 17 percent less than the initial participation numbers of 2013.

Only one school from Knox has participated in the event during each year of the five years of the sponsorship arrangement (2013 - The Knox School, 2014 – St. Josephs College and the Waverly Christian College for the final three years). Furthermore, while Bridge Builders claim to have an annual spectator attendance of approximately 5000 people, the figure is anecdotal and cannot be substantiated. Bridge Builders have identified that the cost to develop a vehicle as the key prohibitive factor for the schools to get involved in the event.

## **9.2 Knox Grand Prix Review (cont'd)**

Bridge Builders have come up with three strategies to overcome this hurdle for future events.

- a) Provide a subsidy of \$500 each year to six selected schools from Knox.
- b) Provide used vehicles to interested schools from past participants at a heavily discounted rate.
- c) Partnership with TAFE providers.

The initial projection for the event in 2013 was for the event to attract over 90 entrant teams including participation of six secondary schools from the Knox municipality. This aim has not been achieved with decreasing team entries and low Knox school numbers since 2013.

Council's annual Stringybark Festival, which attracts over 12,000 people annually, is seen as a better avenue to promote Council's sustainability message by reaching a larger and a more diverse demographic audience, and creating a bigger social impact for the Knox community. The relationship between the sporting groups operating from the Knox Regional Sports Park (Knox Basketball Inc. and Football Federation Victoria) and Bridge Builders has required Council to utilise additional resources to manage the negotiation and planning process of the event closely.

### **2.2 Proposal from Bridge Builders**

A proposal has been made by Bridge Builders for Council to continue to be the major sponsor of the human and hybrid powered vehicle race and maintain the naming rights for the event for a further period of five (5) years. The proposal requests Council to continue to support the event through a direct \$10,000 annual contribution and provide the use of Knox Regional Sports Park for the event from 2018 to 2022. This proposal is attached as appendix A. Due to the minimal involvement by local Knox schools and the range of existing Council sustainability activities (i.e. Stringybark Festival), it is recommended that Council review any further sponsorship of Bridge Builders.

### **2.3 Options**

With the events' reducing participation from Knox schools and limited benefit for the local community, the following options are provided for Council's consideration:

#### **2.3.1 Reduced Involvement**

A reduced sponsorship to a total \$2,000, which still continues Council's support acknowledging the current proposal to increase local schools. Council would continue to provide some administration support and some minor infrastructure alterations to accommodate the event (\$5,000).

## **9.2 Knox Grand Prix Review (cont'd)**

This would result in Council's total investment of \$7,000 and a saving of \$11,000 annually against current support.

### **2.4 Ceasing the Sponsorship but Providing Administration Support and Site Preparatory Funding**

Taking the reduced involvement of Knox schools into account it is evident that the benefit for the Knox community is limited. This option would cease the direct sponsorship but continue a reduced budget for internal administration support and site preparatory funding. Bridge Builders have indicated that they are likely to continue to hold the event at the Knox Regional Sports Park without Council financial support.

Leisure Services would continue to support the relationship between Bridge Builders and the tenants at the sports park through the contract management process with \$5,000 funding allocated for Council administration support and minor site preparatory funding to support the sports park tenants.

It will also be important to encourage Bridge Builders to continue to attract more Knox based schools to be involved.

This proposed option would result in approximately \$13,000 in saving based on the existing agreement.

#### **2.4.1 Ceasing the Sponsorship Without Further Support**

As per the previous option with no funding to be provided to Bridge Builders. This option recommends that no funding or in-kind support be allocated to supporting the continuation of the Knox Grand Prix at the Knox Regional Sports Park. Stakeholder management and minor site preparatory funding would not be available.

This proposed option would result in savings of approximately \$18,000 per year for 5 years based on the existing budget.

## **2.5 Recommendation**

With the events' reducing participation from Knox schools and limited benefit for the local community, officers recommend that Council cease the direct sponsorship of the event but maintain a reduced budget amount (\$5,000) for internal administration support and site preparatory funding at least for 2018-19. This would be reviewed beyond in 2019. Bridge Builders have indicated that they are likely to continue to hold the event at the Knox Regional Sports Park without the direct financial sponsorship from Council.

Leisure Services would continue to support the relationship between Bridge Builders and the tenants at the sports park.

This proposed option would result in approximately \$13,000 in savings based on the existing agreement.

## **9.2 Knox Grand Prix Review (cont'd)**

### **3. CONSULTATION**

The report was developed using feedback from the tenants of the Knox Regional Sports Park (Knox Basketball, Football Federation Victoria and the Victorian Association of Radio Model Soaring), reports provided by Bridge Builders, and internal consultation. The tenants have indicated future support for the event with Council involvement in the planning process.

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

While the Knox Grand Prix promotes sustainability and innovation through the development of green technologies, sustainable transport and energy use there are other Council activities, such as Stringybark Festival, Eastern Alliance for Sustainable Learning and the proposed Third Party Sustainability Advisory Service (Identified in the Sustainable Futures Service Review) which would have a greater impact on selling the sustainability message.

### **5. FINANCIAL AND ECONOMIC IMPLICATIONS**

Council would be required to commit an annual amount of \$18,000 (cash and in-kind) for a period of 5 years to continue to be the major sponsor of the human and hybrid powered vehicle Knox Grand Prix event.

If the event is to occur at the KRSP site, there would be expenses of \$5,000 which covers staff, support and infrastructure. This could be charged to Bridge Builders as a project cost or supported by Council. The recommendation is for Council to support this allocation if needed in 2018-19 to assist with the process but to review this beyond 2019.

There are no statistics to measure the economic benefit to the Knox community as a result of the event. However, based on the number of participants and the estimated figures of public participation, it can be reasonably assumed that the financial return to the Knox City community would not be substantial. Furthermore, as principle tenants of the Knox Regional Sports Park, Knox Basketball Inc. and Football Federation Victoria, receive minimal financial benefit for the event with both generating some minor canteen revenue on the race weekend. The proposed Knox Regional Sports Park masterplan review may impact on the future staging of this event at the Sports Park.

### **6. SOCIAL IMPLICATIONS**

Council partnered with Bridge Builders for the Grand Prix event mainly to promote sustainability in the community, engage young people with technology in a positive manner, create a range of business and community links and build partnerships with primary and secondary schools in the area.

## **9.2 Knox Grand Prix Review (cont'd)**

In analysing the available statistics, it is clear that the event has limited success in achieving these objectives, particularly in attracting schools from the Knox municipality. During the last 3 years of the event, only Waverley Christian College has taken part in the event. Even though 3,384 students have taken part in the event over the period of 2013 to 2018, only 84 students belonged to schools from Knox.

Alternatively, the Stringybark Festival attracts over 12,000 people annually, with many children and young families. This provides a better platform for Council to provide a sustainability message than the Knox Grand Prix. Furthermore, the Stringybark Festival reaches a larger and a more diverse demographic audience, and creates a bigger social impact on the Knox City community.

In addition the relationship between the longstanding Council stakeholders operating from the Knox Regional Sports Park (Knox Basketball, Football Federation Victoria) and Bridge Builders has been challenging which has forced Council to utilise additional resources to manage the negotiation and planning process of the event closely.

## **7. RELEVANCE TO COUNCIL PLAN**

The Knox Grand Prix will fall in line with the following key outcomes of the Council plan of 2017 – 2021.

### **Goal 1 – We value our natural and built environment**

Strategy 1.1 - Protect and enhance our natural environment

### **Goal 3 – We can move around easily**

Strategy 3.1 - Enabled improved transport choices supported by integrated and sustainable transport systems and infrastructure.

### **Goal 6 – We are healthy, happy and well**

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

## **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – (Peter Gore, Manager Youth, Leisure and Cultural Arts)  
- In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Marco D'Amico, Coordinator Leisure Services) - In providing this advice as the Author, I have no disclosable interests in this report

**9.2 Knox Grand Prix Review (cont'd)****9. CONCLUSION**

The proposal from Bridge Builders for the renewal of the Knox Grand Prix requests Council to provide the Knox Regional Sports Park to hold the event as well as provide \$18,000 per annum in total support (cash and in-kind) for Bridge Builders to stage the event. Bridge Builders participation numbers have declined since 2012 and the event has only attracted one secondary school from the municipality each year.

Based on the information highlighted in this report, it is recommended that Council should discontinue its direct sponsorship for the event however continue to support Knox Regional Sports Park as a site for the event. This would require administrative support and minor site preparation to ensure a well-managed safe event.

**10. CONFIDENTIALITY**

There are no confidential matters arising from this report.

**COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. KEOGH**

**That Council:**

- 1. Discontinue its direct financial support to Bridge Builders to host the human and hybrid-powered vehicle Knox Grand Prix event.**
- 2. Refer \$5,000 to the 2018-19 budget for site preparatory funding and internal administration resourcing to support the event if it is held at the Knox Regional Sports Park (KRSP) and review this annual allocation as part of future budget processes beyond 2019.**

**CARRIED**



**"The Charity Changing the Lives of Young People"**

## **Bridge Builders Youth Organisation**

### **Report on the Partnership with Knox City Council for**

**The Knox Grand Prix 2013-2017,**

**And**

**Bridge Builders Youth Organisation**

**Proposal to Knox City Council for**

**The Knox Grand Prix**

**Major Sponsorship 2018-2022**



“The Charity Changing the Lives of Young People”

### Table of Contents

HISTORY..... 3

PERFORMANCE..... 4

RENEWAL..... 6

BENEFITS..... Error! Bookmark not defined.



Bridge Builders Limited ABN 43 099 691 120  
 1<sup>st</sup> Floor, 231 Main St, Lilydale, Victoria, Australia, 3140  
 P.O. Box 473 Mount Evelyn 3796  
 Phone (03) 9038 8818  
 Fax (03) 9739 5631  
[www.bridgebuilders.com.au](http://www.bridgebuilders.com.au)

## HISTORY

### *Knox Grand Prix Program Initiation- where it all began*

The Knox Grand Prix has been a partnership between Knox City Council and Bridge Builders youth organisation over the past 5 years to deliver community based, sporting event, called the Knox Grand Prix. Please find below an extract from the Memorandum of Understanding at the beginning of the project. Please note: in the first year of the project, the event was conducted in the Knox Shopping Centre car park and the Knox Civic Centre. As a result of the change of management of Knox Shopping Centre, we agreed to relocate the event to the Knox regional Sports Park (KRISP).

#### **‘Extract’**

##### **Background**

Bridge Builders and Knox City Council have agreed to work together to organise, promote and stage a Human and Hybrid Powered Vehicle Grand Prix on the basis set out in this Memorandum of Understanding.

The following Agreement is based on information gathered and agreed upon by Knox City Council and Bridge Builders in the preparation of the Council Report, “Hybrid Powered Vehicle Community Event”, submitted to Knox City Council on 24 January 2012, and Council’s resolution 24 January 2012, Item 9.1... Hybrid Powered Vehicle Community Event.

##### **Agreement**

#### **1. Agreement to stage Knox Grand Prix**

1.1 The parties record their intention to stage five Knox Grand Prix annual events commencing the last weekend in April of each year from 2013 until, and including the year 2017 (**Event**).

1.2 The Event will involve the staging of a two-day event including a practice day and six hour endurance race day.

1.3 Following negotiations with the adjacent property owners to Knox City Council Civic Centre, the Event will be run within the area that is the Knox Shopping Centre Eastern car park and the adjacent Knox City Council Civic Centre car park.

### *KIOSC Launch*

As the project begun, we developed an event launch in partnership with the KIOSC Centre. This provided a fabulous opportunity to expose the event to the wider community.





### *Knox Schools Engagement*

Over the 5 years of the project, we have met with all the Principals of the Primary and Secondary schools in the Knox District (43 in total) to discuss their school and student involvement in the Knox Grand Prix. We have done competitions, negotiated with bike manufactures for reduced price for schools, and invited them to displays at the Stringybark Festival, all with the intention to engage them and their school in this amazing educational opportunity. As a result of this engagement process, we recognize that it was prohibitive for a public schools budget to justify the costs of purchasing the vehicles and this in turn translated into the inability of schools to be involved.

## **PERFORMANCE**

### *Overall Event Success*

The event over the past 5 years has been a huge success! Knox City Council became the major sponsor in a critical time for the event, and as a result the sponsorship has created the opportunity for thousands of students to access valuable learning experiences. Nearly 3,500 students have participated in designing and constructing vehicles, and racing those vehicles in the event. The event itself has attracted local and regional patronage, experiencing a public attendance of over 5,000 people each year. The use of a major sporting venue within the Knox Precinct (KRSP) has been absolutely fantastic and it is great to see the relationship with the key stakeholders of the venue continuing to grow. That particular facility is perfect for this type of event. The Knox Grand Prix is also one of many Human Powered Vehicle events around Australia, and in 2015 we made the decision to join the Victorian HPV Series. Since then, the Knox Grand Prix has become one of the premier events in Victoria, which is reflected in the number of teams rising over the past two years. The 5<sup>th</sup> and final year of the Knox City Council funding in 2017 coincided with the 10<sup>th</sup> Annual Knox Grand Prix event, which was an incredible millstone for the event itself, and its profile and credibility with the HPV Series. This event has benefited the local community, schools, students, businesses, stakeholders and of course helped us train hundreds of young people in event management and contributed to the ongoing support of our organisation as a charity. We have worked with many different people within Knox Council over the years, and that partnership has been fantastic and we hope it will continue to grow long into the future.

#### **Statistical data - Student Participation**

<b>Year</b>	<b>Teams</b>	<b>Number of students participating</b>
2013	75	900
2014	53	636
2015	42	504
2016	50	600
2017	62	744
<b>Total Student Participation</b>		<b>3,384</b>

### *Knox schools participation*

The overall involvement of Knox Schools in the Knox Grand Prix has been low. As described in the Knox Schools Engagement above, the biggest constraint any school faces in becoming involved with this event is funding. Most Principals were very supportive because of the benefits of the program; however the set up costs of purchasing a vehicle to enter the race is quite expensive. There are a few schools in Knox that have participated in the event (see below) and going forward we have many suggestions about how we could provide more options for the schools to get involved, including subsidizing the cost of vehicles.

### **Statistical data – Knox Schools Involvement**

Year	Teams	Knox Schools	Knox School names
2013	75	2	The Knox School, Mater Christi College
2014	53	2	St Josephs College, Mater Christi College
2015	42	1	Waverley Christian College
2016	50	1	Waverley Christian College
2017	62	1	Waverley Christian College

### *Economic Benefits*

Each year, thousands of spectators attend the event and come together in a concentrated location. These patrons make use of the local restaurants, accommodation and entertainment facilities. Many local businesses have experienced increased patronage during the time of the event. Below are a few examples of businesses and stakeholders that have benefited financially as a result of the Knox Grand Prix. This has brought tens of thousands of dollars into the local Economy.

Year	Beneficiary	Type of Benefit
<b>2013</b>	Westfield Shopping Centre	Increased Patronage, increased food and beverage sales
<b>2014</b>	Knox Basketball Incorporated Football Fives Knox Scout Group	Increased food and beverage sales Increased food and beverage sales Hiring of their facility
<b>2015</b>	Knox Basketball Incorporated Domino’s Knox McDonalds Eastlink	Increased food and beverage sales Increased food and beverage sales Increased food and beverage sales
<b>2016</b>	Knox Basketball Incorporated Domino’s Knox McDonalds Eastlink	Increased food and beverage sales Increased food and beverage sales Increased food and beverage sales
<b>2017</b>	Knox Basketball Incorporated Village Cinema’s Domino’s Knox McDonalds Eastlink	Increased food and beverage sales Increased sales Increased food and beverage sales Increased food and beverage sales



### *Community Benefits*

The Knox Grand Prix was included as one of Knox City Council's 4 major events annually. This event attracts people from all around Victoria to the Knox area for duration of the weekend. These people visit the area as a result of the event, and they may not otherwise. This has obvious benefits to the local community, including financial benefits outline above as well as other community benefits such as tourism and public awareness. This event exposes people outside of the area to all the fantastic things that Knox has to offer. We have also worked closely with many community groups in the delivery of the event. We really believe that this event is a fantastic community focused event and we would love to see it continue in the Knox area. Moving forward it is our intention to continue to grow the event, and as the size and profile of the event increases it would have a significant impact on the local community and it's economy.

## **RENEWAL**

### *Proposed Renewal*

Bridge Builders would like to continue to work closely with Knox City Council and the local community in the expansion of not only the event but to expand the event over the course of the weekend to include other opportunities for people in the local community to be involved. This may include groups such as local sporting clubs. It is our proposal that Knox City Council remain the Major Sponsor for the event, and retains the naming rights in which the event would continue to be called the Knox Grand Prix. It is also our proposal that the event would remain in the Knox area, and more specifically at the Knox Regional Sports Precinct. We have built strong relationships with all stakeholders within the KRSP facility and we would like to see that continue. The Major Sponsorship of the event from 2018 – 2022 would be an investment from Knox City Council of \$10,000 per annum for the 5 year term, to be reviewed at the end of 2022.

### *Funding schools initiative*

One of our highest priorities over the next 5 years is to engage the Primary and Secondary schools within the Knox area to become involved in the event. One of the strategies is to provide 6 schools each year a \$500 contribution towards the purchase of a vehicle, and we would like to propose that this subsidy would come out of the Major Sponsorship funds. This would see \$3,000 of Council funds going directly to local schools to assist them to participate in this fantastic program. Over the course of the next 5 years, \$15,000 of Council funds would be used to assist 30 local schools to benefit from this program.

### *Use of Pre-purchased vehicles*

Over the years, several schools from around Victoria have been involved in HPV racing, some of these schools have ceased participation in the statewide events and subsequently the vehicles are no longer in use. This is largely due to teachers who manage the program moving on, and this leaves the assets sitting in storage. It is our intention to seek out these schools and acquire their vehicles, and offer them exclusive to local Knox schools at a heavily reduced cost, as a way of engaging or re-engaging as many schools as possible in the local area.

### *Partnerships with TAFE providers*

Another strategy to assist local schools to be able to afford the vehicles is to partner with a local TAFE provider and develop a program where students design and construct HPV's as part of their course, and then make the vehicles available for purchase for the Knox schools. Constructing vehicles rather than purchasing already built ones will reduce the costs and will also provide numerous educational and skill development opportunities for local TAFE providers and students.

### *Schools Focused Funding for Vehicles*

A suggestion was made by one of the Council staff who has been involved in the delivery of the event over the years to apply for Schools Focused Funding to assist Knox schools with the ability to fund the purchase of the vehicles and become involved with the Knox Grand Prix. This is a fantastic idea, and combined with the subsidy from Knox City Council's sponsorship, the use of pre-purchased vehicles and the potential partnerships with TAFE providers we would be creating some phenomenal opportunities for local Knox schools to not just become part of the event but also to provide their students some wonderful educational and skill development opportunities well into the future.

Thank you for taking the time to consider this proposal and if you have any questions or would like to discuss this proposal in more detail, please don't hesitate to contact me.

Regards,

**Phil Stenhouse OAM**

CEO

Bridge Builders Ltd

Youth Organisation

E. [phil@bridgebuilders.com.au](mailto:phil@bridgebuilders.com.au)

M. 0421 062 512

## ALL WARDS

## 9.3 COMMUNITY OPERATIONAL FUNDING

**SUMMARY:** *Coordinator – Community Strengthening (Pip Smith)*

*This report provides an overview of the review of the 2013-2017 Community Operational Funding Program (COFP) (Appendix A) and key recommendations for the next four-year funding round 2018-2022.*

*The review recommends key areas of change including the transition from 11 community operational funding categories into five funding streams to address local priorities and the rebranding and resourcing of the COFP to the Community Partnership Funding Program.*

*This report addresses Local Government advocacy for State Government responsibility and appropriate resourcing of emergency services, recent increased State Government funding for local State Emergency Services (SES) and proposes a change to Council's operational funding contribution to emergency services (SES and CFA) in Knox.*

### **RECOMMENDATION**

That Council:

1. Note the report on the Community Operational Funding Program 2013-2017 Review as provided at Appendix A;
2. Approve the amended COFP Policy (Appendix B) which includes rebranding of the COFP to the Community Partnership Funding Program;
3. Refer the proposed business case as outlined in section 2.3 to improve partnership support to the budget process.
4. Approve the key recommendation of the COFP 2013-2017 Review to transition 11 community operational funding categories into five streams, including two non-competitive streams as listed in Table 2 of this report; and
5. Approve the reduction of operational funding to Volunteer Based Emergency Services over two years to a full cessation in 2020-21.

### **1. INTRODUCTION**

Knox City Council has historically made varying financial and in-kind contributions to community organisations to support the delivery of a range of services. This investment in social outcomes reflects Council's strategic objectives and aim to benefit the Knox community.

In 2013, Council established the current four-year funding framework for the COFP, after a number of incremental amendments to the program since 2008 (Appendix C: Community Operational Funding Guidelines 2013-17). The program is currently Council's most financially significant grant program delivering operational support to community organisations.

### **9.3 Community Operational Funding (cont'd)**

At the 14 March 2017 Special Planning Committee (SPC) meeting, following an initial review, Council approved the temporary ceasing of two funding categories and an extension of all other categories for 12 months. This enabled the program to be aligned with the Community and Council Plan 2017-21 and a full program review to be undertaken.

This report outlines the findings from the review of Council's COFP 2013-17 and key recommendations for future program design including funding streams. The detailed review report (Appendix A) includes an outline of the program history, review methodology, program analysis and key findings.

A review of outcomes achieved from the services delivered to the community was not in the scope. The review identified a number of strengths in the current program to build on, together with opportunities for improvement and recommendations for a future model that will add value to Council's funding for social outcomes in Knox.

Both Council and community organisations are currently experiencing constrained fiscal environments. The proposed future model for COFP will maintain the integrity of the program, create opportunities for more effective partnerships, increase advocacy and focus on effective measuring of community benefits.

In summary, the review identified that the 2013-17 COFP contributed to the delivery of a broad range of valuable services for the Knox community. It is recommended that the program continues to be supported as a means of providing financial assistance to key organisations operating in Knox which partner with Council to deliver on community objectives identified in Council's key strategic plans. The proposed reshaping of the COFP will shift the emphasis from the current predominantly administrative management model, to a stronger partnership model.

## **2. DISCUSSION**

### **2.1 Future COFP model**

Council's current relationship with most funded organisations through the COFP is principally administrative. This consists of preparing funding agreements, monitoring outcome reports and acquittals and one or two meetings per year with each organisation to discuss funding outputs and reporting.

The program is currently promoted with the range of Council's grants programs implying a one off or discrete funding opportunity to address a specific activity or requirement. The current COFP funded organisations have received multiple year funding to support Council priorities for the Knox community, and are often the only provider of the specific service or activity within Knox. The review recommends shifting the focus of the program to develop the partnerships with funded organisations to increase opportunities for additional project collaboration, social impact assessment and proactive data collection.

### **9.3 Community Operational Funding (cont'd)**

Operationally the COFP is currently administered and delivered by the equivalent of a .3 officer (0.3 EFT) within a grant management framework that manages the allocation and acquittals of over 100 community grants each year. This limited resource impacts on the strength of relationships with funded services, consistency of reporting and meeting funding timelines. Improvement to the future COFP model requires a more strategic allocation of officer resources.

Appropriate resourcing for the program will enable officers to work more closely with funded organisations to build stronger partnerships between Council, business and community. It will enable ongoing program evaluation and collaboration with services to facilitate proactive advocacy for alternative funding. The future program model can facilitate exploration of innovative and sustainable community organisation models that may reduce reliance on Council funding in the long term.

Council's recognition of the value and importance of strong community partnerships is reflected throughout the Community and Council Plan across a number of strategies and initiatives, in particular, "7.2.2 Strengthening Community Connections".

The proposed future model incorporates a stronger focus on partnership development and builds upon the key components of the current model, namely that the program:

- Supports services that are generic and accessible to any resident in Knox.
- Supports the provision of free to low cost services in Knox; and
- Strengthens Council's commitment to effective partnerships with key service providers in Knox.

#### **2.2 Rebrand the COFP as "Community Partnership Funding" Program**

One of the key recommendations for the future model is to change the title of the program from Community Operational Funding Program to Community Partnership Funding Program to reflect a shift in focus of the program from funder to partner and strengthen Council's role with funded organisations. This change would acknowledge the significant investment in social outcomes and the contribution of Council to vital partners who deliver services in the community. Table 1 compares the proposed shift in Council's role and focus in the program from an administrative approach to a strengthened partnership arrangement.

### 9.3 Community Operational Funding (cont'd)

**Table 1: Council's role in the current and proposed models**

<b>Council role &amp; focus</b>	<b>Current COFP model 2013-17</b>	<b>Proposed model 2018-2022</b>
<b>Advocate</b>	When invited Council officers have supported advocacy for funded organisations	Stronger partnerships with recipients will facilitate a more strategic collaborative advocacy approach
<b>Partner</b>	Current resourcing for Council officer time results in limited contact with many of the funded organisations	Enhanced resources will create capacity to extend and further develop connections between Council and funded organisations
<b>Fund</b>	Promoted as a grants funding model	Promoted as a contribution to delivery of important social services for Knox residents.
<b>Educate</b>	Members of funded organisations opt in to training programs offered by Council	A condition for partners to participate in scheduled training and 'networks' / mentoring opportunities to be included in funding agreements
<b>Plan</b>	Program data received but not regularly incorporated into Council's strategic planning	Improvements in collection and analysis of program data to inform Council's planning. Capacity to co-plan with recipients and improve outcome monitoring of the Community and Council Plan.
<b>Research</b>	As above	As above

### 2.3 Overview of proposed funding streams

One of the major changes proposed for the future program model is the consolidation of 11 specific categories into five discrete streams. The current categories were designed to provide a basis for identifying priority service categories in the 2013-2017 funding program. The creation of a five stream funding model rationalises the number of categories and provides a clearer alignment to Council's current priorities. The five proposed streams are listed as follows:

- Specialist family and individual support services (Contested);
- Volunteer Resource Centre (Contested);
- Preservation and promotion of the history of Knox (Contested).
- Knox Learning Alliance (Non-contested); and
- Volunteer Based Emergency Services (Non-contested);

The categories are described, in context of the current COFP, in Table 2 below. At the SPC Council meeting, 14 March 2017, Council determined two funding categories – "Early Intervention Strategies for Families" and "Enhance

### **9.3 Community Operational Funding (cont'd)**

Participation of People with Disabilities in Sporting Environments”, did not warrant refunding in 2017-18. The levels of funding and the specific program models had proven to be limited in their effectiveness.

Since the programs concluded in June 2017, there has been no organisation or community feedback. Council officers have identified that activities covered in these categories can be addressed by existing Council services (Family and Children’s services) or within the new NDIS environment.

The COFP review recommends the two categories are not reinstated. It is proposed the funding from these categories is invested in resourcing the new program model and a key action of the Community Strengthening Service Plan approved by Council in 2016. The key action referred to “redirecting approved portions of grants funding to support the service to support community organisations and groups”. A business case for this resource approach will be presented to Council as part of the 2018/19 budget process.

### 9.3 Community Operational Funding (cont'd)

**Table 2: Overview of proposed funding streams**

Current category (2013-17)	Proposed funding streams and funding objectives (2018 – 22)
<b>Contested</b>	
Generalist counselling	<b>1. Specialist family and individual support services</b> Contribution to the coordination and delivery of no-cost services and referral for Knox residents in need of support or experiencing crisis; Services to cover the following categories - Counselling - Financial counselling - Legal service and advocacy - Welfare support and emergency relief.
Financial counselling	
Provision of legal services and advocacy	
Welfare support	
Volunteer Resource Centre	<b>2. Volunteer Resource Centre</b> Contribute to the coordination of a volunteer resource centre to build the capacity of volunteers and volunteer involving organisations for Knox
Preservation and promotion of the history of Knox	<b>3. Preservation and promotion of the history of Knox</b> Contribution to the provision of a local history collection and resource centre, maintaining a broad range of historical archives of significance to the Knox municipality
<b>Non-contested</b>	
Community house program	<b>4. Knox Learning Alliance</b> Contribution to the operation of the five Community Houses to support the provision of a range of social activities, community development and local learning opportunities for people at all stages of life within Knox.
24-hour rescue and emergency service	<b>5. Volunteer based emergency services</b> Contribution to recognition and support of volunteers in rescue and emergency service for the Knox municipality.
Support local fire authority services(group coordination)	
***Support for seven individual Knox CFA brigades - Currently treated as a donation outside COFP	

The three contested streams will need to respond to an advertised Expression of Interest (EOI) process, as was conducted in the previous 2013-17 funding round, with applications to be assessed against relevant criteria by an internal assessment panel.

### **9.3 Community Operational Funding (cont'd)**

Two of the proposed new streams are recommended to be advertised as non-contested. The 2013-17 program model was a competitive EOI for all applicants. As the services in the proposed streams of Volunteer Based Emergency Services and the Knox Learning Alliance are providing services where there is no locally based competitor or equivalent service, it is proposed that an EOI process not be required.

The requirement for service specific funding agreements with agreed outcomes, clear budget proposals, performance reporting and general compliance expectations will continue. The non-contested streams will reduce application processing for these community organisations and facilitate building stronger relationships and collaborations.

#### **2.3.1 Contested Streams**

The Specialist Family and Individual Support Services stream is the consolidation of four previous categories (see Table 2: Overview of proposed funding streams), supporting professional expertise in Knox-wide services for residents. Due to fiscal constraints it is assumed that the COFP funds will not increase in the foreseeable future. Therefore introducing a new priority service would require reducing or removing funding from an existing service area. As the existing service types listed in this stream all respond to Council priority areas, it is not proposed to do this for the 2018-21 round.

A number of the current funding arrangements in this stream contribute to partial funding of salaries of specialist staff, such as counsellors. The impact of the below CPI (1%) increase in the COFP budget over the next four years on the provision of services will need to be explored with the service providers. This will be addressed as part of Council's 2018/19 operational budget process.

It is proposed that Council continue the funding of the four identified specialist support categories in this stream, to be based on an advertised EOI process.

It is proposed that the Volunteer Resource Centre stream and the Preservation and Promotion of the History of Knox stream both continue to be funded in the 2018-21 round, also based on an advertised EOI process

#### **2.3.2 Non-Contested Streams**

##### **a) The Knox Learning Alliance**

This stream has been renamed from the current Community House Program category. This renaming recognises the significance of the Knox Learning Alliance being the federation style partnership of the five Community Houses/Neighbourhood Learning Centres in Knox. The Alliance contributes to the strength of the Houses through resource sharing, targeted training options and collective grant seeking. The Houses provide a diversity of community development and support activities, including the auspicing of smaller unincorporated groups.

### **9.3 Community Operational Funding (cont'd)**

This stream recognises that the Alliance is an organisation model with no local equivalent, therefore it is proposed to be non-contested. In the initial years of the program it is proposed to continue funding the individual Houses with scope for further exploration of equitable resource allocation across the Alliance within the new program model.

The Houses will still be required to sign funding agreements to deliver established outcomes, provide clear budget proposals and performance reports and meet other compliance requirements, however the application will be a streamlined process.

#### **b) Volunteer Based Emergency Services stream**

The Country Fire Authority (CFA) and State Emergency Service (SES) are State Government services, as outlined through Local Government advocacy has been over a number of years. This issue has been a key component of a recent advocacy campaign of the MAV in response to rate capping. It stated that the effective operation of both organisations is the responsibility of the State Government and should not be dependent on operational funding from Local Government. On 22 May 2017, Council received a letter from the Municipal Association of Victoria, stating “it is important that Councils cease making payments to local VICSES units from 1 July 2017”.

Given Council's current fiscal constraints under rate capping, the recent increases in State Government funding to the SES and the State Government funding arrangements with the CFA, it is proposed that Council re-examine its commitment to providing operational funding for these services.

Council has a long and significant relationship with the local services of both the CFA and the SES and has provided funding and support in recognition of the invaluable efforts of Knox volunteers in those services over many years.

Following this advocacy campaign in 2016/17 the State Government doubled their contributions to the Knox SES services from \$16,000 per annum to \$32,000 per annum.

In 2017 the SES Central Region and the Knox SES unit have advised that the cost of running the large Knox unit (55-70 volunteer members) is approximately \$90,000 per annum, with an estimated return of \$700,000 in attending to requests for assistance, community engagement and volunteer training.

Knox Council funding and support for the SES has been substantially more than most other local councils, with in-kind and financial resources that include training and office premises, utilities, vehicles and vehicle maintenance support.

Council's financial contribution to Knox's local CFA brigades is also more than most other similar municipalities.

### 9.3 Community Operational Funding (cont'd)

It should be noted that Council's COFP funding is only one type of funding available to community organisations and that applications to Council's Minor Grants and Community Development Grants would still be open to the services under the guidelines for both funding programs.

Council will continue to advocate for adequate State Government resources to meet the needs of local emergency services.

Following consideration of the above, various options for the funding of volunteer based emergency services were explored, as follows:-.

- **Option A:** Continue to fund at current levels
- **Option B:** Reduce funding in response to increased State Government funding (Calculate to fund gap)
- **Option C:** Reduce funding to a predetermined level for volunteer support and coordination
- **Option D:** Reduce funding over a transitional period to a full cessation in 2020/21

Options A, B & C all accept a level of cost shifting from State Government that is not sustainable into the future if resources are needed for other local priorities.

Option D acknowledges the impact that a withdrawal of Council funding may have on local SES and CFA services and proposes a transition phase over a 2 year period commencing in 2018-19. This would enable local emergency services to adjust their resource management and advocate for adequate funding from State Government and/or other sources as may be necessary.

Council would also commit to ongoing advocacy to the State Government to ensure adequate funding for emergency services and an assessment of Council's kind support over the 2 year transition phase.

Both local CFA and SES services will still be eligible to apply for specific purpose project and volunteer support funding through Council's other grants programs.

#### **Recommendation**

Given the recent commitment of the State Government to support SES operational funding, and other relative funding to the CFA, Option D is recommended.

Option D proposes a graduated reduction over a two year period to full cessation of funding in 2020/21. It would involve collaborative advocacy from Council together with the services to ensure appropriate levels of increased funding from the State Government during the next two years to support sustainable operational costs.

### **9.3 Community Operational Funding (cont'd)**

Funding for individual CFA brigades during the transition period (to 2020) will be incorporated with the grant to the Knox Group of Brigades and be subject to the same requirements as other funding recipients.

#### **3. CONSULTATION**

Throughout the period of the review, regular consultation regarding funding agreements and expenditure, service level data trends and reporting activities occurred with currently funded organisations and services. Following Council's decision regarding the future model, further engagement will occur with funded organisations.

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

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

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

It is proposed that the COFP retains the four-year funding model (comprising an initial two-year term with the option of a second two year term, subject to satisfactory performance). This will ensure a level of security for funded organisations and align with Council's strategic plans and four-year budget process. Based on the 2017-18 approved budget levels, the total cost of the four-year program to be allocated to community services and groups is \$2,171,300.

Council's approach and resourcing of the delivery of the COFP are noted in sections 2.1 and 2.2. A business case for enabling improved partnership support in the proposed program model is recommended to be considered by Council as part of the 2018-19 budget process. This will utilise \$36,000 in program resources that had been allocated to services that are no longer funded, as described in section 2.3.

The proposed reduction in funding to emergency services will total approximately \$91,786.00 in 2020-21.

#### **6. SOCIAL IMPLICATIONS**

Council's COFP 2013-17 provided financial contributions to over 15 vital community services and organisations. These organisations in turn have provided important services to the community of Knox in areas ranging from emergency relief and financial counselling to historical preservation and emergency services.

A number of the services have provided for some of our most vulnerable residents and all of them have added value to the positive social benefits for the community.

The continuation of the program and the strengthening of the partnership elements of the model will only further add value to Council's significant contribution to ensuring positive social outcomes for the residents of Knox.

### 9.3 Community Operational Funding (cont'd)

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

The Community Partnerships Funding Program aligns with goals and objectives of the Community and Council Plan 2017-2021. The program clearly aligns with goals four - eight and the category alignment is detailed in Table 3.

**Table 3: Proposed funding categories aligned with the Community and Council Plan 2017-2021**

<b>Proposed funded categories</b>	<b>Council &amp; Community Plan (2017-21) related Goal &amp; Strategy</b>
Volunteer based emergency services	Goal 4: We are safe and secure Goal 7: We are inclusive, feel a sense of belonging and value our identity Strategy 7.4: Promote and celebrate the contribution of our volunteers
Knox Learning Alliance	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.
Specialist family and individual support services	Goal 6: We are healthy, happy and well Strategy 6.2 Support the community to enable positive physical and mental health
Volunteer Resource Centre	Goal 7: We are inclusive, feel a sense of belonging and value our identity Strategy 7.4 Promote and celebrate the contribution of our volunteers
Preservation and promotion of the history of Knox	Goal 7: We are inclusive, feel a sense of belonging and value our identity Strategy 7.1 Protect and preserve our local cultural heritage

Given the various changes proposed, a revised COFP Policy has been developed for Council approval. (Appendix B).

### **9.3 Community Operational Funding (cont'd)**

#### **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Kathy Parton, Manager Community Wellbeing – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Pip Smith, Coordinator Community Strengthening – In providing this advice as the Author, I have no disclosable interests in this report.

#### **9. CONCLUSION**

The COFP 2013-2017 review recognises the value of the program in supporting vital community services and identifies a number of recommendations for future modifications.

The proposed changes in operational funding for emergency services in Knox address State Government's responsibility for those services. The approval by Council of the recommended changes to funding allocations and streams, together with the rebranding of the program to better reflect the importance of the partnership elements have been reflected in the draft updated Community Operational Funding Policy (Appendix B) and draft Guidelines (Appendix C).

The guidelines and policy will be used to promote the program to community organisations in February and March 2018, to enable the 2018-2022 assessment process to proceed. In accordance with Council's Policy, an internal assessment panel will assess the applications and make recommendations which will be presented to Council in June 2018 for consideration and approval.

#### **10. CONFIDENTIALITY**

There are no confidentiality issues with this report.

#### **COUNCIL RESOLUTION**

**MOVED: CR. KEOGH**  
**SECONDED: CR. SEYMOUR**

**That Council:**

- 1. Reduce operational funding to the local State Emergency Services (SES) from 2018/19 to 2020/21 by \$16,000 which represents an offset to the additional funding provided by the State Government in 2017/18;**
- 2. Maintain the current level of aggregated funding to the Knox CFA group and brigades up until the 2020-21 financial year;**

**9.3 Community Operational Funding (cont'd)**

3. Increase advocacy to the State Government to ensure that they commit to providing full operational funding for Knox Volunteer Based Emergency Services;
4. Conduct a review in 2019-20 to assess the impact of Council ceasing ongoing funding with the expectation that the operational needs of the Volunteer Based Emergency Services will be fully funded by the State Government by 2020-21.

**CARRIED UNANIMOUSLY**

**SUBSEQUENT MOTION**

**MOVED: CR. KEOGH**  
**SECONDED: CR. PEARCE**

That Council:

1. Note the report on the Community Operational Funding Program 2013-2017 Review as provided at Appendix A;
2. Approve the amended COFP Policy (Appendix B) which includes rebranding of the COFP to the Community Partnership Funding Program;
3. Refer the proposed business case as outlined in section 2.3 to improve partnership support to the budget process.
4. Approve the key recommendation of the COFP 2013-2017 Review to transition 11 community operational funding categories into five streams, including two non-competitive streams as listed in Table 2 of this report; and

**CARRIED**

**9.3 Community Operational Funding (cont'd)**

APPENDIX A – Knox City Council Community Operational Funding Program Review 2017

APPENDIX B –Community Operational Funding Policy (proposed Community Partnership Funding Program)

and

APPENDIX C - Community Partnership Program Guidelines 2018-22 (Draft)

are circulated under separate cover.

Official Minutes of Knox City Council

## ALL WARDS

**9.4 PROPOSED CHANGE TO 2017-18 ADOPTED FEES & CHARGES FOR PRESCHOOL SERVICES**

**SUMMARY:** *Acting Manager – Family and Children’s Services (Gillian Shelley)*

*The Victorian Department of Education and Training (DET) has introduced the Early Years Management (EYM) Policy Framework applicable to all Early Years Managed services in Victoria from January 2018. For Knox City Council’s preschool services, the EYM Policy Framework will apply from January 2019.*

*To comply with the EYM Policy Framework and EYM Kindergarten Operating Guidelines, changes are required to Council’s role, responsibilities and relationship with Preschool Committees of Council-operated sessional preschools.*

*This report provides information regarding preschool fees that are collected by Council and disbursed to volunteer Incorporated Preschool Committees and a proposed altered process for 2018 in the transition year to EYM.*

**RECOMMENDATION**

That Council approve an alteration to wording in the adopted 2017-18 Council Budget on page 125 (Fees and Charges) in relation to Preschool Education, from:

*Preschool Term Fees and Working Bee Levy are collected by Council on behalf of the Preschool Committees and paid on to the Committees at the beginning of each term;*

to:

*Preschool Term Fees and Working Bee Levy are collected by Council on behalf of the Preschool Committees and paid to committees in two instalments during April and August.*

**1. INTRODUCTION**

The Early Years Management Policy is a state-wide policy framework introduced by the Victorian Department of Education and Training (DET) replacing the Kindergarten Cluster Management (KCM) Policy Framework. All Approved Providers of Victorian cluster-managed preschools must meet the stated requirements and responsibilities of EYM.

#### **9.4 Proposed Change to 2017-18 Adopted Fees & Charges for Preschool Services (cont'd)**

The EYM policy clarifies and alters service provision roles and responsibilities of both the Approved Provider (Council) and the advisory role of parents in regard to the day-to-day operations of State-funded preschool services. These changes impact Council by increasing responsibility for tasks and activities that have traditionally been supported by volunteer Preschool Committees in both operational and financial management responsibilities.

In 2019, Knox City Council will provide funded four-year-old sessional preschool at 30 preschool sites including integrated services sites, a school site and two new early years hubs due to open in 2019. New governance arrangements aligned to EYM will be in place in all Council services with four-year old funded preschool sessions from January 2019. Transitional and change management planning is underway with decisions required during 2018 to meet the necessary implementation timelines.

## **2. DISCUSSION**

During 2018 Knox City Council volunteer Preschool Committees will continue to operate as they have historically - paying bills, managing contractors and procuring goods and equipment. From January 2019 these tasks will become Council's responsibility under the EYM Policy Framework. This means that in 2018 Preschool Committees will still require income that has historically been provided to them from Preschool fees collected by Council.

However, as the final payment in a calendar year is used to prepare for and resource the first term of the following year, Council will retain the equivalent of the fourth term instalment in 2018. This is because it is Council's responsibility under the EYM Policy to resource preschools and ensure they are ready for operation at the start of the 2019 year (and on an ongoing basis).

In order to transition to the EYM Parent Group Model it is proposed that income received from *Preschool Term Fees* in 2018 continue to be disbursed to Preschool Committees in two instalments rather than four times per year. This requires Council's approval to change wording on page 125 of the 2017-18 Adopted Budget (Fees and Charges) in relation to Preschool Education.

### **Key Points:**

- Scheduling of the provision of fee monies collected by Council to Preschool Committees will alter; however, the total amount received by Preschool Committees in 2018 will be equivalent to three (3) terms of fees.

Council will use fee income equivalent to the fourth term payment in 2018 to ensure preschool services are resourced for 2019.

- The process in 2018 to provide Preschool Committees with income collected from fees will be administered and streamlined through use of *SmartyGrants*.

#### **9.4 Proposed Change to 2017-18 Adopted Fees & Charges for Preschool Services (cont'd)**

- Communication to Preschool Committees is scheduled for early 2018 as new Committee members commence in their roles. Preschool Committees will be well supported to use *SmartyGrants* and understand the process for 2018.
- Incorporated Preschool Committee bank accounts will continue to remain the property of the Incorporated Association/s (Preschool Committee). This has been communicated to Committee Presidents and Treasurers.

### **3. CONSULTATION**

Ongoing consultation and engagement with parents and volunteer Committees supporting Council's sessional preschool services is an important part of the transition to EYM. Consultation to date has focused on the development of a parent group model that will replace the current Committee model; and further consultation and engagement will occur throughout 2018.

Consultation has also occurred internally with Council's Finance and Governance Departments.

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

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

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

In the 2017-18 budget year Council will allocate approximately \$894,000 from fees collected to Incorporated Preschool Committees to contribute towards the day-to-day operational expenses relating to activities that these Committees undertake at Council's preschool services.

Resourcing to support the costs associated with the EYM project and beginning transition in 2018 is incorporated into Council's 2017-18 Budget.

Implementing a revised process that is administered using the *SmartyGrants* software will streamline Council Officer roles to manage the process in a way that is aligned to Council's aim to use the most efficient and effective processes.

### **6. SOCIAL IMPLICATIONS**

There are no disadvantages or implications for the community in introducing this change. All Preschool Committees will be appropriately supported and resourced to access a new, easy online process.

Preschool services will continue to be provisioned to provide quality programs and be resourced with quality materials. There will continue to be oversight of preschool budgets and monitoring of services with fewer enrolments for corrective supports to be put in place.

## 9.4 Proposed Change to 2017-18 Adopted Fees & Charges for Preschool Services (cont'd)

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

*Goal 7 – We are inclusive, feel a sense of belonging and value our identity.*

7.4 Promote and celebrate the contribution of our volunteers.

- Provide training and support for Council volunteers and supervisors of volunteers who support the delivery of Council services, programs, festivals and events.
- Provide support for community groups to operate in an increasingly regulated environment.

*Goal 8 – We have confidence in decision making.*

8.1 Build, strengthen and promote good governance practices across government and community organisations.

- Provide support to build the capacity of the Council to identify and work with partners to deliver on key shared outcomes.
- Plan to strengthen the effectiveness and efficiency of Council's services.
- Provide support to build the capacity of community organisations to plan, prioritise, improve financial sustainability and respond effectively to community needs.

Council Initiative – Implement the requirements of the Victorian Government's Early Years Management Framework – specifically the requirements for Council's role as a Kindergarten Cluster Manager and the need for a different model for parent committees supporting Council operated preschool services.

## **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – (Gillian Shelley, Acting Manager – Family and Children's Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Authors – (Wendy Morris-Smith, Senior Project Officer; Angela Morcos, Coordinator Early Years Strategy, Planning and Evaluation) - In providing this advice as the Authors, we have no disclosable interests in this report

## **9. CONCLUSION**

This minor change to wording in Council's 2017-18 Adopted Budget will support Officers to administer a more streamlined and efficient process as part of the transition in 2018 to Early Years Management.

**9.4 Proposed Change to 2017-18 Adopted Fees & Charges for Preschool Services (cont'd)****10. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. TAYLOR**

That Council approve an alteration to wording in the adopted 2017-18 Council Budget on page 125 (Fees and Charges) in relation to Preschool Education, from:

*Preschool Term Fees and Working Bee Levy are collected by Council on behalf of the Preschool Committees and paid on to the Committees at the beginning of each term;*

to:

*Preschool Term Fees and Working Bee Levy are collected by Council on behalf of the Preschool Committees and paid to committees in two instalments during April and August.*

**CARRIED**

**ALL WARDS****9.5 PROPOSAL TO ASSIGN BASE NAMES TO COUNCIL'S EARLY YEARS HUBS IN BAYSWATER AND WANTIRNA SOUTH**

**SUMMARY:** *Acting Manager – Family and Children's Services (Gillian Shelley)*

This report relates to the naming of Council's two new early years hubs - one in Bayswater and one in Wantirna South. These facilities are due to open in early 2019.

As part of the process required when naming a new facility, community engagement has been undertaken and the outcome of that process is provided for Council's consideration. A final decision on the Base Name for each facility is now recommended.

**RECOMMENDATION**

That Council, having undertaken community engagement in relation to 'base names' for the two early years hubs in Bayswater and Wantirna South:

1. Notes the feedback received through the community engagement process.
2. Assigns the 'base name' of "Phyllis Street Children & Family Centre" to the early years hub in Bayswater (site currently known as Blue Hills Children and Family Centre).
3. Assigns the 'base name' of "Argyle Way Children & Family Centre" to the early years hub in Wantirna South (site currently known as Knox Gardens Children and Family Centre).
4. Advise the community of Council's decision through a public notice in the Knox Leader.
5. Advise the Office of Geographic Names of the 'base names' and request that the names "Phyllis Street Children & Family Centre" and "Argyle Way Children & Family Centre" be registered as 'base names' for these new facilities.

**1. INTRODUCTION**

In April 2016, Council resolved to amalgamate its five long day care and one occasional care services into two early years hubs. Both facilities will also house a sessional preschool service, Maternal and Child Health, allied health services and community playgroups.

## 9.5 Proposal to Assign Base Names to Council’s Early Years Hubs in Bayswater and Wantirna South (cont’d)

Building works have commenced at the Wantirna South site and construction works for the site in Bayswater is scheduled to commence in early 2018. As both early years hubs are due to open in early 2019, work is underway to plan for service operations.

On 3 July 2017, Council commenced community engagement on the following proposed names:

Suggested Name - Wantirna South	Suggested Name - Bayswater
1. Balam-Balam Children & Family Centre <i>Balam-Balam = butterfly (Wurundjeri)</i>	1. Kurn-Brook Children & Family Centre <i>Kurn-Brook = flower (Wurundjeri)</i>
2. Wantirna South Children & Family Centre	2. Bayswater Children & Family Centre
3. Knox Gardens Children & Family Centre	3. Blue Hills Children & Family Centre
4. Argyle Way Children & Family Centre	4. Phyllis Street Children & Family Centre

Community consultation was undertaken between 24 July and 25 August 2017 to seek feedback about these proposed names.

Following the community engagement, Council requested to further explore a suite of names that could be used to select an official trading name for these hubs. Whilst working on a suitable trading name, Council agreed to commence community engagement on the following proposed ‘base names’ so that Council could proceed with registering these new facilities with the Office of Geographic Names and commence the required process to seek licenses for the facilities as licensed early years centres.

Suggested ‘Base Name’ - Wantirna South	Suggested ‘Base Name’ - Bayswater
Argyle Way Children & Family Centre	Phyllis Street Children & Family Centre

The rationale for the proposed ‘base names’ using the street name of the facility followed by ‘Children and Family Centre’ is that this aligns with current naming conventions for Council’s Early Years facilities.

Community engagement was undertaken between 13 November and 15 December 2017 to seek feedback about these proposed ‘base names’.

## **9.5 Proposal to Assign Base Names to Council's Early Years Hubs in Bayswater and Wantirna South (cont'd)**

### **2. DISCUSSION**

The early years hub project documentation currently refers to these buildings as the early years hub in Bayswater and the early years hub in Wantirna South.

Whilst Council commences a process to suitably name the early years hubs, a 'base name' for each is warranted to proceed with registering Council's new facilities with the Office of Geographic Names (OGN) for gazettal, and registration in VICNAMES and Vicmap. This ensures that the service is included in relevant mapbases for emergency services and other organisations.

The proposed 'base names' are deemed only for registration with the OGN and once a base name has been assigned with them it cannot be changed. An example of this is Etihad stadium, the base name for this facility registered with the OGN is Docklands stadium while Etihad stadium is the current trading name linked to the base name. This means in future if the trading name for this facility changes, the base name will remain the same and the new trading name will be linked to the existing base name.

Once Council determines official trading names for its new early years hubs, these trading names will be linked to the 'base names' and recorded for these facilities.

These facilities will be identified in the community and operate under the official trading name. Signage, promotional resources and documents will also be developed based on the official trading name.

In addition, as an Approved Provider, Council is required to submit an Application for Service Approval to the Victorian Department of Education and Training (DET) for each facility. The 'base names' will allow Council to begin the Service Approval process which means we can commence the development of promotional resources including establishing a waiting list for the children's services within the new facilities due to open in early 2019. Once an official trading name has been assigned to these facilities the DET license for these facilities to operate as approved Education and Care Services will be updated with these names and the base names removed.

A community consultation and engagement process was undertaken by way of a public notice in Knox Leader, Council website and social media. Staff, families, and those who have registered interest in the early years hubs project were also notified via email and notices displayed at currently occupied early years facilities from 13 November to 15 December 2017.

Feedback from the community in relation to the proposed interim names for Council's two new early years hubs was received from seven (7) people. The dominant theme from this feedback was concern or dissatisfaction that the facilities would be named twice (with a 'base name' and then a trading name). There was no opposition to, nor support for the proposed 'base names'.

## **9.5 Proposal to Assign Base Names to Council's Early Years Hubs in Bayswater and Wantirna South (cont'd)**

### Approved Policy and Legislative Guidelines

Council Officers have referred to relevant State Government legislation and Knox City Council policies and procedures to guide the work on the proposed names for each of the new facilities, including:

- *Naming and Renaming of Council-Owned Facilities Policy*  
Outlines the criteria for the naming of Council-owned facilities to ensure that the Geographic Place Names Act and associated guidelines are adhered to.
- *Community Engagement Policy*  
Outlines Council's commitment to engaging the community, to support well informed decision making, active civic participation and democracy; and to recognise the diversity of skills and expertise in the community and use these to support Council decision-making where possible.

### **3. CONSULTATION**

The Office of Geographic Names has a process and requirements for consultation that Council Officers must follow for naming features which is detailed in the Naming Rules for Places in Victoria (2016) document. This information has guided and informed the process undertaken for the naming of the early years hubs.

A community consultation process was undertaken between 24 July and Friday 25 August 2017 seeking community feedback on the proposed names.

Further consultation was taken between 13 November to Friday 15 December 2017 seeking community feedback on the proposed 'base names', while Council works on trading names for these new facilities.

Feedback from the community was sought through articles in the Knox Leader newspaper, information on Council's website and through Facebook.

Once Council approves the 'base names' to assign to the facilities, the public have opportunity to appeal to the Office of Geographic Names.

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

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

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

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

## **9.5 Proposal to Assign Base Names to Council’s Early Years Hubs in Bayswater and Wantirna South (cont’d)**

### **6. SOCIAL IMPLICATIONS**

There are no social implications for this naming project.

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

The proposal to name the early years hubs aligns to the Community and Council Plan 2017 – 2021.

*Goal 5 – We have a strong regional economy, local employment and learning opportunities.*

5.4 Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community.

Council Initiative – Construct and open two early years hubs in Wantirna South and Bayswater to support early education, lifelong learning and improved physical and mental health.

*Goal 6 – We are healthy, happy and well.*

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

Council Initiative – Finalise and implement the Key Life Stages Implementation Plan focusing on early years, youth and older people.

### **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – (Gillian Shelley, Acting Manager – Family and Children’s Services) – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Authors – (Neda Moghaddas, Senior Project Officer – Hubs Operations; Angela Morcos, Coordinator Early Years Strategy, Planning and Evaluation) – In providing this advice as the Authors, we have no disclosable interests in this report

## **9.5 Proposal to Assign Base Names to Council’s Early Years Hubs in Bayswater and Wantirna South (cont’d)**

### **9. CONCLUSION**

Following the consultation process, it is proposed that the ‘base names’ for the newly constructed early years be:

- “Argyle Way Children & Family Centre” for the early years hub in Wantirna South, and
- “Phyllis Street Children & Family Centre” for the early years hub in Bayswater.

It is recommended that these names be forwarded to the Office of Geographic Names for registration as ‘base names’ for these facilities.

### **10. CONFIDENTIALITY**

There are no confidentiality issues relating to this report.

#### **COUNCIL RESOLUTION**

**MOVED: CR. SEYMOUR**

**SECONDED: CR. PEARCE**

That Council, having undertaken community engagement in relation to ‘base names’ for the two early years hubs in Bayswater and Wantirna South:

1. Notes the feedback received through the community engagement process.
2. Assigns the ‘base name’ of “Phyllis Street Children & Family Centre” to the early years hub in Bayswater (site currently known as Blue Hills Children and Family Centre).
3. Assigns the ‘base name’ of “Argyle Way Children & Family Centre” to the early years hub in Wantirna South (site currently known as Knox Gardens Children and Family Centre).
4. Advise the community of Council’s decision through a public notice in the Knox Leader.
5. Advise the Office of Geographic Names of the ‘base names’ and request that the names “Phyllis Street Children & Family Centre” and “Argyle Way Children & Family Centre” be registered as ‘base names’ for these new facilities.

**CARRIED**

**AT THE CONCLUSION OF SECTION 9 COUNCIL RETURNED TO CONSIDER SECTION 8****FRIBERG WARD****8.1 VALLEYVIEW DRIVE, ROWVILLE – TRAFFIC MANAGEMENT**

***SUMMARY: Project Manager – Major Initiatives Unit (Melissa Sparrow)***

***Construction of the Henderson Road Bridge is a Federal Government funding commitment of \$4.5 million. Council is managing the delivery of this project which is due for completion by June 2019. A traffic study was undertaken as part of preliminary investigations to predict the traffic movements and assess the implications of the bridge opening on the surrounding road network.***

***Residents in the residential estate adjacent to Henderson Road have been surveyed to seek their preference on traffic management treatment options. This report provides a summary of the resident survey and recommended treatments for Valleyview Drive, Rowville.***

**RECOMMENDATION**

That Council:

1. notes the resident survey results for preferred traffic managements on Valleyview Drive, Rowville which are in accordance with officer recommendations; and
2. approve the preferred treatment option of speed humps and truck bans on Valleyview Drive, Rowville.

**1. INTRODUCTION**

As part of Federal Government election commitments in May 2016, the Federal Member for Aston, the Hon Alan Tudge, announced \$4.5m funding for the construction of the Henderson Road Bridge. A formal grant application was submitted and approved by the Department of Infrastructure and Regional Development, on behalf of the Federal Government, in July 2017. The funding grant provides for the design and construction of the Henderson Road Bridge, including \$200,000 for local area traffic management treatments.

A Traffic Study for the road network surrounding the proposed new road bridge has been completed. The Traffic Study provides an overview of the current traffic volumes and projected increase following construction of the bridge, reviews the options for connection to Kelletts Road, assesses the impacts on the major arterial intersections at the connection points, and reviews local area traffic management options in the adjoining residential area.

## **8.1 Valleyview Drive, Rowville - Traffic Management (cont'd)**

The Traffic Study recommends traffic management treatments be installed on Valleyview Drive, Rowville. A resident survey has been undertaken to seek the preference on a number of possible local area traffic treatment options.

This report provides a summary of the results of the resident survey and recommended local area traffic management treatments.

### **2. DISCUSSION**

#### **2.1 Background**

Construction of the Henderson Road Bridge has been a priority for Council for many years. The bridge will connect two sections of Henderson Road which are separated by Corhanwarrabul Creek. Henderson Road to the north of the creek, serves a large industrial estate up to Ferntree Gully Road in Knoxfield. Henderson Road to the south serves an industrial precinct of Rowville bounded by Stud Road, Kelletts Road and Taylors Lane.

Council first completed a design and assessment of the traffic impacts of a bridge over Corhanwarrabul Creek in 1996. In 2000, a further feasibility study was undertaken that estimated the benefit/cost ratio of the bridge to be 45, indicating a very high benefit.

The Federal Member for Aston announced \$4.5m funding for the bridge in 2016. This grant funding is provided to Council to manage the delivery of the project.

The Henderson Road Bridge project consists of six stages:

Stage 1 Project Scoping: March 2017

Stage 2 Site Investigations: April – September 2017

Stage 3 Concept Plan development: November 2017 – March 2018

Stage 4 Detailed Design: April – May 2018

Stage 5 Tender and Construction: June 2018 – June 2019

Stage 1 Project Scoping has been completed. This included the preparation of the formal grant application which was approved and signed off earlier this year.

Stage 2 Site Investigations has been completed. Three site investigations were undertaken, including:

1. Traffic Study - to consider the impacts of the bridge on the surrounding road network, including assessment of the most feasible egress at Kelletts Road and the requirement for traffic management treatments within the directly adjoining residential area;
2. Environmental Study - to look at potential impacts on native flora and fauna and possible mitigation works required; and
3. Cultural Heritage Management Plan - as required under the Aboriginal Heritage Act 2006.

## **8.1 Valleyview Drive, Rowville - Traffic Management (cont'd)**

### **2.2 Traffic Study**

A traffic assessment has now been completed by independent consultants, One Mile Grid to:

- a) Assess and review the impact of the traffic generation from the construction of the bridge;
- b) Determine the impact on major intersection movements during peak operational hours and assess egress points onto Kelletts Road; and
- c) Review the impact of traffic generation on the local road network with recommendations on any traffic management treatments to discourage through traffic and maintain local amenity.

The Traffic Study anticipates that once the bridge opens, Valleyview Drive (which directly connects the residential estate to Henderson Road) will see an increase in traffic movements from approximately 700 vehicles per day to around 1,700 vehicles per day. While a notable increase, it is under the indicative capacity of 3,000 vehicles per day that a road of this classification and standard is able to carry. In order to assist in maintaining residential amenity, the Traffic Study outlined a number of traffic treatment options to manage the projected increase in traffic. The Traffic Study recommended the installation of speed humps along Valleyview Drive and Karoo Road as well as the introduction of a truck ban on Valleyview Drive (subject to VicRoads approval).

In consultation with Councillors, further consultation and feedback was requested to be sought from residents immediately affected as to their preferred option for Valleyview Drive. Resident feedback would be considered along with a range of other factors such as emergency service and bus service access, etc. when determining the most appropriate traffic treatments.

### **2.3 Survey Results**

A survey was sent to all residents in the area bounded by Kelletts Road, Taylors Lane, Valleyview Drive and Karoo Road (shown in Figure 1) seeking their preferred traffic management treatment for Valleyview Drive.

The treatment options given to residents were the ones considered in the Traffic Study:

- |          |   |
|----------|---|
| Option 1 | No traffic treatments in Valleyview Drive                                     |
| Option 2 | Managing traffic by installing speed humps and truck bans on Valleyview Drive |
| Option 3 | One-way access (entry to Valleyview Drive only) at Henderson Road             |
| Option 4 | Closure of Valleyview Drive at Henderson Road to all traffic                  |

### 8.1 Valleyview Drive, Rowville - Traffic Management (cont'd)

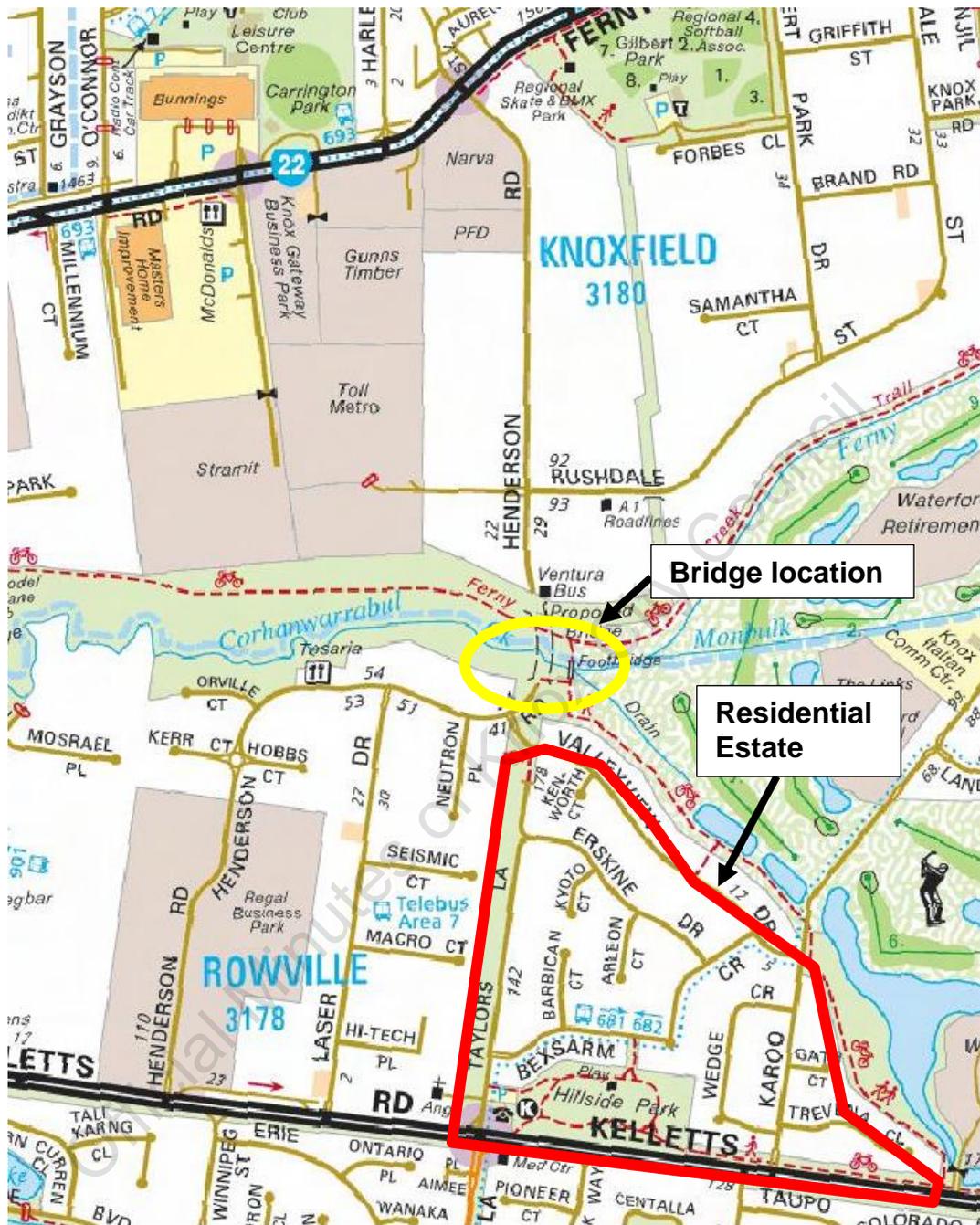


Figure 1 – Residential estate connected to Henderson Road, Rowville.

### 8.1 Valleyview Drive, Rowville - Traffic Management (cont'd)

Approximately 300 surveys were delivered with 68 returned (including 24 from residents living on Valleyview Drive itself). Results from the surveys were:

Preferred option	Responses from all residents in the estate	Responses from residents on Valleyview Dr
No traffic treatments in Valleyview Drive	12	2
Managing traffic by installing speed humps and truck bans on Valleyview Drive	29	6
One-way access (entry to Valleyview Drive only, no exit) at Henderson Road	5	2
Closure of Valleyview Drive at Henderson Road for all traffic	22	14

The percentage of residents who responded to the survey and want Valleyview Drive to remain open (either with speed humps or no traffic devices) was 60%. 32% of respondents preferred Valleyview Drive to be closed to all traffic at Henderson Road.

Residents living on Valleyview Drive showed a higher preference for a road closure with 58% of respondents seeking this type of treatment.

#### 2.4 Other considerations

General community feedback through a Council facebook post (5/12/2017) on the Henderson Road Bridge project has been particularly supportive. The post reached more than 16,000 people with nearly 200 'likes' and 34 'shares'. Many comments on the post supported the need for an additional north-south route for Rowville residents.

Any restriction of entry into Valleyview Drive at the intersection of Henderson Road, would not only prevent access by short cutting traffic and heavy vehicles, but would also cause delays and inconvenience to residents, service vehicles (e.g. waste collection), and emergency vehicles such as ambulances.

If Council were to seek a full closure of Valleyview Drive at Henderson Road this would require a statutory process to be followed. This includes advertising the closure for 28 days, allowing submissions, holding a meeting to hear submissions and notifying submitters of the decision and reasons for it.

The introduction of a truck ban on Valleyview Drive would require approval from VicRoads as it is a major traffic control item. This process requires application and presentation to the truck advisory committee for a decision to be made.

## **8.1 Valleyview Drive, Rowville - Traffic Management (cont'd)**

### **2.5 Recommended Traffic Treatment Option**

The Traffic Study and Council's Traffic and Transport team both recommend that traffic management treatments be installed on Valleyview Drive to manage vehicle speeds and deter larger vehicles from the residential estate. This includes restricting truck access, and installing speed humps to assist in ensuring residential amenity is not unduly affected.

Survey results of residents within the affected estate also have indicated a preference for this treatment.

### **3. CONSULTATION**

Residents within the area bounded by Kelletts Road, Taylors Lane, Valleyview Drive and Karoo Road were sent a survey with four options for traffic management in Valleyview Drive on 4<sup>th</sup> December 2017 as shown in Appendix A.

The installation of LATMs (Local Area Traffic Management Treatments) in Valleyview Drive and Karoo Road will require further targeted consultation with residents with a traffic device proposed outside their property, in accordance with current Council practice for local area traffic management types of works.

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

The amenity for residents living on Valleyview Drive and the surrounding residential estate may be reduced if the projected traffic volume increase identified in the Traffic Study are realised. This impact could however be reduced through the installation of traffic management treatments and introduction of a truck ban to prevent larger vehicles using the road.

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

The cost of implementing local traffic management treatments, up to \$200,000, is included in the overall \$4.5M grant funding provided for the project. It is expected that this budget will be sufficient for the installation of speed humps.

### **6. SOCIAL IMPLICATIONS**

Henderson Road Bridge will improve transport connections making it easier to socialise with family and friends and also reduce travel times for residents and businesses in the area so they have more free time to spend with family or on recreation and leisure interests.

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

Construction of the Henderson Road Bridge assists in meeting Goal 3 'We can move around easily'. By improving connections it enables people to access employment, socialise with family and friends etc. The bridge will be an important economic infrastructure asset that supports businesses.

### **8.1 Valleyview Drive, Rowville - Traffic Management (cont'd)**

The bridge will also provide residents in Rowville the option of an addition north-south route, assisting with travel times and reducing congestion.

### **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – Matt Hanrahan, Acting Director – Engineering and Infrastructure – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Melissa Sparrow, Project Manager – Major Initiatives Unit - In providing this advice as the Author, I have no disclosable interests in this report

### **9. CONCLUSION**

Resident feedback has been sought to assist Council in determining what traffic management options should be undertaken in Valleyview Drive, Rowville as a result of the Henderson Road Bridge being constructed and anticipated increase in traffic volume. Resident preference is for Valleyview Drive to remain open but with the introduction of speed humps and a truck ban to maintain residential amenity.

### **10. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. SEYMOUR**

**SECONDED: CR. PEARCE**

**That Council:**

- 1. notes the resident survey results for preferred traffic managements on Valleyview Drive, Rowville which are in accordance with officer recommendations; and**
- 2. approve the preferred treatment option of speed humps and truck bans on Valleyview Drive, Rowville.**

**CARRIED**

**APPENDIX A – Valleyview Drive, Rowville - Traffic Management****Valleyview Drive Traffic Management - Resident Survey**Return To: Melissa Sparrow  
Major Initiatives Unit**Your Details**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Please tick your preferred option (marking only one box):**

1. No traffic treatments in Valleyview Drive	<input type="checkbox"/>
2. Managing traffic by installing speed humps and truck bans on Valleyview Drive 	<input type="checkbox"/>
3. One-way access (entry to Valleyview Drive only, no exit) at Henderson Road 	<input type="checkbox"/>
4. Closure of Valleyview Drive at Henderson Road for all traffic 	<input type="checkbox"/>

**KNOX**  
your city

Please place your completed survey in the Reply Paid Envelope provided and return it to Knox City Council before **15 December 2017**. Thank you for your participation.

If you have any questions about this survey please contact Ms Melissa Sparrow, Major Initiatives Unit – Project Manager on BH 9298 8000.

**Privacy Statement:** The personal information requested is being collected by Council for the consideration of traffic treatments in Valleyview Drive and will be used solely by Council for that primary purpose or directly related purposes.

**ALL WARDS****8.2 CONTRACT NO. 2109 – RECEIPT OF RECYCLABLES SERVICES**

**SUMMARY:** *Coordinator – Waste Management (Geoff McMeeken)*

*This report considers the options available to Council in providing a service for the receipt of recyclables and recommends the existing Contract No. 2109 be extended with accompanying service improvements.*

**RECOMMENDATION**

That Council

1. extend Contract No. 2109 – Receipt of Recyclables Services for a three year period from 1 July 2018 – 30 June 2021; and
2. authorise the Chief Executive Officer to execute relevant contract documents with Council's Receipt of Recyclables contractor, SKM Industries Pty Ltd (trading as SKM Recycling).

**1. INTRODUCTION**

Contract No. 2109 – Receipt of Recyclables Services, was awarded to SKM Industries Pty Ltd (SKM) by Council at its meeting on 7 April 2015. The contract was awarded for an initial period from 13 April 2015 to 30 June 2018 with the option of three 12 month extensions at Council's discretion.

This report provides Council with a review of the service and the current state of the recycling industry. The report also outlines a proposal to extend the contract for a three year period.

**2. DISCUSSION****2.1 Services Performed**

Contract No. 2109 – Receipt of Recyclables Services requires the contractor to provide a Materials Recovery Facility with the facilities, resources, equipment and personnel necessary to accept the recyclables delivered by Council's collection service providers for sorting, recycling and sale to end markets.

The recyclables are received from:

- (a) residential premises;
- (b) public place recycling;
- (c) Council offices;
- (d) community venues; and
- (e) Knox Transfer Station.

## 8.2 Contract No. 2109 – Receipt of Recyclables Services (cont'd)

Council contractors currently deliver the recyclables to a receiving centre operated by SKM in Hallam, where they are loaded into semi-trailers. Up to February 2017 the recyclables were then transferred to the SKM Coolaroo Materials Recovery Facility for sorting and on selling. Following two fires at the Coolaroo facility, the recyclables are now transferred to the SKM Geelong Materials Recovery Facility.

SKM sort the recyclables into various grades of paper, cardboard, newsprint, plastics, aluminium, steel and glass which are then re-processed into new products for markets, primarily in Australia, China, Malaysia, Indonesia, The Philippines, India and Korea.

The quantity of Knox recyclables delivered to SKM since commencement of the contract have been:

13 April 2015 – 31 December 2015	11,555 tonnes
1 January 2016 – 31 December 2016	16,040 tonnes
1 January 2017 – 31 December 2017	15,880 tonnes

This represents a diversion of landfill of approximately 35%. The most recent decrease in quantity is due to a reduction in newsprint.

### 2.2 Current State of Recycling Industry

Melbourne Metropolitan Councils are unique in Australia as these Councils are currently paid for the recyclable material collected. Other Councils throughout Australia typically have to pay to dispose of their recyclable product.

Melbourne has three major kerbside recycling processing companies, being SKM, Visy and Polytrade. Between them they receive approximately 450,000 tonnes of recyclables per annum.

The sorted recyclables are internationally traded commodities that are subject to price fluctuations primarily influenced by supply and demand.

The recycling processing companies typically sell the product when commodity prices are high and stockpile when prices are low.

With prices currently in a low cycle there is stockpiling being undertaken by the processing companies. This has also been compounded by limits on access to containers and shipping due to the exporting of other products from Australia such as green harvests.

Whilst the commodity prices are low the overall demand into the future for paper, cardboard and hard plastics remains strong, however this will require the product to be sorted into various grades (not mixed as is currently the practice) to meet more stringent import requirements being introduced by the Chinese Government which is the main importer of kerbside recyclables.

## **8.2 Contract No. 2109 – Receipt of Recyclables Services (cont'd)**

Glass commodity prices are also currently low due to import competition and poor local manufacturing demand. Glass fines is the by product from the sorting process and is difficult to market, so is being stockpiled.

Soft plastics (plastic bags) are currently not sorted due to contamination with other products and the equipment required to mechanically sort the product. Trials to receive and process soft plastics through kerbside recycling have recently been undertaken, however the feasibility of introducing this has not been confirmed.

As from July 2018 the State Government is introducing legislation to ban e-waste from landfills. The definition of e-waste under the ban is anything with a chord or is operated by a battery. This is likely to increase the range of products received in the recycle bin.

Container Deposit legislation was introduced into New South Wales in December 2017 and is being introduced into ACT, Queensland and Western Australia in 2018. It is uncertain whether this will be introduced into Victoria, however it is likely that the introduction in the other states will impact on kerbside recycling in Melbourne, particularly with the current income received for the recyclables.

### **2.3 Proposed Service Improvements**

In reviewing the option to extend the contract with SKM, Council has negotiated an expansion of the range of products that will be received, with the following being acceptable:

- kitchen cookware;
- kitchen storage containers;
- plastic toys without power supply;
- flexible plastics – shrink wrap, plastic bags – when the materials recovery facility is set up to receive this.

Council's website relating to waste management will be updated to reflect the additional products from 1 July 2018 when the contract extension takes effect.

### **2.4 Proposal to Extend Contract**

Council has the option to either extend the contract or finalise the contract and re-tender the service.

The performance of SKM has proven satisfactory since commencing in April 2015. Despite two major fires at their Coolaroo Materials Recovery Facility they have continued to receive Knox recyclables without interruption to the service.

## **8.2 Contract No. 2109 – Receipt of Recyclables Services (cont'd)**

SKM have advised that they are undertaking expansion programs at several facilities in Victoria, have established markets in Asia for paper and cardboard, plastics and glass and are able to meet the more stringent conditions being introduced by China.

The recommendation proposed is that the contract be extended for a three year period from 1 July 2018 to 30 June 2021. Council's original recommendation in awarding the contract was to provide the option of three 12 month extensions. This was proposed at the time as Council had terminated the services of the then current Receipt of Recyclables contractor which was linked to volatility in the overseas markets for recyclables and the difficulties this was presenting to the contractor.

Having undertaken this service for three years, and based on the performance of SKM, there exists more certainty with the contractor being able to continue to provide the service for the next three years. The decision to consolidate the three 12 month extensions into one 3 year extension will also provide certainty of financial revenue for Council from material sales in a changing market environment for recyclables materials.

A confidential report detailing contractual information is provided separately to this report.

### **3. CONSULTATION**

Consultation has been undertaken with staff at SKM and with staff at the Metropolitan Waste and Resource Recovery Group (MWRRG).

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

The collection, transport and disposal of waste collected across the municipality has significant environmental and amenity issues.

The separation and diversion from landfill of recyclables and green organics has significantly reduced the quantity of waste going to landfill which has the flow on effect of reducing greenhouse gases.

The Receipt of Recyclables Services contract has required that tenderers extend the range of products received to include household kitchen products such as cookware and storage containers.

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

The projected income from SKM is in the order of \$724,500 annually with a projected income of \$2.17 million over the three years of the proposed contract extension.

This is in line with the Long Term Financial Forecast of \$706,000 per annum for income from receipt of recyclables.

## **8.2 Contract No. 2109 – Receipt of Recyclables Services (cont'd)**

### **6. SOCIAL IMPLICATIONS**

The waste management service provided by Council to the Knox community is viewed as very positive as is evidenced by the high community satisfaction levels achieved in the Local Government Community Satisfaction Survey undertaken by the Department of Environment, Land, Water and Planning and in the survey of residents conducted in the development of the Knox Waste Management Plan 2014-2021.

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

Council's waste management services supports the attainment of Goal 1 – *We value our natural and built environment.*

The relevant strategy under the Plan is 1.1 – *Protect and enhance our natural environment.* This will be met by providing innovative ways to reduce environmental impacts such as maximising the recycling and re-use of commodities and the education programs to achieve this.

### **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – (Matt Hanrahan, Acting Director – Engineering & Infrastructure) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Geoff McMeeken, Coordinator – Waste Management) - In providing this advice as the Author, I have no disclosable interests in this report

### **9. CONCLUSION**

In April 2015 Council awarded Contract No. 2109 – Receipt of Recyclables Services to SKM Industries (trading as SKM Recycling) for an initial period from 13 April 2015 to 30 June 2018 with the option of three 12 month extensions at Council's discretion.

The contractor's performance has proven satisfactory during this period and, with their future expansion program, are well placed to accept and process Knox recyclables.

The sorting process used at their Materials Recovery Facilities will enable them to meet the more restrictive recyclable import policies being introduced in China thereby enabling continuation of their established markets.

The recommendation is to extend the contract for a three year period from 1 July 2018 to 30 June 2021.

**8.2 Contract No. 2109 – Receipt of Recyclables Services (cont'd)****10. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report. A confidential report detailing contractual information is provided separately.

**COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**  
**SECONDED: CR. KEOGH**

That Council

1. extend Contract No. 2109 – Receipt of Recyclables Services for a three year period from 1 July 2018 – 30 June 2021; and
2. authorise the Chief Executive Officer to execute relevant contract documents with Council's Receipt of Recyclables contractor, SKM Industries Pty Ltd (trading as SKM Recycling).

**CARRIED**

Official Minutes of Knox City Council

**DINSDALE WARD****8.3 CONTRACT NO. 2313 – BAYSWATER EARLY YEARS HUB CONSTRUCTION**

**SUMMARY:** *Senior Project Delivery Officer – Major Initiatives Unit (John Williams)*

*This report considers and recommends the appointment of a tenderer for the construction of the new early years hub in Phyllis Street, Bayswater.*

**RECOMMENDATION**

That Council

1. accepts the adjusted tender submitted by Circon Constructions Pty Ltd for the lump sum price of \$9,503,934.00 excluding GST (\$10,454,327.40 including GST) for Contract No. 2313 – Bayswater Early Years Hub;
2. approves a \$1,741,807.73 increase in the budget allocation for the Bayswater Early Years Hub project, noting the increment will be applied to the 2018/19 budget allocation;
3. note that Council have been successful in receiving \$1.6 million in grant funding for the proposed facility through the Victorian Government's Integrated Children's Centre Grants Program;
4. authorises the Chief Executive Officer to formalise the contract documentation; and
5. advises all tenderers accordingly.

**1. INTRODUCTION**

This contract is for the construction of a new early years hub at Phyllis Street, Bayswater.

The early years hub at Bayswater is on the site of the existing Blue Hills Children and Family Centre. A scoping feasibility report for this project was prepared in 2015 and was approved by Council in April 2016. Design documentation was prepared by the principal architectural consultant (k20 Architecture).

In line with Council's Procurement Policy, after considering the complexity, value and risk associated with this contract, it was determined to utilise a public tender process in accordance with the approved Procurement Plan.

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

### **8.3 Contract No. 2313 – Bayswater Early Years Hub Construction (cont'd)**

#### **2. DISCUSSION**

##### **2.1 Proposed Works/service/goods**

The early years hub at Bayswater is on the site of the existing Blue Hills Children and Family Centre. A scoping feasibility report for this project was prepared in 2015 and was approved by Council at its Council meeting on 26 April 2016. Council's resolution included:

- *Proceed with the detailed design of an early years hub at the Blue Hills Children and Family Centre site in Bayswater for the purposes of construction.*
- *Commence construction of the hub in Bayswater in 2017/18.*

The construction phase of this project involves the demolition of the existing facility and construction of a new early years hub which includes a large multi-age outdoor playground and external landscaping, as well as all relevant permits.

Key statistics of the construction project include:

- Site area 4,525 sqm;
- Carpark areas providing 54 car spaces including DDA and bicycle parking;
- Built form 1,586 sqm; and
- Outdoor play spaces 1,210 sqm

Works are planned to commence in February 2018 and be complete by December 2018, with the facility operating from February 2019.

##### **2.2 Expressions of Interest**

No formal Expression of Interest was advertised for this contract. Council advertised a public tender for this project on 4 November 2017, in accordance with Council's Procurement Policy and approved Procurement Plan. The tender closed on 5 December 2017.

##### **2.3 Tenders Received**

The following tenders were received:

Tender 1	Circon Constructions Pty Ltd
Tender 2	Devco Project & Construction Management Pty Ltd

##### **(a) Initial Tender**

Preliminary evaluations were undertaken on 11 December 2017. Both tenderers qualified for the comparative criteria, having satisfied the Evaluation Panel that they met the requirements of the mandatory criteria. Based on the prices received exceeding the allocated budget, the evaluation was put on hold until further direction could be sought from Council.

### **8.3 Contract No. 2313 – Bayswater Early Years Hub Construction (cont'd)**

Council was provided with advice that due to a significant injection of State Government funding for infrastructure works, the construction tender market had been saturated, with a resultant increase in tender pricing.

#### **(b) Revised Tender**

In December 2017, Councillors were briefed on options under consideration for the project following receipt of tender prices which exceeded the available project budget. Officers have since pursued the option of seeking revised submissions from both tenderers based on potential costs savings identified in the tender document and by nominating alternative materials and methodologies. Meetings with both tenderers were held on 13 and 14 December to review and clarify their respective submissions.

Both tenderers provided revised submissions and tender clarifications on 15 December 2017 as a result of these meetings. Further clarifications and provision of tender omissions were requested from Devco Project & Construction Management on Monday 18 December 2017, and were received at close of business the same day.

Prior to the formal evaluation, the Evaluation Panel reviewed the submitted cost saving proposals and subsequently approved savings items from both tenderers. The Tender Evaluation Panel was convened for Tuesday 19 December 2017. Evaluation criteria and nominated score weightings were as per the approved Procurement Plan. The tender evaluation matrix reflects both the revised price submission (based on the tender documentation) and the final price submission (incorporating acceptable savings).

Based on tender responses received, a more detailed analysis was undertaken of delivery programs submitted by both tenderers. Circon Constructions Pty Ltd nominated a completion date of 12 December 2018, whilst Devco Project & Construction Management nominated 6 February 2019. Further to this, Devco did not include any provision for time delays in their submitted program, potentially pushing a completion date out to April 2019 or later. This would potentially have a major impact on early years service provision in the local area. Further clarification was requested from both tenderers as to the fluidity of their respective delivery programs. Devco confirmed that they made no allowance for any time contingencies such as inclement weather, whilst Circon have advised they have allowed up to 4 weeks within their program for such contingencies.

Circon have further advised that the client fitout can commence in November 2018 whilst landscaping works are being completed.

No formal financial assessments were undertaken, as both tenderers are registered on the State Government Construction Suppliers Register (CSR), with all contractors being assessed on their financial capacity as part of the pre-qualification. The Procurement Report is included as a confidential attachment (Appendix A) to this report.

### 8.3 Contract No. 2313 – Bayswater Early Years Hub Construction (cont'd)

#### 2.3.2 Evaluation Panel

The Tender Evaluation Panel consisted of suitably qualified panel members experienced in the evaluation and award of major capital works projects.

The Panel was advised by Council's Strategic Procurement Lead (Probity Advisor).

All members of the Panel signed the Tender Evaluation Panel Declaration Form indicating that they had no conflict of interest or association with any of the submitting tenderers.

#### 2.3.3 Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, have been assigned the following weightings as documented in the Procurement Plan:

• Price	50%
• Project Capability & Experience:	
- Management capabilities, experience, project resources	10%
- Past performance and experience	20%
- Conformity and ability to perform as specified	20%
<b>TOTAL</b>	<b>100%</b>

The tender also nominated the following mandatory criteria:

- Compliance with mandatory OHS criteria
- Registered Building Practitioners (RBP) registration
- Public Liability Insurance details
- Quality Assurance system & certification
- Compliance to conditions of tender documents

#### 2.4 Tender Evaluation Results

After considering the revised tender submissions, evaluating the proposed cost savings, and seeking additional information for clarification, the Evaluation Panel arrived at the following summary results:

Ranking Order	Tenderer
1	Circon Constructions Pty Ltd
2	Devco Project & Construction Management Pty Ltd

**8.3 Contract No. 2313 – Bayswater Early Years Hub Construction (cont'd)**

The final evaluation matrix is included with the Confidential Procurement Report, appended to this report.

**2.4.1 Preferred Tender**

Circon Constructions Pty Ltd (Circon) is the recommended tenderer with the highest evaluation score. The following is noted in regard to Circon.

- The rates submitted for this tender are considered to be competitive and reflect the current market for this type of project.
- Circon is an experienced contractor and has previously carried out contract works for Council and was the successful tenderer for the Wantirna South Early Years Hub.

It is anticipated that Circon Constructions Pty Ltd will give satisfactory performance and successfully deliver the project.

**2.4.2 Second Preferred Tender**

Devco Project & Construction Management Pty Ltd (Devco) is the second preferred contractor with the second highest evaluation score. The following is noted in regard to Devco:

- The rates submitted for this tender are considered to be competitive and reflect the current market for this type of project.
- Devco is an experienced contractor and has previously carried out contract works for Council.

It is noted that Devco could not suitably demonstrate the capacity to meet the project timelines as required by Council.

**3. CONSULTATION**

The Evaluation Panel consulted with Family and Children's Services Department with regards to the impact of late delivery of the project. A separate Confidential Report from Family and Children's Services is included as an appendix to this report (Appendix B).

**4. ENVIRONMENTAL/AMENITY ISSUES**

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

**8.3 Contract No. 2313 – Bayswater Early Years Hub Construction (cont'd)****5. FINANCIAL & ECONOMIC IMPLICATIONS****5.1 Projected Costs**

The projected project cost and funding is summarised below:

<b>Description</b>	<b>Cost (excluding GST)</b>
Adjusted Contract Lump Sum Price	\$9,503,934.00
Contingencies (7.5%)	\$712,795.05
Project Management (2%)	\$190,078.68
<b>Total Project Cost (Construction Phase):</b>	<b>\$10,406,807.73</b>

**5.2 Funds Available**

Council has recognised that this project would be delivered across the 2017/18 and 2018/19 financial years. An amount of \$5,925,571 has been budgeted in the 2017/18 financial year with the balance to be provided in the 2018/19 financial year. With the delay in the tender process, it is recognised that most of the funds in the current financial year would be carried forward to 2018/19.

Council was recently informed by the Victorian State Government that it has been successful in receiving \$1.6 million in grant funding for the facility through the Integrated Children's Centre Grants Program.

The funding sources available are as follows:

<b>Description</b>	<b>Funds</b>
CWP Account EO105 4006 (Construction Phase)	\$7,065,000.00
Victorian Government Grant Funding	\$1,600,000.00
<b>Total Funds Available:</b>	<b>\$8,665,000.00</b>

The total funding available represents a shortfall of \$1,741,807.73 in the contract sum of the preferred tenderer, plus associated costs.

**6. SOCIAL IMPLICATIONS**

This project will have social implications during the construction in terms of temporary inconvenience and access restrictions.

However, disruptions will be kept to a minimum and prior notification will be given of any restrictions.

The Bayswater Early Years Hub will create a contemporary facility for a range of integrated and co-located early childhood services.

**8.3 Contract No. 2313 – Bayswater Early Years Hub Construction (cont'd)****7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

The Knox Community and Council Plan 2017-21 replaces the Knox City Plan and includes:

- a vision statement for the Knox community
- shared goals and strategies to achieve the vision; and
- the Council Plan outlining the role and focus of Council, the targets it has set and the initiatives it will undertake over the next four years.

This project will contribute to the following key goals and strategies outlined in the vision:

**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.
- Initiative 5.4.3 – Construct and open two Early Years Hubs in Wantirna South and Bayswater to support early education, life long learning and improved physical and mental health.

**8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible – (Matt Hanrahan - Acting Director – Engineering & Infrastructure) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (John Williams, Senior Project Delivery Officer – Major Initiatives Unit) - In providing this advice as the Author, I have no disclosable interests in this report.

**9. CONCLUSION**

The tender representing best value for money was presented by Circon Constructions Pty Ltd for the lump sum price of \$9,503,934.00 (\$10,454,327.40 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.

**8.3 Contract No. 2313 – Bayswater Early Years Hub Construction (cont'd)****10. CONFIDENTIALITY**

The Procurement Report, including the tendered prices, evaluation matrix and completed Panel Evaluation Form is provided separately to this report (Appendix A). A separate Confidential Report from Family and Children's Services is also included as an appendix to this report (Appendix B).

**COUNCIL RESOLUTION****MOVED: CR. KEOGH****SECONDED: CR. LOCKWOOD**

That Council

1. accepts the adjusted tender submitted by Circon Constructions Pty Ltd for the lump sum price of \$9,503,934.00 excluding GST (\$10,454,327.40 including GST) for Contract No. 2313 – Bayswater Early Years Hub;
2. approves a \$1,741,807.73 increase in the budget allocation for the Bayswater Early Years Hub project, noting the increment will be applied to the 2018/19 budget allocation;
3. note that Council have been successful in receiving \$1.6 million in grant funding for the proposed facility through the Victorian Government's Integrated Children's Centre Grants Program;
4. authorises the Chief Executive Officer to formalise the contract documentation; and
5. advises all tenderers accordingly.

**CARRIED**

**ALL WARDS****10.1 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 December 2017 and Sunday 7 January 2018 are attached to this report.

**COUNCIL RESOLUTION**

**MOVED: CR. TAYLOR**

**SECONDED: CR. KEOGH**

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.

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 4/12/2017	
<b>Name of Committee or Group (if applicable):</b> Issues Briefing	
<b>Time Meeting Commenced:</b> 6:32pm	
<b>Councillors in Attendance:</b>	
Cr John Mortimore, Mayor	
Cr Peter Lockwood	
Cr Jackson Taylor	
Cr Adam Gill	
Cr Tony Holland	
Cr Darren Pearce	
<b>Council Staff in Attendance:</b>	Peter Gore (Item 1)
Tony Doyle	Nicole Columbine (Item 1)
Ian Bell	Kathy Parton (Item 2)
Michael Fromberg	Pip Smith (Item 2)
Angelo Kourambas	David Yeouart (Item 3)
Kerry Stubbings	Nadine Gaskell (Item 3)
Andrew Dowling	Kathy Parton (Item 4)
	Dale Monk (Item 4)
	Angela Mitchell (Item 4)
<b>Matters Considered:</b>	
1. Squash and Racquetball in Knox	
2. Community Operational Funding	
3. Foxes and Pest Animals in the Urban Environment	
4. Proposed Sale of 3 The Avenue, Ferntree Gully	
5. Forward Report Schedule	

<b>Conflict of Interest Disclosures: Yes</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 5/12/2017	
<b>Name of Committee or Group (if applicable):</b> Combined Knox Multicultural Advisory Committee and Knox Interfaith Network Meeting	
<b>Time Meeting Commenced:</b> 6:00pm	
<b>Councillors in Attendance:</b> Cr Peter Lockwood	
<b>Council Staff in Attendance:</b> Joan Pepi Suzi Hayes	
<b>Matters Considered:</b>	
1. Knox Multicultural Communities Officers 2017 Report	
2. Knox Interfaith Network Report	
3. Knox Tours of Places of Workshop 2017 Report	
4. Acknowledgement of Shameela Essop's Appointment to the Victorian Multicultural Commission Eastern Regional Advisory Council	
5. Priority Areas for 2018 as per the Knox Access and Equity Implementation Plan	
6. Identification of Opportunities to be Considered for Future Projects	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

## RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 7/12/2017	
<b>Name of Committee or Group (if applicable):</b> Knox Disability Advisory Committee	
<b>Time Meeting Commenced:</b> 6:30pm	
<b>Councillors in Attendance:</b> Cr Nicole Seymour	
<b>Council Staff in Attendance:</b> Felicity Smith Amanda Wiggs Peter Johnstone Saskia Weerheim Farah Siddiqui Fiona Crozier	
<b>Matters Considered:</b>	
1. Update on Council's Advisory Committee Review	
2. Year in Review – Access and Inclusion	
3. Priority Areas for 2018 and Collaboration Opportunities as per Community Access and Equity Implementation Plan	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 11/12/2017	
<b>Name of Committee or Group (if applicable):</b> Special Issues Briefing	
<b>Time Meeting Commenced:</b> 7:33pm	
<b>Councillors in Attendance:</b>	
Cr John Mortimore, Mayor	Cr Tony Holland
Cr Jake Keogh, Deputy Mayor	Cr Lisa Cooper
Cr Peter Lockwood	Cr Darren Pearce
Cr Jackson Taylor	Cr Nicole Seymour
Cr Adam Gill	
<b>Council Staff in Attendance:</b>	
Tony Doyle	Peter Gore (Item 1)
Ian Bell	Marco D'Amico (Item 1)
Michael Fromberg	Monica Micheli (Items 1 & 2)
Angelo Kourambas	John Griffiths (Item 3)
Kerry Stubbings	Jess McGivern (Item 3)
Rodney McKail	Pip Smith (Item 3)
Andrew Dowling	
<b>Matters Considered:</b>	
1. Knox Regional Sports Park – Masterplan	
2. Bayswater Early Years Hub	
3. Community Grants Review	
4. Future Call Up Items – General Discussion	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 12/12/2017	
<b>Name of Committee or Group (if applicable):</b>	
Combined Knox Community Health and Wellbeing Advisory Committee and Community Safety Advisory Committee	
<b>Time Meeting Commenced:</b> 9:30am	
<b>Councillors in Attendance:</b>	
Cr John Mortimore, Mayor	
Cr Jackson Taylor	
<b>Council Staff in Attendance:</b>	
Kathy Parton	
Sam Salamone	
Darlene Swan	
Lisette Pine	
Tony Justice	
Rosie Tuck	
Joy Temple	
<b>Matters Considered:</b>	
1. Update on Council's Review of Advisory Committees	
2. Suicide and Suicide Prevention	
3. Building Resilience and Supporting Young People	
4. Outer Eastern Metropolitan Region Suicide Response Protocol	
5. Discussion regarding Suicide Prevention and Opportunities for Partnerships	
6. Organisational Updates	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

**WITH THE LEAVE OF COUNCIL THE MAYOR POSTPONED CONFIDENTIAL  
ITEM 6.3 UNTIL THE LAST ITEM ON THE AGENDA**

**11. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN**

Nil.

**12. SUPPLEMENTARY ITEMS**

Nil.

**13. URGENT BUSINESS**

**13.1 URGENT BUSINESS**

Nil.

**13.2 CALL UP ITEMS**

Nil.

**14. QUESTIONS WITHOUT NOTICE**

Nil.

**PROCEDURAL MOTION**

**CLOSURE OF MEETING**

**MOVED: CR. TAYLOR**

**SECONDED: CR. PEARCE**

That in accordance with Sections 89 (2) of the Local Government Act, 1989, the Meeting be closed to members of the public to consider Item 6.3 on the agenda on the basis that discussion is required on matters set out in Section 89(2)(d) due to contractual matters.

**CARRIED**

**THE MEETING WAS CLOSED TO THE PUBLIC AT 7.56PM**

**TIRHATUAN WARD****6.3 STAMFORD PARK – LEASE OF HOMESTEAD AS A RESTAURANT**

A confidential report was discussed and resolved upon in camera.

**MOVED: CR. TAYLOR**  
**SECONDED: CR. PEARCE**

**That the meeting be re-opened to the Public.**

**CARRIED**

**THE MEETING REOPENED TO THE PUBLIC AT 7.59M**

**MEETING CLOSED AT 8.00PM**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on  
Tuesday 26 February 2018

.....  
Chairperson