



# **KNOX CITY COUNCIL**

# **MINUTES**

Ordinary Meeting of Council

Held at the  
Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 23 July 2018



**KNOX CITY COUNCIL**

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

**ON**

**MONDAY, 23 JULY 2018 AT 7.00 P.M.**

**PRESENT:**

<i>Cr J Mortimore (Mayor)</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 A Gill</i>	<i>Dinsdale Ward</i>
<i>Cr T Holland</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott 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>Mr M Hanrahan</i>	<i>Acting Director – Engineering &amp; Infrastructure</i>
<i>Ms J Oxley</i>	<i>Director - City Development</i>
<i>Mr M Fromberg</i>	<i>Director – Corporate Services</i>
<i>Ms K Stubbings</i>	<i>Director – Community Services</i>
<i>Mr Phil McQue</i>	<i>Manager – Governance &amp; Strategy</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**

*Nil.*

**2. DECLARATIONS OF CONFLICT OF INTEREST**

*Pursuant to Section 79 of the Local Government Act 1989 (The Act), Councillor Seymour declared a direct interest pursuant to Section 77B of the Act in Item 6.4 on the grounds that her daughter has danced with Rowville Ballet (the applicant) for many years and it may be perceived as Councillor Seymour having a bias in the decision making.*

*Pursuant to Section 79 of the Local Government Act 1989 (The Act), Councillor Mortimore declared an indirect interest pursuant to Section 78C of the Act in Item 10.3 on the grounds that he is a member of The Basin Fire Brigade which was a proposed recipient of a minor grant.*

**3. CONFIRMATION OF MINUTES****COUNCIL RESOLUTION****MOVED: CR. PEARCE****SECONDED: CR. LOCKWOOD**

**Confirmation of Minutes of Ordinary Meeting of Council  
held on Monday 25 June 2018.**

**CARRIED****4. PETITIONS AND MEMORIALS**

- 4.1 Councillor Taylor presented a petition with 142 signatories requesting the installation of traffic lights and a slip lane at the corner of Wantirna Road and Clarence Road.

The Petition lay on the table.

**5. REPORTS BY COUNCILLORS**

- |     |                                   |           |
|-----|-----------------------------------|-----------|
| 5.1 | <i>Committees &amp; Delegates</i> | <b>1.</b> |
| 5.2 | <i>Ward Issues</i>                | <b>2.</b> |



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

	<b>All Wards</b>	
6.1	Report Of Planning Applications Decided Under Delegation (160/1/06)	4.
	<b>Collier Ward</b>	
6.2	Application For Development Of The Land For 84 Dwellings And Alteration Of Access To A Road In A Road Zone Category 1 At 750 Boronia Road, Wantirna	10.
	<b>Dinsdale Ward</b>	
6.3	Development Of The Land For A Seven Storey Mixed Use Building, Use Of Land For 55 Dwellings And A Reduction In Car Parking At 711-717 Mountain Highway, Bayswater	64.
	<b>Friberg Ward</b>	
6.4	Application For The Change Of Use To An Indoor Recreation Facility (Dance Studio) At 16/7 Samantha Court Knoxfield	136.
	<b>Taylor Ward</b>	
6.5	Application For The Development Of The Land For Two (2) Double Storey And One (1) Single Storey Dwelling (Total Of 3 Dwellings) At 30 Heany Park Road, Rowville	147.
	<b>All Wards</b>	
6.6	Draft Knox Land For Business Directions Plan And Planning Scheme Amendment C164 – Consideration Of Submissions And Request Planning Panel	178.
	<b>All Wards</b>	
6.7	Response To Call Up Item - Investment Focused Planning Services	189.
	<b>Chandler and Baird Wards</b>	
6.8	Boronia Renewal Project – Engagement With Children And Young People	198.
	<b>All Wards</b>	
6.9	Review Of School Crossing Program Policy	209.
	<b>All Wards</b>	
6.10	Response To Call Up Item - In-House Prosecutions Officer	225.

**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). 233.

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

- 8.1 Awarding Of Contract 2375 – Road Renewal Construction Program 2018/2019 **All Wards** **236.**
- 8.2 Peregrine Reserve Masterplan **Taylor Ward** **243.**
- 8.3 People And Dogs In Parks - Three (3) Concept Options For Future Dog Parks In Knox **All Wards** **264.**

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

- 9.1 2020 Central Enrolment Project **All Wards** **301.**
- 9.2 Proposed Trading Names For Council's New Early Years Hubs **All Wards** **353.**
- 9.3 Review Of Immerse Art Exhibition Program **All Wards** **360.**
- 9.4 Review Of Council's Major Festivals And Events Program 2017-18 **All Wards** **372.**

**10. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CORPORATE DEVELOPMENT GROUP**

- 10.1 Amendment To Submission Hearing Date - Proposed Sale Of 2a Francis Crescent, Ferntree Gully **Dobson Wards** **411.**
- 10.2 Proposed Sale Of Council Property – 3 The Avenue, Ferntree Gully **Dobson Ward** **413.**
- 10.3 Minor Grants Program Applications **All Wards** **421.**

**11. ITEMS FOR INFORMATION**

11.1	Works Report (As at 3 July 2018)	<i>All Wards</i>	427.
11.2	Assemblies of Councillors	<i>All Wards</i>	453.

**12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN** 460.

12.1	Notice of Motion No. 82 - Modify public consultation process on Millers Homestead, Boronia	460.
------	--	------

**13. SUPPLEMENTARY ITEMS** 462.

13.1	Public Transport Advocacy	462.
------	---------------------------	------

**14. URGENT BUSINESS** 475.

14.1	Urgent Business	475.
14.2	Call Up Items	475.

**15. QUESTIONS WITHOUT NOTICE** 475.

TONY DOYLE  
CHIEF EXECUTIVE OFFICER

**ALL WARDS****8.1 AWARDING OF CONTRACT 2375 – ROAD RENEWAL CONSTRUCTION PROGRAM 2018/2019**

**SUMMARY:** *Coordinator – Project Delivery (Hans Pelgrim)*

*This report considers and recommends the appointment of a tenderer for Council's Road Renewal construction program for 2018/19.*

**RECOMMENDATION**

That Council

1. accepts the adjusted tender submitted by Etheredge Mintern Pty Ltd for the adjusted lump sum price of \$2,337,204.50 excluding GST (\$2,570,924.95 including GST) for Contract No. 2375 – Road Renewal Construction Program 2018/19;
2. authorises the Chief Executive Officer to formalise the contract documentation under delegated authority; and
3. advises all tenderers accordingly.

**1. INTRODUCTION**

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

This report considers and recommends the appointment of Etheredge Mintern Pty Ltd to undertake the works for the 2018/2019 Road Renewal Construction program as detailed within the 2018/19 Capital Works Program.

After a final adjustment of the program following reconciliation of the 2017/2018 Road Renewal construction program, and a final review of the 2018/2019 construction program, this program is comprised of the local roads as detailed below :

- Project No. 876, Parkhurst Drive, Knoxfield;
- Project No. 924, Cherrington Square, Wantirna;
- Project No. 927, Selman Avenue, Ferntree Gully, between Burwood Hwy & Spring Street;
- Project No. 929, Albert Avenue, Boronia, between Bambury Street & Olive Grove;
- Project No. 931, Underwood Road, Ferntree Gully, between. Lording Street & Veronica Street; and
- Project No. 607, Ashton Street Ferntree Gully, Final Stage between. Adele Avenue and Ferntree Gully Road (Provisional Project).

These projects are listed on Council's 2018/19 Capital Works Program within Program Number 1001 – Road Sub-Structure and Kerb and Channel. The purpose of the Road Sub-Structure and Kerb and Channel program is to fund road renewal and kerb & channel renewal works as prioritized by Council.

## **2. DISCUSSION**

### **2.1 Proposed Works**

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

- Parkhurst Drive, Knoxfield - the entire length of road which traverses an industrial area.
- Cherrington Square, Wantirna - the entire length road within a residential area.
- Selman Avenue, Ferntree Gully, the section of major road between Burwood Hwy & Spring Street.
- Albert Avenue, Boronia, the section of major road between Bambury Street & Olive Grove.
- Underwood Road, Ferntree Gully, the section of major road between Lording Street & Veronica Street.
- Ashton Street Ferntree Gully, the section of collector road between Adele Avenue and Ferntree Gully Road (listed as a Provisional Project dependant on sufficient funding being available) - Final Stage.

The proposed works are be funded through the Capital Works Program (CWP) and are to be delivered within the 2018/19 financial year.

### **2.2 Tenders Received**

This contract was advertised in The Age on Saturday, 12 May and on Saturday, 19 May 2018, and in The Leader on Tuesday, 15 May 2018, as a Lump Sum, Quality Assured contract with the option to appoint for each project separately or as one entire package of projects.

A pre-tender Information meeting was held to clarify complexities of the contract on 23 May 2018.

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

The following tenders were received:

Tenderer 1	Etheredge Mintern Pty Ltd
Tenderer 2	Parkinson Group (Vic) Pty Ltd
Tenderer 3	Kalow Holdings Pty Ltd

### 2.2.1 Pre Evaluation Checks

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

### 2.2.2 Evaluation Panel

The Tender Evaluation Panel was formed in line with Council's Procurement Policy. This is referred to in section 8 of this report.

The Tender Evaluation Panel consisted of the following members:

Linda Millar, Design Engineer/Project Manager – Project Delivery (Chair)  
 Hans Pelgrim, Coordinator – Project Delivery  
 Mark Gardner, Team Leader – Project Delivery  
 Kim Hanisch, Coordinator – Construction Group  
 Sinisa Mistic, Project Manager – Project Delivery

The panel was advised by Council's Contracts and 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.

### 2.2.3 Evaluation Criteria

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

Option 1 - Awarding all works: Comparative criteria are those factors that are scored as part of the evaluation process.

Comparative Criteria	Weighting
1. Price	30%
2. Evidence of Capability (capacity to deliver) and Supervision required.	20%
3. Assessment of Detailed Works Program, tender conditions, evidence of technical, managerial, physical and financial resources, and current and future workloads.	20%
4. Traffic Management	20%
5. Integrated Management System, implementation incorporating Quality, Environment and safety.	10%
<b>Total</b>	<b>100.0%</b>

Option 2 - Awarding part of works:

<b>Comparative Criteria</b>		<b>Weighting</b>
1.	Price	40%
2.	Evidence of Capability (capacity to deliver) and Supervision required.	15%
3.	Assessment of Detailed Works Program, tender conditions, evidence of technical, managerial, physical and financial resources, and current and future workloads.	15%
4.	Traffic Management	20%
5.	Integrated Management System, implementation incorporating Quality, Environment and safety.	10%
<b>Total</b>		<b>100.0%</b>

**2.3 Tender Evaluation Results**

The Panel arrived at the following summary results:

<b>Ranking Order</b>	<b>Tenderer</b>
1	Etheredge Mintern Pty Ltd
2	Parkinson Group (Vic) Pty Ltd
3	Kalow Holdings Pty Ltd

Evaluation and scoring by the panel according to the comparative criteria listed above resulted in Etheredge Mintern Pty Ltd scoring highest for option 1 and Etheredge Mintern Pty Ltd are also the highest scoring tenderer for each of the separate parts for Option 2. The tender submitted by Etheredge Mintern Pty Ltd for Option 1 was also marginally cheaper in price than that submitted for Option 2.

On that basis the panel considered that Option 1 (the entire package) be recommended to Etheredge Mintern Pty Ltd.

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

**2.3.1 Preferred Tender**

Etheredge Mintern Pty Ltd is the recommended tenderer with the highest evaluation score and an adjusted tender price of \$2,337,204.50 (excluding GST).

The rates submitted for these works are competitive and reflect the current market for this type of project.

Etheredge Mintern Pty Ltd are well known to Council; they are an experienced contractor and have carried out a number of contract works for Council. Etheredge Mintern Pty Ltd have recently been appointed by Council for the reconstruction of Eastgate Court, Wantirna South, which is currently nearing completion, and have recently completed contract works for the reconstruction of Ashton Road, Kingston Street and Mountain Gate Drive, Ferntree Gully.

Etheredge Mintern Pty Ltd has ongoing works under a minor works contract, for Whitehorse City Council. Reports from the supervisors of these works indicate Etheredge Mintern Pty Ltd is performing very well with no concerns.

It is anticipated that Etheredge Mintern Pty Ltd would give satisfactory performance and successful project delivery.

### **2.3.2 Second Preferred Tender**

The tender from Parkinson Group (Vic) Pty Ltd scored the second highest against the tender evaluation criteria. Parkinson Group (Vic) Pty Ltd are well known to Council and their rates are also regarded as competitive and reasonable for this type of work.

Parkinson Group (Vic) Pty Ltd have recently been appointed for the reconstruction of Ashton Road and Kingston Street, Ferntree Gully, which is nearing completion. It is anticipated that Parkinson Group (Vic) Pty Ltd would also give satisfactory performance and successfully deliver the project.

## **3. CONSULTATION**

In relation to resident consultation for this group of projects, the abutting owners and traders have been notified of the proposed works through a letter drop and will be further notified of proposed start and finish dates and the relevant contact details once a contractor has been appointed and the works program is known.

The successful contractor, together with Council, will liaise closely with the abutting owners/traders, Ventura Buses, PTV and Council's waste collection contractor prior to and during the works.

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

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

In relation to this group of projects, the delivery of this contract will significantly improve Council's assets and maintain infrastructure integrity well into the future while providing greater amenity to local businesses and residents.



## **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	\$2,337,204.50
Project Management Fee	\$104,126.00
Advertising and Tender Documentation	\$600.00
Contingencies (~10%)	<u>\$233,069.50</u>
<b>Total Project Cost:</b>	<b><u>\$2,675,000.00</u></b>

### **5.2 Funds Available**

Funds available from Council's 2018/19 Capital Works Program for the Road Sub-Structure and Kerb & Channel Renewal program including 2017/18 Carry forward funding for Project No. 1001-875, Parkhurst Dr, are as follows:

Program No. 1001 2018/19 C/f Road Renewal projects	\$112,960
Program No. 1001 Sub-total Road Renewal projects	\$2,550,000
Program No. 1001 Programmed works from audit	<u>\$250,000</u>
<b>Funding Sub-Total:</b>	<b><u>\$2,912,960</u></b>

It is noted that this contract provides for a 'package' of road renewal projects. These projects have been assessed as having similar construction requirements and therefore, present opportunities for both economy of scale and administrative efficiency. To this end, it is estimated that approximately 480 hours of officer time have been saved in the tendering and tender evaluation process. This equates to around \$30,000. Whilst not a direct saving, it provides an efficiency that creates capacity to focus on other projects.

## **6. SOCIAL IMPLICATIONS**

This project will have social implications during the construction in terms of temporary inconvenience and access restrictions.

However, this will be kept to a minimum and all occupants will be notified of any restrictions prior to them occurring.

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

These projects have relevance to and aligns with Council's 2017 - 2021 Knox Community and Council Plan under the goal of 'We value our natural and built environment'.

## **8. CONFLICT OF INTEREST**

All evaluation panel members have signed the Conflict of Interest and Confidentiality Agreement in accordance with Council's Procurement Policy.

## **9. CONCLUSION**

The tender representing best value for money was presented by Etheredge Mintern Pty Ltd for the adjusted lump sum price of \$2,337,204.50 excluding GST (\$2,570,924.95 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.

## **10. CONFIDENTIALITY**

All evaluation panel members have signed the Conflict of Interest and Confidentiality Agreement in accordance with Council's Procurement Policy.

The Procurement Report, included as Appendix A, including Contract Summary of tendered prices, Evaluation Matrix and Panel Evaluation Form is provided separately to this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**  
**SECONDED: CR. COOPER**

**That Council**

- 1. accepts the adjusted tender submitted by Etheredge Mintern Pty Ltd for the adjusted lump sum price of \$2,337,204.50 excluding GST (\$2,570,924.95 including GST) for Contract No. 2375 – Road Renewal Construction Program 2018/19;**
- 2. authorises the Chief Executive Officer to formalise the contract documentation under delegated authority; and**
- 3. advises all tenderers accordingly.**

**CARRIED**

Confidential Appendix A is circulated under separate cover.

**COUNCILLOR HOLLAND RETURNED TO THE CHAMBER AT 8.19PM DURING DISCUSSION ON ITEM 8.2****TAYLOR WARD****8.2 PEREGRINE RESERVE MASTERPLAN**

**SUMMARY:** *Senior Landscape Architect – Open Space and Landscape Design (Sierra Slater)*

*This report outlines the proposed Masterplan for Peregrine Reserve, Rowville and is presented for Council's consideration.*

*The Masterplan has been developed through broad internal officer liaison, community consultation and recommends a direction for the upgrade of Peregrine Reserve (the Reserve).*

**RECOMMENDATION**

That Council

1. approve the Draft Landscape Masterplan for Peregrine Reserve, Rowville as shown as Appendix A to this report;
2. note the allocation of \$100,000 for design documentation in the 2018/19 budget; and
2. refer the balance of funding for the implementation of Peregrine Reserve Masterplan to the 2019/20 budget process for consideration.

**1. INTRODUCTION**

Consistent with Council's Open Space Plan 2012-2022, the preparation of a Masterplan for Peregrine Reserve, Rowville was commissioned by Council as part of the 2017/18 Capital Works Program.

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

**2. DISCUSSION****2.1 Location**

Peregrine Reserve is located in the eastern part of Rowville and is bordered to the south by Dandelion Drive and Pinehill Drive to the east. Residential properties border the Reserve to the north and west of the site. The Reserve is approximately six (6) hectares and is zoned Public Park and Recreation Zone (PPRZ) in Knox's Planning Scheme.

**2.2 Facilities**

Peregrine Reserve is a prominent open space reserve for local residents in the surrounding area. The Reserve offers large open grass areas, circuit style pedestrian pathway, junior and senior playground play units, a half-basketball court and an acre of Significant Vegetation (Site of Biological Significance

118c). Also, of significance, is the Melbourne Water Overland Flow path, which runs east west along the lower half of the site.

### 2.3 Use of the Reserve

Peregrine Reserve is classified as a Neighbourhood Open Space (Knox Open Space Plan 2012 – 2022) which serves a suburb-scale catchment and accommodates the needs of multiple residents, visitors and community groups.

The Reserve mainly supports passive recreational activities such as:

- Walking or jogging around the path network;
- Informal sports in the open grass space;
- People walking dogs, and;
- Families using the playground

### 2.4 Environmental Values

Peregrine Reserve has been identified and documented as a Reserve with local significance in Council's Sites of Biological Significance in Knox – 2nd Edition, 2010. The Study states:

*'The native vegetation within this reserve was mostly cleared or destroyed during its period as part of a grazing property. It would have belonged to the Swampy Woodland EVC, which is now regionally endangered. Today, the reserve's remnant vegetation comprises a small number of Swamp Gums (Eucalyptus ovata), very few Narrow-leafed Peppermints (Eucalyptus radiata) and a single Black Wattle (Acacia mearnsii). The eucalypts are estimated to be mostly 80-100 years old, with some exceeding 100 years. Such old Swamp Gums generally make excellent habitat trees because of their tendency to develop hollows and fissures that may be inhabited by native birds, bats, possums or insects.'*

An Arborist's report was commissioned (9 February 2018) to provide recommendations for tree retention and removal. The report also establishes the habitat and environmental value of the site and provides options for tree retention and the potential habitat creation and positive environmental enhancements of introducing a wetland system adjacent to the significant vegetation.

### 2.5 Planning Provisions

Peregrine Reserve is zoned *Public Park and Recreation Zone (PPRZ)*.

The Reserve is affected by Vegetation Protection Overlay 1 (VPO1). The primary objective of the Overlay is to protect areas of significant vegetation, to ensure that development minimises loss of vegetation, to preserve existing trees and other vegetation, to recognise vegetation protection areas as locations of special significance, natural beauty, interest and importance and to maintain and enhance habitat and habitat corridors for indigenous fauna.

A planning permit may be required for removal of vegetation. Planning permit considerations will be undertaken as part of the detail design.

### **3. CONSULTATION**

#### **3.1 Consultation**

The Peregrine Reserve Masterplan project began in the 2017/18 financial year.

Staff consultation was held during March 2017, to identify key issues, strengths of the Reserve and potential design opportunities.

#### **3.2 Key issues and opportunities identified**

An Issues and Opportunities Plan was created based on input received (Appendix B).

##### **3.2.1 Issues**

- There is significant upstream catchment running through site eg. 1500mm DIA Rowville main drain. Any future drainage upgrade works will require Melbourne Water approval.
- Existing overland flow path fills during winter and acts as flood mitigation function.
- Playground has limited shade.

##### **3.2.2 Opportunities**

- Vegetation Protection Overlay (VPO) exists over section of the Reserve (site of biodiversity).
- Water sensitive Urban Design opportunity eg. plant-out swale with indigenous understorey vegetation.
- Harvest water from pipe entering, east of the Reserve (future flood mapping to occur in 2018/19) or from stormwater pit at 47 Woodside Drive.
- The Reserve requires flood mitigation.
- Opportunity for infill tree planting around the Reserve and including street trees.
- Request for more senior play equipment as there is an older-children demographic. Include items such as, skateable elements.
- Requests to thin-out bushland to better manage dumped rubbish.
- Investigate the provision of soccer facilities.
- Investigate a dog park.
- Possible riding track (a pump track) for use by younger aged children.
- Join senior and junior play areas and small active space such as, a better basketball ½ court or full court and skateable items.
- Nature play incorporated into the playground.

- Shelter with picnic facilities.
- Furniture such as, bike racks, drinking fountain.
- Provide more shade in the playground area(s).
- Review parking in the Reserve to eliminate cars from the surrounding streets.
- Informal exercise station.
- Provide area/design for homeless people.

The key recommendations following staff consultation were:

- enhance the vegetation on site, with more indigenous tree planting;
- use the existing stormwater collection points to treat water on site, using a wetland system and reducing the flood risk; and
- create a social space with integrated social and active recreation and picnic facilities. Combine the existing two (2) playspaces and enhance with natural play elements.

The possibility of including soccer facilities was set aside due to limitation of space for the associated infrastructure including car parking and a pavilion – as well as the anticipated impacts on resident amenity. Other more suitable sites have also been identified including the Kingston Links development. The possibility of including a dog park was also set aside based on the outcomes of the People and Dogs in Parks report.

### 3.3 Draft Masterplan

An initial Draft Masterplan was prepared based on the recommendations from the internal review (Appendix C), which included:

- **Significant Vegetation:**
  - Retain and protect the existing remnant indigenous swamp gum. (No works within 15m radius of the tree)
- **Proposed BMX Track:**
  - Pump track for use by children with mounded asphalt and turf.
- **New Play Space:**
  - Enhance and expand the existing play space to include junior play, senior play and tree planting for shade and amenity. Play opportunities will be provided for visitors of all ages and include; swings, climbing structures, slides, balance apparatus, seating in shaded locations and areas for imagination play.
  - The existing egg sculptures will be retained and a nature play area created around them.

- **Social/Active Recreation Space:**
  - Provide a full concrete basketball court with additional line marking to accommodate additional hard surface ball games eg. handball.
  - Integrate the skateable area with concrete block/skateable items.
  - Install a picnic shelter, BBQ facilities, drinking fountain, picnic tables and seats to accommodate small and large groups.
  - Installation of other active amenities e.g. table tennis table.
  
- **Fitness Equipment Stations:**
  - The existing asphalt path provides a circuit loop of approximately 700m. Fixed Gym equipment stations will be provided at selected locations, to provide visitors with the opportunity to actively exercise outdoors, in a natural setting.
  
- **Proposed Wetland:**
  - Capture stormwater and overland flows into a new, shallow wetland area that provides increased aquatic and terrestrial habitat and amenity.
  - Undertake indigenous and native planting to enhance the adjoining natural bushland character (the Site of Biological Significance).
  - Provide additional seating and a viewing platform over the wetland.
  - Ensure that clear sight lines are maintained and that Crime Prevention Through Environmental Design (CPTED) principles are implemented.
  
- **Site of Biological Significance:**
  - The native vegetation within this Reserve was mostly cleared when it was used for grazing property. However, the vegetation would have belonged to the Swampy Woodland EVC, which is now regionally endangered.
  - Currently, the Reserve's remnant vegetation comprises of a small number of Swamp Gums (*Eucalyptus ovata*), very few Narrow-leafed Peppermints (*Eucalyptus radiata*) and a single Black Wattle (*Acacia mearnsii*). The eucalypts are generally estimated to be 80-100 years old, with some exceeding 100 years. Such old swamp gums generally make excellent habitat because of their tendency to develop hollows and fissures that may be inhabited by native birds, bats, possums or insects.
  
- **Existing Overland Flow Path:**
  - Retain existing Melbourne Water overland flow path.
  - Investigation options to enhance planting with native grasses and low ground covers.
  
- **New Path Connections:**
  - Provide additional paths to improve connections and links within the Reserve.

### 3.4 Community Consultation

Community consultation for the Peregrine Reserve Draft Masterplan was held from the 5 February 2018 to the 5 March 2018.

The consultation methods used included, on-site posters, pamphlets delivered to 200 residents in adjacent streets and a social media campaign.

Residents and park users were invited to provide feedback on the proposed initial ideas for the Reserve via email, phone or in person.

There were thirteen (13) written responses to the initial Draft Masterplan.

A drop-in meeting, hosted by Taylor Ward Councillor Cr Pearce, was held at the Council Civic Centre on the 12 April 2018 and residents were invited to attend and discuss their views, concerns and support for the features identified in the plan.

Four (4) local residents attended.

An outline of the feedback from the community consultation (written responses and drop-in meeting) is provided in Appendix D.

Council received generally positive feedback about the Draft Masterplan, with the following points being discussed:

- **Significant Vegetation:**
  - Many visitors enjoy walking through this space, especially with their kids/grandchildren.
  - There is evidence of a makeshift BMX track through the vegetation.
  - Residents would like to see that area of significant vegetation protected and enhanced.
- **Proposed BMX Pump Track:**
  - Clarification was given to the BMX track, that its design is for younger kids to use their bikes and scooters on the circuit.
  - The size may end up smaller than the indicative graphic that portrayed in the plan but certainly will not be larger.
  - The location could be moved slightly to the east to reduce any potential visual or acoustic disturbance to the properties to the west.
  - Additional vegetation could be planted to assist with screening of the track from adjoining properties, if required.
  - All residents agreed it would be a valuable asset to the Reserve and be well used by the local community members.
- **Fitness Stations:**
  - All agreed these would be great asset to the park.



- **Social/Active Recreation Space:**

- It was noted that, the existing basketball court is very popular, so a full sized court would be great.
- The inclusion of a picnic shelter and BBQ was welcomed. It was noted that just prior to Christmas, there appeared to be many family and friend gatherings, using the park and bring their own BBQ and pop-up shelters.
- It was noted that the proposed skate features seemed above and beyond what is needed on the site, especially with the inclusion of the BMX pump track.

- **Proposed Wetlands:**

- Key concerns for the wetland feature included; collecting point for rubbish, breeding site for mosquitos, safety of kids around the water, especially with the playground so close, dogs getting into the wetland to chase birds, flooding on the site.
- It was raised at the meeting, that a number of comments from residents, who could not attend, had similar concerns.
- It was noted that, all wetland space constructed by Council, needs the approval of Melbourne Water. All wetlands and associated works (construction, drainage, paths, fencing, planting, etc.) must be designed and constructed to the current Australian and Melbourne Water standards – this includes depths of the pools.
- Extra information including the density of the wetland edge vegetation, flood mitigation works and rubbish traps were discussed and explained. Residents were pleased with this information.
- It was noted that, Knox City Council has construed a number of similar wetlands in the municipality, with great success. The most recent being Mint Street wetland, which is a great example of how wetlands can treat storm water and importantly enhance the diversity of local flora and fauna.
- Concerns were raised of families/kids feeding future potential ducks and water birds. It was agreed that signage regarding the importance of biodiversity and the habitat area. Future signage may be installed to discourage this behaviour, if required.
- Similar concerns were raised regarding dog droppings and dogs entering the wetland area. Future signage may be installed to discourage this behaviour, if required.
- To encourage and ensure responsible pet ownership in Knox, controls for dogs in public places were introduced on 10 April 2006. It is important for all dog owners to understand their role as dog owners for the safety and wellbeing of everyone and their dogs. Dogs may be off lead in a public park or reserve within Knox (unless it is a bushland conservation area) as long as they are under effective control.

- **New Play Space:**
  - Those attending were appreciative that, the playground fencing along Pinehill Drive will be retained.
  - They would also be pleased to see the play space upgraded.
  
- **Existing overland flow path:**
  - It was noted that, this area of the site usually gets quiet wet and boggy. Will be good to increase vegetation and the wetlands to reduce overland flows and stagnant water.
  - Council confirmed that this is a Melbourne Water owned asset and will be considered in the development of the wetland.
  
- **New Path Connections:**
  - It was noted that, the park has great path networks and is very popular.
  - Minor path connections will further enhance the connectivity.
  
- **Additional Comments:**
  - New trees to be planted will be the 'right tree for right place' – a combination of indigenous and native species to enhance the existing Site of Biodiversity, as well as a mix of suitable exotic, native and indigenous species to compliment the Reserve character.
  - It was queried if additional lighting will be installed on site for additional security. Additional lighting is not part of the current draft master plan scope. It was noted that, with the inclusion of additional facilities and amenity's on site generally equates to additional site passive surveillance. There is the option to install additional lighting at a later date.

Upon endorsement of the Draft Masterplan by Council, the endorsed Masterplan will be published on Council's website with an indicative timeline for staging of works.

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

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

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

The introduction of a wetland system will increase biodiversity, fauna habitat values and attract bird life. The additional planting of trees and shrubs will also contribute to attracting a range of fauna species and further enhance the much-loved green and leafy character of Knox.

As part of the construction process an Environmental Management Plan, specific to the proposed works, will be developed and will include items such as, dust suppression, erosion control, stormwater management and vegetation protection, which will be considered prior to any construction works.

A Vegetation Protection Overlay – Schedule 1 (VPO 1) applies to a cross shaped section of Peregrine Reserve. This area includes a significant grouping of remnant vegetation and trees.

The Draft Masterplan looks to retain all significant trees and enhance the protected vegetation by creating a wetland system. An arborist report has been prepared with recommended distances for future works.

The Draft Masterplan has taken into consideration CEPTED Principles (Crime Prevention Through Environmental Design), Universal Design Guidelines, accessibility requirements in accordance with Australian Standards AS1428, where possible.

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

A staged implementation approach is recommended for the delivery of the Peregrine Reserve Masterplan and is in accordance with the current five (5) year Capital Works Program.

It is proposed that the Masterplan may be best delivered in four (4) stages, as follows:

Stage 1 2017/18	<ul style="list-style-type: none"> <li>Demolish junior and senior play equipment.</li> <li>Construct new playspace in existing junior playspace location providing a play space for children, parents and carers to all participate and enjoy. (Works will be commencing early in the 2018/19 financial year).</li> </ul>	\$120,000
<b>SUB TOTAL</b>		<b>\$120,000</b>
Stage 2 2018/19	<ul style="list-style-type: none"> <li>Detail design and documentation for the key items in the draft Masterplan (excluding the wetland).</li> </ul>	\$100,000

Stage 3 2019/20	<ul style="list-style-type: none"> <li>• Construction of the social space including: <ul style="list-style-type: none"> <li>- Full basketball court with additional line marking</li> <li>- Integrate skateable area</li> <li>- Install picnic shelter, barbeque facilities, drinking fountain and picnic tables and seats.</li> <li>- Provide other active community activities eg. table tennis table.</li> <li>- New path connections</li> <li>- Install gym equipment stations</li> <li>- Install additional seating</li> <li>- Planting new trees</li> </ul> </li> </ul>	\$450,000
Stage 4 2020/21	<ul style="list-style-type: none"> <li>• Construction of junior BMX pump track and associated landscape amenity. Including earthworks, material and surface compaction, drainage, access paths and tree planting.</li> </ul>	\$400,000
<b>SUB TOTAL</b>		<b>\$950,000</b>
Stage 5	<ul style="list-style-type: none"> <li>• Design and construction of wetland system, viewing platform and associated landscaping – subject to grant funding and in conjunction with Melbourne Water.</li> </ul>	\$750,000
<b>SUB TOTAL</b>		<b>\$750,000</b> (Melbourne Water & Council funded)

A total cost estimate of \$1,790,000 (excluding GST), includes design, project management fees and a contingency allowance. The costing is consistent with projects of a similar nature.

Council has allocated \$100,000 in the 2018/19 financial year for design and documentation drawings.

The remaining \$820,000 will be referred to the Capital Works forward program for Council consideration.

Implementation of the wetland will be subject to successful grant applications and funding contributions from Melbourne Water.

## **6. SOCIAL IMPLICATIONS**

Peregrine Reserve is a well-used community asset. The Masterplan aims to increase the use of the site by encouraging a wider range of age group use by incorporating new features such as picnic facilities, playground, basketball court and pumptrack as well as fitness equipment and wetland viewing area.

As the needs of the residents in Rowville and surrounding community members, continue to grow and change, it is important that the provision of well-designed, useable and functional open space meets these changing needs.

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

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

The provision of good public open space is an essential requirement of a healthy community and is reflected in the Knox Community and Council Plan 2017-2021 as:

Goal 1 – We value our natural and built environment.

Strategy 1.1 – Protect and enhance our natural environment.

Goal 4 – We are safe and secure.

Strategy 4.3 – Maintain and manage the safety of the natural and built environment

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 – Ian Bell, Director Engineering and Infrastructure - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Sierra Slater, Senior Landscape Architect - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

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

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

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

## **10. CONFIDENTIALITY**

There are no confidentiality issues with the report.

### **COUNCIL RESOLUTION**

**MOVED: CR. PEARCE**

**SECONDED: CR. SEYMOUR**

That Council

1. **approve the Draft Landscape Masterplan for Peregrine Reserve, Rowville as shown as Appendix A to this report;**
2. **note the allocation of \$100,000 for design documentation in the 2018/19 budget; and**
3. **refer the balance of funding for the implementation of Peregrine Reserve Masterplan to the 2019/20 budget process for consideration.**

**CARRIED**



### Vision

The Vision for Peregrine Reserve, Rowville is to retain the large open grassy parkland character, whilst enhancing key existing elements of the reserve, including the natural bushland area, active recreation and play opportunities for the local community.



1

#### Open green space

Retain existing large open grass space for informal sports, dog walking and leisure.



2

#### Significant Vegetation

Retain and protect existing remnant indigenous trees and vegetation. This reserve is identified as a Site of Biological Significance within Knox and there is a Vegetation Protection Overlay (VPO) over key areas within the reserve.



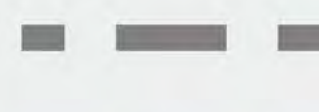





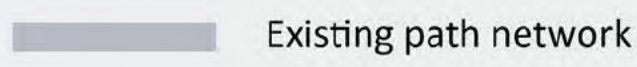
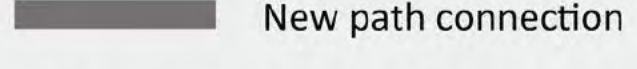
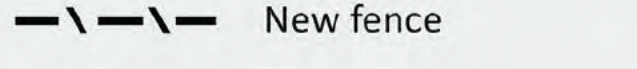
3

#### Junior pumptrack

Mounded asphalt circuit style 'Pump Track' aimed at junior riders providing an adventurous activity for BMX bikes and scooters.



### Legend

-  Vegetation Protection Overlay (VPO)
-  Overland Flow Path (Melbourne Water)
-  Fitness Stations
-  New seats
-  Remove senior playground equipment
-  Proposed trees
-  Existing path network
-  New path connection
-  New fence



4

#### Wetlands

New wetland system to capture surrounding stormwater and overland flows into a new shallow wetland with Indigenous and native low grasses and ground cover. More seating and viewing platform will be included to enjoy the wetland. Fencing will be along the south end nearest to the playspace.



5

#### Upgraded playspace

Upgrade the existing junior playspace to include all ages equipment. Playspace area will have additional trees for shade and amenity. The existing egg sculptures will be retained and a nature play area created around them.



6

#### New social space

Full sized basketball court/multi court with drinking fountain. Family oriented shelter space with barbeque and picnic tables. Social space will include informal seating and community activities such as table tennis table.



**INVESTIGATING THE POSSIBLE OPPORTUNITIES**

- Lighting
- Traffic
- Parking
- Maintenance
- Biodiversity
- Water
- Community
- Play
- Art Identity
- Sports

**CONSTRAINTS**

- Water
- Planting

**ACTIVITY AND ACCESS AREAS**

- Play Spaces
- Path Network
- Bushland



**LEGEND**

- Existing Path
- Swale/Overland Flow path
- Proposed Shelter
- Basket ball Court 32mx19m including buffers
- Soccer 90X120m and 45x90m without runoff area
- Proposed Re-vegetation Area
- Proposed Social Gathering Space
- With Playspace
- Hard court area
- Seating Areas
- Picnic Tables
- Shelter
- Drinking fountain
- Art work
- Vegetation Protection overlay

**PROPOSED IDEAS**



Improving opportunities



Shelters/seating



Multipurpose court



Gym Equipment



Nature Play



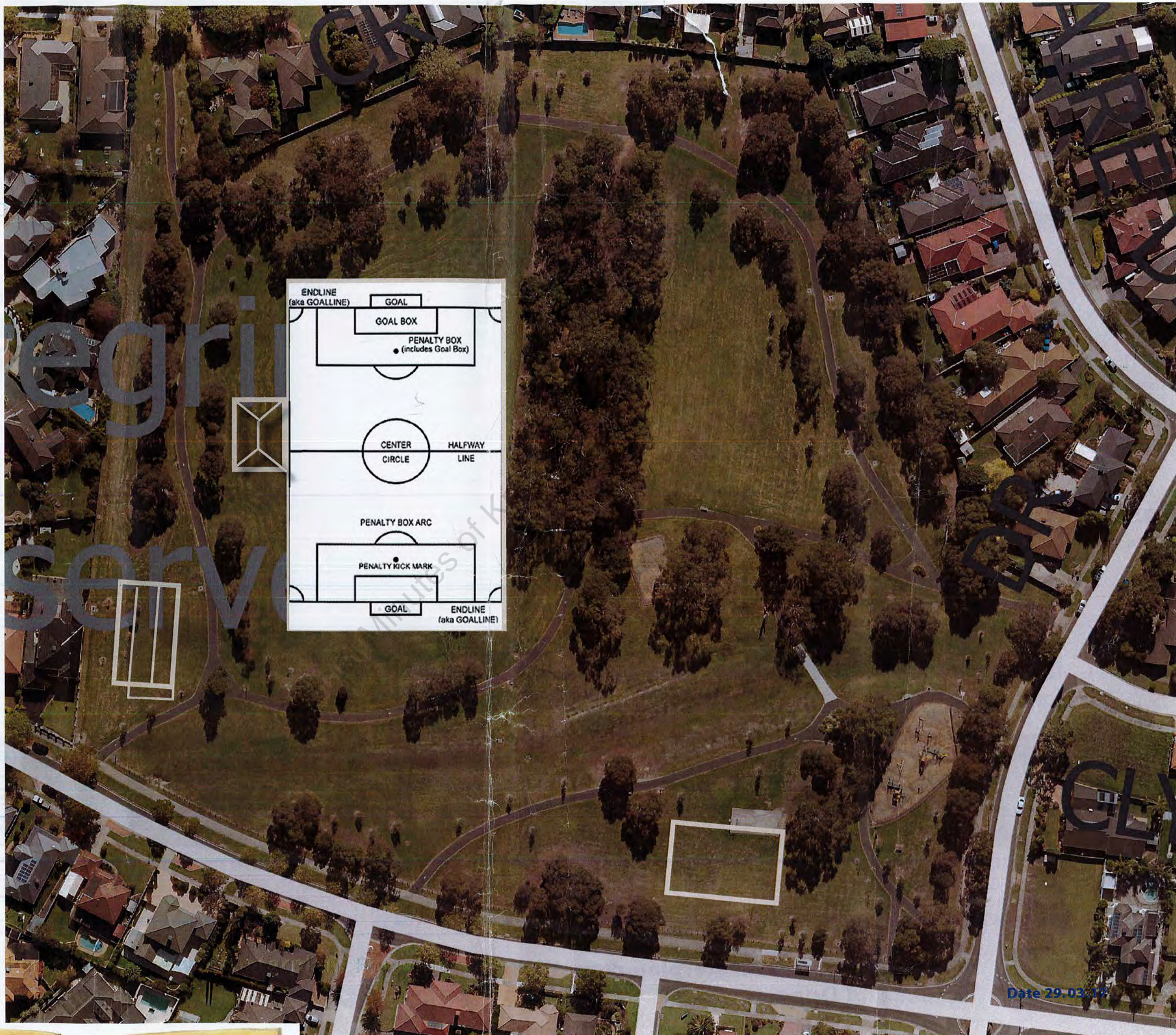
Art work



**Facilities**

- Changing facilities/toilets
- Practice pitch with soccer /football goal posts
- Carparking 24 spaces
- Extend existing play space
- Hard court area Half basketball court with line marking
- Nature play indoperated
- Shelter/BBQ and seating
- Line marking on Path networks
- Shared-path connection.
- Public transport connections
- Potential overland flow from north east pipe at the top of reserve.

1:1000



Date 29.03.17



**EXISTING OPPORTUNITIES**

- LARGE OPEN SPACE FOR BALL PLAY
- EXISTING BUSHLAND
- EXISTING PLAY SPACES
- EXISTING PATH NETWORK
- PASSIVE SURVEILLANCE



**LEGEND**

- Existing Playspaces
- Existing Path
- Swale/Overland Flow path
- Existing Playspaces
- Existing Path
- Basket ball Court 32mx19m including buffers
- Soccer 90X120m and 45x90m without runoff area
- Proposed Re-vegetation Area
- Vegetation Protection overlay

**CONSTRAINTS**

- OVERLAND FLOOR PATH
- TRAFFIC

**SITE PHOTOS**





# Draft Masterplan Peregrine Reserve, Rowville

## Vision for Peregrine Reserve

The Vision for Peregrine Reserve, Rowville is to retain the large open grassy parkland character, whilst enhancing key existing elements of the reserve, including the natural bushland area, active recreation and play opportunities for the local community.

Council has prepared a Draft Master Plan for Peregrine Reserve and we are seeking your views and comments on the proposed works.

### 1. Significant Vegetation

Retain and protect existing remnant indigenous *Eucalyptus ovata* Swamp Gum and other remnant vegetation. (No works within 15m radius of tree). This reserve is identified as a Site of Biological Significance within Knox and there is a Vegetation Protection Overlay (VPO) over key areas of significant vegetation within the reserve.



### 2. Proposed BMX track

Establish a 'Pump Track' with mounded dirt and asphalt, providing an adventurous activity for BMX bikes and scooters.



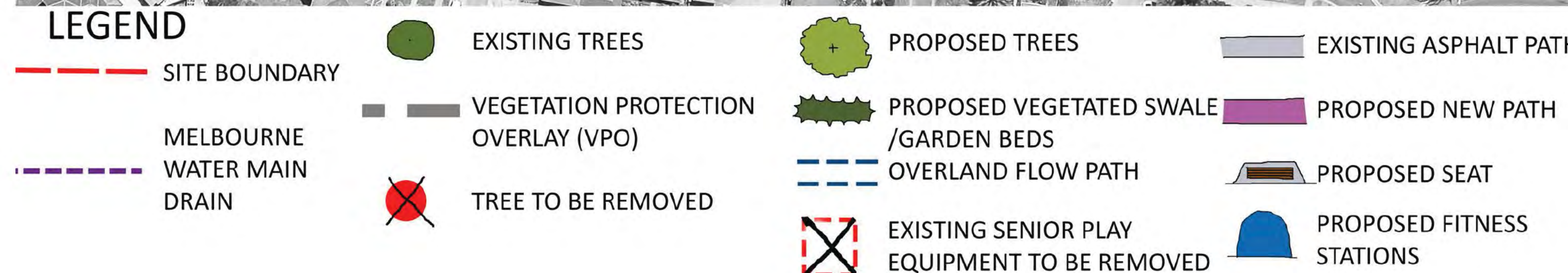
### 3. Fitness Equipment Stations

The existing asphalt path provides a comfortable circuit loop of approximately 700m. Outdoor exercise stations can be installed in targeted locations to provide visitors with the opportunity to actively exercise outdoors and within a natural parkland setting.



### 4. Social/Active Recreation Space

Establish a full basketball court with additional line marking to accommodate other hard surface ball games eg. handball. Integrate skateable area with concrete block/skateable items. Install picnic shelter, BBQ facilities, drinking fountain and picnic tables and seats to accommodate small and large groups. Provide other active community activities e.g. table tennis table.



### 5. Proposed wetland

Investigate opportunities (with Melbourne Water) to capture surrounding stormwater and overland flows into a new shallow wetland area that provides increased aquatic and terrestrial habitat, amenity and stormwater quality treatment points. Indigenous and native low grasses and ground cover planting to enhance the adjoining natural bushland character (the Site of Biological Significance). Provide additional seating and a viewing platform over the wetland. Ensure clear sight lines are maintained and that Crime Prevention Through Environmental Design (CPTED) principles are implemented.



### 6. New Play Space

Enhance and expand the existing play space to include junior play and senior play areas with additional tree planting for shade and amenity. Play opportunities will be provided for visitors of all ages and will include; swings, climbing structures, slides, balance apparatus, seating in shaded locations and areas for imagination play. The existing egg sculptures will be retained and a nature play area created around them.

### 7. Existing Overland Flow Path

Retain existing Melbourne Water overland flow path. Investigate options to enhance planting with native grasses and low ground covers.

### 8. New Path connections

Provide additional paths to improve connections and links within the reserve.

Let us know what you think:

Have Your Say

**In person:**  
Knox City Council Civic Centre  
511 Burwood Hwy,  
Wantirna South VIC 3152

**By Phone:** Open Space and Landscape Design team  
03 9298 8000

**By Email:** [openspace@knox.vic.gov.au](mailto:openspace@knox.vic.gov.au)

All feedback received by **05.03.2018** will be considered in guiding the updated design. To obtain an electronic copy of the plans, please go to [www.knox.vic.gov.au/parks](http://www.knox.vic.gov.au/parks)





# Peregrine Reserve Draft Master Plan 'Drop In' Meeting

Held Thursday 12<sup>th</sup> April 2018 at Knox Civic Centre, Wantirna South

## Present

Councillor Darren Pearce	Taylor Ward
Andrea Szymanski, Coordinator Open Space	Knox City Council
Sierra Slater, Landscape Architect	Knox City Council
SP Local Resident	
BJ Local Resident	
MJ Local Resident	
GA Local Resident	

## Minutes

Coordinator of Open Space & Landscape Design, Andrea Szymanski welcomed all to the meeting and thanked Councillor Darren Pearce for attending the meeting.

Andrea provided a brief introduction about the project and proceeded to run through each of the Draft Master Plan dot points as presented on the poster. The 'Drop In' Meeting was an informal discussion between all present.

The following is a list of key concerns/ideas shared by the residents:

### 1. Significant Vegetation

- A lot of visitors enjoy walking through this space, especially with their kids/grandchildren.
- There is evidence of a make-shift BMX track through the vegetation.
- Residents would like to see that area of significant vegetation protected and enhanced.

### 2. Proposed BMX track

- Clarification was given to the BMX track, that its design is for younger kids to use their bikes and scooters on the circuit.
- The exact size might end up being smaller than the indicative graphic that portrayed in the plan – it defiantly won't be larger.
- The exact location could be shifted slightly to east to reduce any potential visual or acoustic disturbance to the properties to the west. Additional vegetation could also be planted to assist with screening of the track from adjoining properties, if required.
- All residents agreed it would be a valuable asset to the park and be well used by the local community members.

### 3. Fitness Stations

- All agreed these would be great asset to the park.



#### 4. Social/Active Recreation Space

- It was noted that the existing basketball court is very popular, so a full sized court would be great.
- The inclusion of a picnic shelter and BBQ was welcomed. It was noted that just prior to Christmas, there appeared to be lots of family and friend gatherings, using the park and bring their own BBQ and pop up shelters.
- There was noted that the proposed skate features seemed above and beyond of what would be needed on the site, especially with the inclusion of the BMX track.

#### 5. Proposed Wetland

- Key concerns for the wetland feature included; collecting point for rubbish, breeding site for mosquitos, safety of kids around the water especially with the playground so close, dogs getting into the wetland to chase birds, flooding on the site.
- It was raised at the meeting, that a number of comments from residents who could not attend, also had concerns regarding the wetland proposal.
- It was noted that all wetland space constructed by Council, need the approval of Melbourne Water. All wetlands and associated works (construction, drainage, paths, fencing, planting, etc.) must be designed and constructed to the current Australian and Melbourne Water standards – this includes depths of the pools.
- Extra information including the density of the wetland edge vegetation, flood mitigation works and rubbish traps were discussed and explained. Residents were pleased with this information.
- Cr Pearce noted that Knox City Council have construed a number of similar wetlands in the municipality, with great success. The most recent Mint Street wetland is a great example of how wetlands can treat storm water and importantly enhance the local flora and fauna biodiversity.
- Attached is a flyer that was available for viewing at the meeting.
- Concerns were raised of families/kids feeding future potential ducks and water birds. It was agreed that signage regarding the importance of biodiversity and the habitat area. Future signage can be installed to discourage this behaviour, as required.
- Similar concerns were raised regarding dog droppings and dogs entering the wetland area. Future signage can be installed to discourage this behaviour, as required.
- To encourage and ensure responsible pet ownership in Knox, rules about dogs in public places were introduced on 10 April 2006. It is important for all dog owners to understand their role as dog owners for the safety and wellbeing of everyone, their dog and also for other dogs. Dogs may be off lead in a public park or reserve within Knox (unless it is a bushland conservation area) as long as they are under effective control.

#### 6. New Play Space

- The residents were appreciative that the playground fencing along Pinehill Drive will be retained.
- The residents were excited to see the playspace be upgraded.

#### 7. Existing overland flow path

- It was noted that this area of the site usually gets quiet wet and boggy. Will be good to increase vegetation and the wetlands to reduce overland flows and stagnant water.
- Council confirmed that this is a Melbourne Water owned asset and will be considered in the development of the wetland.



#### 8. New path connections

- It was noted that there is already great path networks within the park and is very popular.
- Minor path connections will further enhance the connectivity.

#### Other Comments

- New trees to be planted will be 'right tree for right place' – a combination of indigenous and native species to enhance the existing Site of Biodiversity, as well as a mix of suitable exotic, native and indigenous species to compliment the parkland character.
- It was queried if additional lighting will be installed on site for additional security. Council confirmed that additional lighting is not part of the current draft master plan scope. It was noted that with the inclusion of additional facilities and amenity's on site generally equates to additional site passive surveillance. There is the option to install additional lighting at a later date if required.

#### Next Steps

- The Draft Master Plan will be presented to Council in July 2018 and will seek endorsement.
- The playground renewal is scheduled for construction in late 2018.
- Following endorsement of the Master Plan, the items and features as identified on the plan will aim to be delivered over 2-3 years, subject to future budget and funding confirmation.

#### Final Comments

- Knox Council staff thanked all for the time and comments at the meeting.
- Cr. Pearce also sincerely thanked all for their comments and time.
- Cr. Pearce welcomed any other comments regarding the Draft Master Plan or any other concerns, to be directed to himself for further discussion.

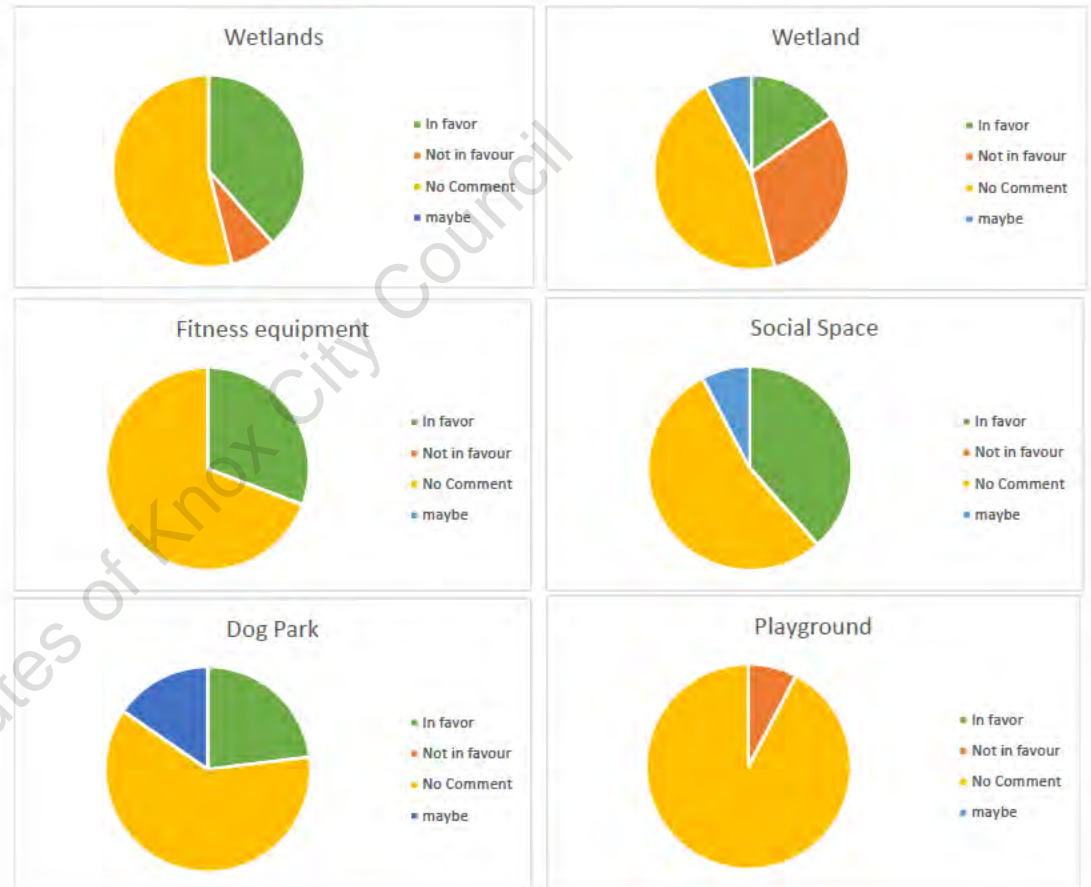
Meeting Closed.

Peregrine Reserve Draft Masterplan feedback

Total number who made comments excluding Facebook

Area of interest	In favor	Not in favour	No Comment	maybe	total
Wetland	5	1	7		13
BMX	2	4	6	1	13
fitness equipment	4		9		13
Social Space	5		7	1	13
Dogs	3		8	2	13
Playground		1	12		13
<b>Amenities</b>					
Toilets		1			
Seats					
Bins		1			
parking		1			
drinking fountain		1			

13



Official Minutes of Knoxville City Council

**ALL WARDS****8.3 PEOPLE AND DOGS IN PARKS - THREE (3) CONCEPT OPTIONS FOR FUTURE DOG PARKS IN KNOX**

**SUMMARY:** *Coordinator – Open Space & Landscape Design  
(Andrea Szymanski)*

*As a part of the 2017/18 Capital Works Program, Council has allocated \$20,000 to investigate and identify additional off-leash areas (dog parks) in Knox.*

*This report presents three (3) concept options and seeks Council endorsement, for the purpose of seeking feedback from the community and stakeholders, for the three (3) sites.*

**RECOMMENDATION**

That Council:

1. note the report 'People and Dogs in Parks – Provision Framework' as shown in Appendix A which provides a guide for the provision of dog parks;
2. endorse the three (3) concept options for proposed dog parks to Llewellyn Reserve, Wantirna South, Emerson Place Rowville and Wantirna Reserve, Wantirna, as shown in Appendix B for the purpose of seeking feedback from the community and stakeholders; and
3. receive a further report, following feedback, with a recommendation and funding proposal for design and delivery of the proposed dog parks.

**1. INTRODUCTION**

Council has allocated \$20,000 in the 2017/18 budget to investigate and identify additional off-leash areas (dog parks) in Knox.

Consultants, LMH Consulting Group, were engaged to assist in this investigation and provide a report (Appendix A).

The scope for the *People and Dogs in Parks Provision Framework* included:

- Investigate the opportunity to establish additional fenced, off-leash areas within the municipality;
- Determine appropriate service levels (design criteria) for successful dog parks based on the level and type of use proposed for a category of site; and
- Review the existing Knox Dog Park and provide recommendations for potential future dog park sites.



Potential sites were selected with reference to the Council and Community Plan 2016-2020, the Open Space Plan 2012-2022, the Domestic Animal Management Plan 2017-2021 and the Knox Leisure Strategy.

Preliminary site consideration was on size (< 3000 m<sup>2</sup>) and capacity to fence-off a suitable area. Smaller areas (less than 3000m<sup>2</sup>) tends to intensify the impact of inappropriate dog behaviour and of dog owners who do not adequately control their dogs

Six (6) sites were initially identified against the established evaluation criteria:

- Emerson Place Reserve, Rowville
- Llewellyn Reserve, Wantirna South
- Wantirna Reserve, Wantirna
- Marie Wallace Bayswater Park, Bayswater
- Liverpool Road Retarding Basin
- Knox Dog Park, Ferntree Gully.

The Healesville Freeway Reserve and the State Basketball Centre, were also considered but not pursued further due to pending future planning and development.

Also, the approved Marie Wallace Bayswater Park Masterplan has a requirement to consider a dog off-leash area and potential fencing. This site was considered but does not satisfy the area requirement ( the selected site is less than 3000m<sup>2</sup>) and has access and parking constraints. Therefore, the site was not considered further.

## **2. DISCUSSION**

Following as assessment of the proposed sites – which included seeking feedback from Councillors - it was determined that three (3) of the six (6) initial sites proceed to public consultation.

The three (3) sites are:

1. *Llewellyn Reserve, Wantirna South*
2. *Emerson Place, Rowville*
3. *Wantirna Reserve, Wantirna*

The three (3) sites are presented to Council for consideration and endorsement for the purpose of seeking stakeholder and community feedback.

Subject to Council approving the three (3) sites, it is proposed that the option(s) be presented to Council for further consideration, prior to funding, design and delivery.

### **2.1 Existing Dog Park situation in Knox**

It is noted that Knox currently has one (1) fully-fenced dog park (in Ferntree Gully) which was established in 2010 and includes basic amenities, i.e. seating, rubbish bins and water outlets. Council has no specific amenities for dogs at any other Council park or reserve.

It is noted that Knox City Council currently places no restrictions on dogs across the municipality and is one of the few councils that allows dogs to be off-leash in its open space (with the exception of conservation areas and other minor control requirements). This effectively means that the majority of Councils' open space is dog friendly.

Current dog controls in reserves include, where an organised sporting event (eg. football match) is being conducted; playground or play equipment areas; organised public events and permanent barbecue or picnic areas and public events, which are generally not compatible with dogs off-leash.

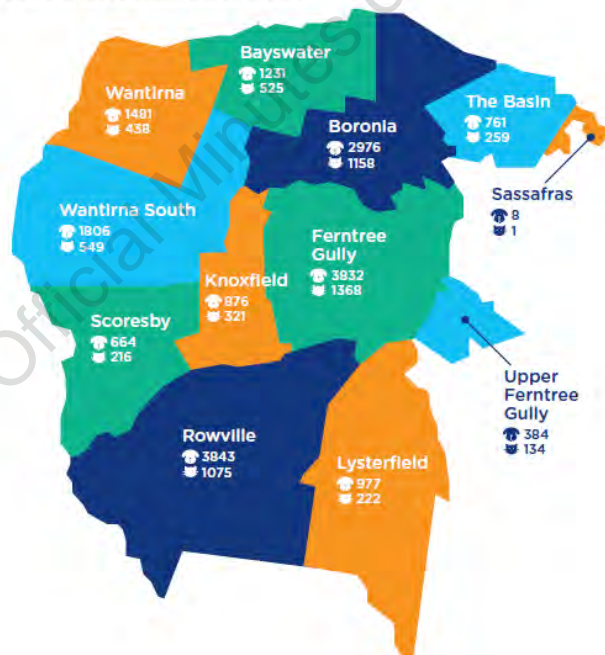
As Council currently has few limits or restrictions for dog off-leash activities, across the majority of its open spaces, there is, debatably, less need for defined dog parks. It is not suggested that Council moves towards the introduction of further controls across its open space with respect to dogs off-leash at this time.

There are approximately 18,851 dogs on Council's database, as of data available from 2016/2017.

Rowville has the highest number of dog registrations with 3,843, followed closely by Ferntree Gully with 3,832 registered dogs.

For a full list of Knox dog registrations by suburb refer to Plate One below.

Knox dog and cat registrations by suburb



It has been found that people who own dogs want access to public spaces to let their dogs off-leash. This is placing pressure on Councils to service these demands.

However, Councils also seek to meet the needs and expectations of those members of the community who do not want to interact with free-running dogs.

In order to accommodate these divergent needs as best as possible, local government is trending towards zoning parks and reserves for dog off-leash activities, fencing areas for off-leash activities and time-share arrangements.

## 2.2 Concept Options

Three (3) concept options have been prepared and following Councillor consideration may be exhibited for public comment and feedback. (Refer Appendix B):

1. Llewellyn Reserve, Wantirna South
2. Emerson Place Reserve, Rowville
3. Wantirna Reserve, Wantirna

Consideration of all three (3) options will be cognitive of such factors as:

- access to the site (vehicular and pedestrian);
- safety of those accessing and patronising the site;
- compatibility between existing reserve uses;
- provision of additional parkland infrastructure;
- the combination of accessible public open space and fenced off areas, and;
- immediate and ongoing costs;

The options have been presented to best site these elements and consider the current constraints of the site, eg. topography, vegetation, drainage, access, utilities and residential interface.

All options seek to encourage visitation to the site from the broader local community, maximising the opportunity for the community to connect with others, to nature and be outdoors.

## 2.3 Concept Options Summary

<p><b>Llewellyn Reserve, Wantirna South</b></p>	<ul style="list-style-type: none"> <li>• Existing dog off lead activity.</li> <li>• Land is owned and managed by Council.</li> <li>• Good pedestrian connectivity adjacent to shared trail.</li> <li>• A destination place to enhance visitation.</li> <li>• Enhance public passive surveillance.</li> <li>• Sufficient car parking available.</li> <li>• Supportive infrastructure including signage, access gates, fencing, seating, paths and enhanced landscape amenity.</li> <li>• Proposed Neighbourhood scale Dog Park.</li> </ul>
---	---

<p><b>Emerson Place Reserve, Rowville</b></p>	<ul style="list-style-type: none"> <li>• A destination place to enhance visitation.</li> <li>• Enhance public passive surveillance.</li> <li>• Good pedestrian connectivity adjacent to shared trail.</li> <li>• Adjacent to Wellington Village Shopping Precinct.</li> <li>• Existing dog off lead activity.</li> <li>• Land is owned and managed by Council.</li> <li>• Existing parkland character is appealing.</li> <li>• No current car parking available.</li> <li>• Additional infrastructure will be required including drainage, fencing, seating, paths and provision for car parking.</li> <li>• Proposed Neighbourhood scale Dog Park.</li> </ul>
<p><b>Wantirna Reserve, Wantirna</b></p>	<ul style="list-style-type: none"> <li>• Identified on the current Draft Masterplan</li> <li>• Unused public open space.</li> <li>• Currently negotiating Committee of Management Land arrangements with Parks Victoria.</li> <li>• Good pedestrian connectivity.</li> <li>• No other locations in Knox for a dog park of this 'municipal' scale.</li> <li>• A destination place to enhance visitation.</li> <li>• Enhance public passive surveillance.</li> <li>• Sufficient car parking available.</li> <li>• Additional infrastructure will be required including drainage, fencing, seating, paths and carpark improvements.</li> <li>• Proposed Municipal or Neighbourhood Dog Park.</li> </ul>

### **3. CONSULTATION**

Consultation has occurred with Councillors as well as key staff (Parks, Biodiversity, etc).

Subject to Council endorsement, the three (3) concept option plans will be made public for the purpose of stakeholder and community feedback. It is proposed that comments will be sought for a period of 3-4 weeks.

Upon receipt of community and stakeholder feedback, it is proposed that the preferred option(s) will be presented to Councillors at a briefing, for further consideration and future budget allocation, for design and delivery.

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

Existing areas of significant environmental values (eg. Sites of Biological Significance) were not considered appropriate.

Other key considerations in the site assessment were:

- the reserve and proposed dog park site is appealing, eg. shade and location (ie. not isolated or in an industrial area);
- the site has good linkages, eg. existing trails and/or footpaths; and
- the number of people living near the reserve and those who may use the site.

All concepts options have taken into consideration CEPTED Principles (Crime Prevention Through Environmental Design), Universal Design Guidelines, accessibility requirements in accordance with Australian Standards AS1428, where possible.

Consideration of the number of registered dogs in each suburb was also considered. The existing Knox Park dog park serves as a central location to all within the municipality. If additional dog parks are established, this may provide a fairer distribution of dog park visitation across the municipality.

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

An initial opinion of probable costs has been prepared for the three (3) option plans. These costs are indicative only.

### **5.1 Establishment (construction) Costs**

Funding for design and implementation of the proposed parks is as follows:

#### **1. Llewellyn Reserve, Wantirna South – Approx. \$185K**

There is capital funding identified in 2018/19 and provisionally in 2019/20 to undertake design and construction of dog park facilities at Llewellyn Reserve.

#### **2. Emerson Place Reserve, Rowville – Approx. \$130K**

There is no current, capital funding for design or construction of dog park facilities at Emerson Place Reserve, Rowville.

#### **3. Wantirna Reserve, Wantirna – Option 3a. \$210K Option 3b. \$140K**

The Wantirna Reserve Masterplan is currently in development and initial consultation has identified the desire for establishment of a dog park at this location.

There is capital funding, provisionally, in the 2019/20 financial year with implementation of the masterplan to follow the subsequent years.

## **5.2 Maintenance, Operation and Renewal Costs**

Consideration of the ongoing maintenance, operating and renewal costs will need to be identified and refined in the development of the detailed design.

The fencing of an off-leash area requires active management and a higher level of maintenance than unfenced areas.

Fencing the area intensifies the use and robust surface material needs to be considered as the site can quickly degrade and become muddy or dusty.

After the initial cost of establishing a fenced off-leash area with the appropriate ground surfaces, landscaping, developmental/educational elements and ongoing maintenance of the site will increase. Additional costs will be associated with:

- replenishment of loose surfaces (eg. mulch);
- replacement of vegetation, including sensory, landscape and screening vegetation;
- risk auditing of trees; fencing, including fences that have lifted from the ground and gates; dog education/agility equipment;
- bin clearing and litter bag dispenser refilling; and
- mowing.

An initial cost of \$5,000 was invested into the establishment of the Knox Dog Park, Ferntree Gully. Since that time and additional \$50,000 has been invested to provide additional drainage, fencing, concrete paths, furniture, tunnel, rocks and sand surface.

Ongoing maintenance is approximately \$5,000-\$8,000 per annum.

In addition to increased maintenance requirements associated with fenced off-leash areas, there would be a need for an initial monitoring by Community Laws staff.

Semi-regular but impromptu visits by Community Laws staff reinforces the need for dog control and potentially discourages dog owners with aggressive dogs from visiting the site.

It is estimated that the ongoing maintenance and operational costs for the three parks would be between \$8,000 and \$10,000 each.

## **6. SOCIAL IMPLICATIONS**

It is anticipated that public open spaces will become an increasingly valued and necessary, particularly in consideration of future development within Knox.

For many dog owners, their pet dog is a source of companionship, motivation to exercise and the channel through which they meet and engage with people.

A community survey conducted in 2017, as part of the research for the Domestic Animal Management Plan (DAMP), helped Council understand the role that pets play in the lives of residents. Pet owners are now more likely to acknowledge their pets as ‘a member of the household’ rather than as ‘a companion animal’.

Council can create opportunities for dogs in public spaces in recognition of the benefits these opportunities provide for dog owners their dogs and the wider community.

Making provision for owners and their dogs also recognises that dog owners are often key users of public open space.

Dog off-leash areas attract community activity and interaction and opportunities to establish local community networks and friendships based on a common interest.

The Knox Open Space Plan 2012-2022 identifies the vision for Knox’s open space will be sustainable, attractive and green. It will provide for a diversity of leisure activities and enable people to enjoy nature, engage with others, learn and play. Our open space network will be well-connected and accessible.

In Knox, dog owners are fortunate to have access to almost all parks and reserves. This requires dog owners to be particularly sensitive to the needs of other park users and to take even greater care to ensure they have effective control of their dogs and clean up their dog’s litter.

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

The provision of good public open space is an essential requirement of a healthy community and is reflected in the Knox Community and Council Plan 2017-2021 as:

Goal 1 – We value or natural and built environment.

Strategy 1.1 – Protect and enhance our natural environment.

Goal 4 – We are safe and secure.

Strategy 4.3 – Maintain and manage the safety of the natural and built environment

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

Author – Andrea Szymanski, Coordinator Open Space and Landscape Design – In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

That Councillors endorses the three (3) concept options plans for the purpose of seeking community and stakeholder comment.

## **10. CONFIDENTIALITY**

There are no confidentiality issues with this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. TAYLOR**  
**SECONDED: CR. COOPER**

That Council:

1. note the report 'People and Dogs in Parks – Provision Framework' as shown in Appendix A which provides a guide for the provision of dog parks;
2. endorse the three (3) concept options for proposed dog parks to Llewellyn Reserve, Wantirna South, Emerson Place Rowville and Wantirna Reserve, Wantirna, as shown in Appendix B for the purpose of seeking feedback from the community and stakeholders; and
3. receive a further report, following feedback, with a recommendation and funding proposal for design and delivery of the proposed dog parks.

**CARRIED**





# People and Dogs in Parks Provision Framework

2018



## TABLE OF CONTENTS

1. Purpose of the Project .....	3
2. Background Information .....	3
2.1 Why We Value Dog (Pet) Ownership .....	3
2.2 Planning for People with Dogs? .....	3
2.3 Council Policies and Documents Relevant to the Planning of Off-leash Areas..	3
2.4 Industry Approach to Dog Off-Leash Areas .....	5
3. The Current Situation in Knox .....	6
3.1 Dog Ownership in Knox .....	6
3.2 Dog Off-Leash Areas in Knox .....	6
4. Future Provision.....	8
4.1 Vision for Open Space.....	8
4.2 The Principles that Guide the Planning and Management of Off-Leash Areas .	8
4.3 Levels of Service .....	9
4.4 Classification of Off-leash Areas .....	11
5. Opportunities to Enhance Provision .....	12
5.1 Shortlisted Sites – Availability of Space .....	12
5.2 Location of Shortlisted Sites .....	13
5.3 Site Location Maps .....	14
5.4 Site Evaluation Summary.....	20
5.5 Site Evaluation Commentary.....	20
5.6 Proposed Development Priorities .....	25
6. Management of Off-Leash Areas.....	26
7. Knox Dog Park (Ferntree Gully) .....	27
8. Appendices.....	28

GLOSSARY OF TERMS			
Term	Definition	Term	Definition
Destination site	A site that attracts visitors from across the city. It is not necessarily fenced	Off-leash areas	Areas where dogs are permitted to run off-leash but only if they are under effective control
Dog parks	Dog off-leash areas that are fully enclosed or fenced	On-leash areas	Areas where dogs have to be on a leash at all times
Dog owner	The person responsible for the overall care and wellbeing of a dog	Parks / reserves / open space	Areas that include open parkland, play spaces, sporting areas, trails, natural environments
DAMP	Domestic Animal Management Plan 2017/2021	Dog litter	Dog droppings or excrement
KCC	Knox City Council		

## 1. Purpose of the Project

The purpose of the project is to:

- Investigate the opportunity to establish additional fenced off-leash areas within the municipality.
- Determine appropriate service levels (design criteria) for successful dog parks based on the level and type of use proposed for a category of site.
- Review the existing Knox Dog Park and provide recommendations.

The project was undertaken as a result of numerous requests for additional dedicated dog parks in Knox.

## 2. Background Information

### 2.1 Why We Value Dog Ownership

For many dog owners, their pet dog is a source of companionship, motivation to exercise and the channel through which they meet and engage with people.

A community survey conducted in 2017 as part of the research for the Domestic Animal Management Plan (DAMP) helps Council understand the role that pets play in the lives of residents. Pet owners are now more likely to acknowledge their pets as 'a member of the household' rather than as 'a companion animal', as in the past.

This is a nationwide trend with two thirds of Australian households regarding their pets as members of the family.<sup>1</sup>

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

This anecdotal information from Knox pet owners is supported by research that pet ownership correlates with a number of health benefits pet owners are likely to have over non-pet owners, including fewer doctor visits, lowered stress and increased levels of engagement with the community.<sup>2</sup>

### 2.2 Planning for People with Dogs

Council can create opportunities for dogs in public spaces in recognition of the benefits these opportunities provide for dog owners, the wider community, and of course to dogs. Making provision for owners and their dogs also recognises that dog owners are often key users of public open space.

For many dog owners, exercise undertaken with their dogs is their primary form of physical activity. For older people the health and wellbeing benefits associated with owning a dog are highlighted in a 2017 U.K. study<sup>3</sup>. This study indicates that dog owners involved in the study, on average walked 22 minutes more per day compared to people who didn't own a dog, and the pace of the walking was significantly higher than for non-dog owners.

#### The Importance of Knox Pets

What Knox respondents said about their pets:

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

Ref: Community DAMP survey - % of respondents

<sup>1</sup> Pet Ownership in Australia, 2016, p49

<sup>2</sup> Pet Ownership in Australia, 2016, p54

<sup>3</sup> The influence of dog ownership on objective measures of free-living physical activity and sedentary behaviour in community-dwelling older adults: a longitudinal case-controlled study; BMC Public Health BMC series; 2017

In addition, off-leash areas attract community activity and interaction, and opportunities to establish local community networks and friendships based on a common interest.

Equally, planning for the inclusion of dogs in parks must consider the needs of those who do not want to interact with dogs as part of their visit to parks and reserves.

In Knox, dog owners are fortunate to have access to almost all parks and reserves. This requires dog owners to be particularly sensitive to the needs of other park users, and to take even greater care to ensure they have effective control of their dogs and clean up their dog's litter.

Written comments from research undertaken for the DAMP indicated that even pet owners are frustrated about the lack of control many dog owners have over their dogs. They are also disturbed at the lack of consideration many dog owners have for other people using parks.

To address these matters consideration should be given to educational and promotional campaigns, possibly in conjunction with other local adjoining Councils.

### 2.3 Council Policies and Documents Relevant to the Planning of Off-leash Areas

There are three documents that are particularly relevant to the Knox Dog Park Report. Apart from the Council and Community Plan 2016-2020, these are the Open Space Plan 2012-2022, the Domestic Animal Management Plan 2017-2021, and the Knox Leisure Strategy.

The Knox Open Space Plan is particularly relevant because it refers the service levels<sup>4</sup> that apply to the three categories of parks identified in the plan. These categories are:

#### **Municipal level open space**

Municipal open spaces are defined primarily by their relationship to an activity centre, their unique character or unique function of the space. Generally, they accommodate a large number of people and can be considered a destination that people would travel from across the municipality or beyond to visit. Municipal open spaces have a place based relationship.

This level of open space will generally have the capacity to accommodate amenities and facilities that are specific dog off-leash amenities.

This level of open space will generally have the capacity to accommodate specific dog off-leash amenities and facilities such as large fenced areas for dogs. The type and level of provision will depend on the space available, competing parkland activities, and other off-leash options available in the catchment.

#### **Neighbourhood level open space**

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

This level of open space may have the capacity to accommodate specific dog off-leash amenities and facilities, including fencing. As with municipal level open space the type and level of provision will depend on the space available, competing parkland activities, and other off-leash options available in the catchment.

#### **Local level open space**

Local open space serves the local neighbourhood and can vary in size, one to the other. Generally, local open space is designed to accommodate a maximum of 3 groups or activities. These open space areas have a place based relationship that may involve immediate family and neighbours.

This report assumes that it is unlikely that 'local' level parks and reserves will have any features that are specific to dog off-leash activities.

Section 5.1 identifies more specifically the elements that council may consider in off-leash areas in each of the category of park or open space.

---

<sup>4</sup> Service Levels define the type and level of landscape (e.g. plantings, rockscapes) and infrastructure (e.g. trails, shelters, toilets) that council may provide at a given classification of park (open space)

The Domestic Animal Management Plan 2017-2021 identified the following recommendations in relation to off-leash areas:

- Establish design and management protocols associated with Knox Dog Parks
- Progress the development and establishment of additional designated, 'destination' off-leash dog parks for the primary use of dog owners<sup>5</sup>

It also proposes proactive patrols at off-leash and on-leash parks will be scheduled as part of routine work.<sup>6</sup>

#### 2.4 Industry Approach to Dog Off-Leash Areas

Generally, Councils define their approach to dogs in parks in terms of areas where:

- dogs are not permitted,
- where they are permitted on-leash only, and;
- where they are permitted off-leash.

However, the solution is not always this simple because of the growing number of sport and recreation activities vying for open space in parks and reserves, some of which are not compatible with dogs being run off-leash.

In addition, the changing attitudes towards dogs means the way in which Councils accommodate them in public spaces is also changing. People who own dogs and want access to public spaces to let their dogs off-leash, are placing pressure on Councils as are those people who do not want to interact with free running dogs.

In order to accommodate, as best as possible, these divergent needs Councils are resorting to zoning of parks for dog off-leash activities, fencing of areas for off-leash activities, and time share arrangements.

Areas where dogs are not allowed	These are areas where dogs are not allowed either on or off-leash e.g. habitat area for wildlife; sensitive environmental area; within the confines of a playground
Areas where dogs are allowed but only on-leash	These are generally in areas where there is a reasonable possibility of conflict between dogs and other activities, or where the safety of dogs could be jeopardised  e.g. along walking and cycling trails; sporting ovals during active games, areas adjoining wildlife or conservation zones
Areas where dogs are allowed off-leash	These may include: <ul style="list-style-type: none"> <li>▪ 24 hr off-leash access These areas may be unfenced (majority of sites); fully fenced; or partially fenced and/or with landscape features that provide a physical and visual buffer between off-leash areas and adjoining parkland areas</li> <li>▪ Time-share-Daily e.g. in off-leash areas in close proximity to schools for safety reasons; or on sports fields where sport has priority during competition and training times</li> <li>▪ Time share – Seasonal e.g. on beach or lake foreshore areas where off-leash activities may be disallowed during summer or restricted to certain hours.</li> </ul>

<sup>5</sup> Domestic Animal Management Plan, p2

<sup>6</sup> Domestic Animal Management Plan, p26

### 3. The Current Situation in Knox

#### 3.1 Dog Ownership in Knox

There are approximately 18,851 dogs on Council's database. Research released in 2016<sup>7</sup> indicates there could be up to 20 dogs for every 100 people across Australia. Based on the Knox population of 159,541 this means there could well be 30,908 dogs living in the city, 11,318 more than are on the registration database.

The research recognises that the number of pets living in an area will be influenced by:

- Household type – Families are more likely to have pets than other types of households
- Age - Older people are less likely to have pets than people in younger age groups
- Type of housing - People in houses are more likely to have a pet than people living in other types of accommodation. However, it should be noted there is a large proportion of apartment dwellers who own pets.

The following table highlights suburbs with the largest registered dog population and the ratio of dogs to people by suburb.

	2016			2031	
	Population	Number of dogs on registration database	Est Dog population	Est Population	Est Dog population
Bawysater	12,390	1231	2478	15,366	3073
Boronia,	23,852	2976	4770	27,114	5422
Ferntree Gully	27,466	3832	5493	29,238	5847
Lysterfield	6,599	997	1319	6,730	1346
Knoxfield	7,495	876	1499	8,941	1788
Rowville	34,983	3843	6996	38,025	7605
Scoresby	6,058	664	1211	10,797	2159
The Basin	4,444	761	888	4,315	863
Upper Ferntree Gully	2,590	384	518	2,563	512
Wantirna	14,494	1481	2898	15,970	3194
Wantirna South	22,797	1806	4559	25,763	5152
	163,168	18,851	32,633	184,822	36,964

#### 3.2 Dog Off-Leash Areas in Knox

Knox is one of the few LGAs that permit dogs to be off-leash in all parks and reserves (650 parks) except:

- In 10 parks or areas within parks areas that are nominated as 'conservation areas'
- On sports fields when sport is being played (training and competition)

Knox Council's local laws require dogs to be on a leash:

- at a reserve where an organised sporting is being conducted
- in a playground or play equipment area
- at an organised public meeting
- in a permanent barbecue or picnic area
- When in the area of a public event.

<sup>7</sup> Pet Ownership in Australia in 2016

Knox has one fully fenced dog park in Ferntree Gully which includes basic amenities including, seating, rubbish bins and water outlets. The park was established in 2010.

Apart from the Knox Dog Park, there are no specific amenities or features for dogs at any other parks or reserves.

Table 3 provides a summary of off-leash areas in nearby Council areas.

Council Area	Number of designated dog off-leash areas	Other restrictions re Dogs
Casey City	All parks are designated as off-leash except for 17 nominated reserves	<ul style="list-style-type: none"> <li>▪ Not permitted within 10m of a playground</li> </ul>
Greater Dandenong City	14 designated off-leash parks	<ul style="list-style-type: none"> <li>▪ Dogs must be on-leash within 20m of a playground</li> <li>▪ Must remain on-leash if any club or school sport is being played at the park/reserve</li> <li>▪ Dogs must not be allowed within 20m of a designated cycling path or track, unless they are separated from the track by a fence at least 1.2m in height</li> </ul>
Maroondah City Council	35 designated off-leash parks	<ul style="list-style-type: none"> <li>▪ Dogs must be on-leash while on a shared path and within 15m of playgrounds or play equipment, barbeque or picnic facilities, organised sporting events or training sessions.</li> </ul>
Monash City	31 designated off-leash parks	<p>Dogs must be on-leash within 20m of:</p> <ul style="list-style-type: none"> <li>▪ a playground</li> <li>▪ organised public meeting</li> <li>▪ organised sporting or practice event</li> <li>▪ an occupied permanent barbeque or picnic area</li> </ul>
Whitehorse City	19 designated off-leash parks	<ul style="list-style-type: none"> <li>▪ Dogs must be on-leash within 2.5m of: <ul style="list-style-type: none"> <li>▪ a playground</li> <li>▪ permanent barbeque or picnic area</li> <li>▪ the principal location of a public meeting</li> </ul> </li> <li>▪ Dogs are not permitted to enter any sports ground, field or court during an organised sporting event or within 2.5m of the perimeter of such events.</li> </ul>
Yarra Ranges Shire	23 designated off-leash areas	<ul style="list-style-type: none"> <li>▪ Dogs are not permitted: <ul style="list-style-type: none"> <li>▪ on all ovals/sports fields except with the agreement of a Committee of Management for the purposes of dog obedience training</li> <li>▪ within 20m of all fixed playground equipment</li> <li>▪ within 20m of all fixed fitness equipment</li> <li>▪ within 20m of permanent BBQ or picnic area</li> <li>▪ on designated beach areas</li> </ul> </li> <li>▪ Dogs are not permitted in National Parks</li> <li>▪ Dogs must be on lead in all Parks Victoria, Melbourne Water or DELWP reserves unless otherwise stated</li> </ul>

<sup>8</sup> Various local government websites

## 4. Future Provision

### 4.1 Vision for Open Space

The Knox Open Space Plan establishes a framework for the planning and management of all open space assets. The planning and development of off-leash areas will be in line with the vision, objectives and open space categories established in the Open Space Plan.

#### THE VISION FOR OPEN SPACE

Knox open space will be sustainable, attractive and green. It will provide for a diversity of leisure activities, and enable people to enjoy nature, engage with others, learn and play. Our open space network will be well-connected and accessible. Put simply, this means:

- Share our open spaces
- Nurture our natural places
- Activate community use
- Plan for great open spaces

Reference: Open Space Plan, p15

### The Principles that Guide the Planning and Management of Off-Leash Areas

The 'People and Dogs in Parks Report' recommends that Council consider adopting the following principles to guide provision for dog owners and their dogs:

Topic - Why Council makes provision for dog owners and their dogs in parks

1. Council makes provision for dog owners and dogs in parks because:
  - of the physical, social, economic and emotional benefits of dog (pet) ownership
  - dog activities in parks can foster neighbourhood networks and friendships, particularly important for people who may not have other opportunities to form these relationships.
2. Council recognises that some people do not want to interact with dogs when in public places, and/or may be fearful of dogs and we will take this into account when planning opportunities for dog owners.

Topic - The planning of off-leash areas

3. The needs of people who do not want to interact with dogs in parks will be addressed when planning off-leash areas and when developing management protocols.
4. Where possible, the same open space planning and management principles will be applied to off-leash areas as for other open space assets such as sports reserves and play spaces.
5. Generally, dog off-leash areas will accommodate a number of activities (e.g. walking, sport, and picnicking), not only off-leash activities.
6. Where possible Council will provide a variety of off-leash opportunities across the city, however not all off-leash areas will have the same features and amenities, or be fenced.
7. The physical, social, sensory and educational needs of dogs will be considered when planning for dogs in parks.

Topic - The control of dogs:

8. Dog owners must respect the rights of other park users by:
  - being in full control of their dog at all times
  - not letting inappropriate dogs to be off-leash or dogs that have exhibited inappropriate behaviour
  - preventing their dogs from making any unsolicited approach to other dogs or people
9. Dog owners must comply with relevant Council and state government policies and legislated requirements.



Topic - Resourcing of off-leash areas

10. Fenced dog off-leash areas require a higher level of maintenance and monitoring than unfenced off-leash areas.
11. Council will only consider additional fenced off-leash areas if or when:
  - there is the budget to enable a viable level of provision in line with proposed service levels (Refer section 5.1)
  - there is the requisite ongoing budget available for maintenance

### 5.1 Levels of Service

The existing Knox Dog Park in Ferntree Gully is the only fenced off-leash area in Knox. This site previously functioned as a water retarding basin. However, following improvements to surrounding stormwater drainage systems, it no longer has to provide this function.

Because the site is low lying and surrounded by earth retaining walls as a result of its previous function, it is often boggy in the winter months. The intense use of the lower sections of the area means that it is regularly denuded of grass in the summer months.

The amenities in all off-leash areas, other than at the Ferntree Gully Dog Park, are standard parkland amenities (e.g. seating, large open spaces, water fountains) that are used equally by dog owners and other park users. There are not any features in parks that are specifically for the benefit of dog owners and their dogs.

The Open Space Strategy includes guidelines about the type, number and extent of facilities that Council will consider for the various classifications or levels of open space; and for the various activities these areas cater for.

For example, a 'Neighbourhood' level sporting reserve will have a smaller pavilion than a 'Municipal' level sporting reserve. Similarly, this report identifies the type and level of infrastructure that council may consider providing at 'Local', 'Neighbourhood' and 'Municipal' level off-leash parks.

Table 4 provides a summary of the type of features or facilities that Council might consider at different classifications of off-leash areas. The following design notes are based on guidelines provided in 'Planning, Designing and Managing the Dog Park'<sup>9</sup>

Element	Classification of Park			Comments
	Municipal	N'hood	Local	
<b>Core Infrastructure</b>				
Open unfenced off-leash area	✓	✓	✓	▪ Off-leash access permitted in all parks, other than restrictions listed in section 3.2
Fencing (Generally, 1.2 mtr high fencing. Consider higher for safety reasons)	✓ As required	✓ As required	✗	▪ Consider if fencing is really needed/ other options for addressing site requirements. Should only be considered for reasons of safety, to provide a barrier between parkland activities
Enclosures (options for): <ul style="list-style-type: none"> <li>▪ large main area</li> <li>▪ time out area</li> <li>▪ small dog area</li> <li>▪ dog training area</li> </ul>	✓ ✓ ✓ ✓	✓ ✗ ✗ ✗	✗	▪ Internal fencing should only be considered if you have the space. Creating small areas increased the possibility of overcrowding and defensive behaviours in dogs
Double gated entries / exits	✓	✓	✗	▪ A minimum of 2. Additional may be required if the dog park is large

<sup>9</sup> 'Planning, Designing and Managing the Dog Park' – Information Notes (Paws4Play/LMH Consulting, 2012)

Table 4 – The type of features or facilities that council might consider at different classifications of off-leash areas (excluding fenced sports ovals)

Element	Classification of Park			Comments
	Municipal	N'hood	Local	
Maintenance/ emergency access gateway	✓	✓	✗	
Pathways <ul style="list-style-type: none"> <li>▪ approach pathways</li> <li>▪ internal pathways</li> <li>▪ textured pathways</li> </ul>	✓ ✓ ✓	As required/ can be accomm'd	✗	<ul style="list-style-type: none"> <li>▪ Where ever possible do not run external pathways along fence line</li> <li>▪ Opportunities for different textural surface (confidence development for dogs), jogging track and to optimise 'universal access' features</li> </ul>
Signage <ul style="list-style-type: none"> <li>▪ Rule &amp; regulations</li> <li>▪ Park etiquette</li> <li>▪ Instructional (training equipment)</li> </ul>	✓ ✓ ✓	✓ ✓ As required	✓ ✓	<ul style="list-style-type: none"> <li>▪ Should include: <ul style="list-style-type: none"> <li>▪ rules &amp; regulations</li> <li>▪ 'park etiquette'</li> <li>▪ instructional signage associated with any education equipment</li> </ul> </li> </ul>
<b>Amenities</b>				
Seating (no tables)	✓	✓	✓	<ul style="list-style-type: none"> <li>▪ Seating in 'sociable' formation. Consider including square dog/person perch platform in combination with standard seating. (Tables will communicate 'picnic' when food should be discouraged in the dog park)</li> </ul>
Drinking water – people & dogs	✓	Maybe	✗	
Shade structures	✓	Maybe	✗	<ul style="list-style-type: none"> <li>▪ Ensure they are effective e.g. provide shade at peak times and take into account prevailing weather conditions/wind direction</li> <li>▪ Locate where owners can fully observe dogs</li> </ul>
Off street car parking	✓	✗	✗	
Toilets	✓		✗	<ul style="list-style-type: none"> <li>▪ Associated with provision for the wider parkland</li> </ul>
<b>Activity Areas</b>				
Rock scramble areas	✓ Min of 2	✓	✗	<ul style="list-style-type: none"> <li>▪ Flat topped rock mounds with granitic sand infill (to remove paw entrapments)</li> </ul>
Dry creekbed or similar feature	✓	Maybe	✗	<ul style="list-style-type: none"> <li>▪</li> </ul>
Sensory vegetation plantings	✓	✓	✓	<ul style="list-style-type: none"> <li>▪ Rummaging / play areas for dogs. Sensory development/stimulation important environmental enrichment consideration</li> <li>▪ Do not plant vegetation poisonous to dogs</li> </ul>
Digging pit (sand)	✓ (if area fenced)	Maybe	✗	
Open play area	✓	✓	✗	
Water play	Maybe	✗	✗	
Educational Equipment (based on agility design)	✓	Maybe	✗	<ul style="list-style-type: none"> <li>▪ Educational / obedience skill development. Some equipment (e.g. 'sit stay' platforms) double as</li> <li>▪ platform seating for owners</li> <li>▪ Not for competition purposes</li> </ul>

Table 4 – The type of features or facilities that council might consider at different classifications of off-leash areas (excluding fenced sports ovals)				
Element	Classification of Park			Comments
	Municipal	N'hood	Local	
<b>Landscaping</b>			*	
Natural shade / tree plantings	✓	✓	✓	<ul style="list-style-type: none"> <li>Should be the priority</li> <li>Enhances amenity of the area and minimises maintenance costs associated with built shade structures</li> </ul>
Vegetation along approach fencing	✓	As required	*	
Vegetation to create outdoor 'rooms/visual barriers' within the dog park	✓	As required	*	<ul style="list-style-type: none"> <li>Helps manage formation of large packs of dogs running together and provides owners with opportunity to take their dog away from the pack if required</li> </ul>
Drainage	As required	As required	*	<ul style="list-style-type: none"> <li>As required</li> <li>Consider opportunities to incorporate into environmental features e.g. dry creekbed</li> </ul>
Under surfacing * <sup>10</sup> <ul style="list-style-type: none"> <li>Turf</li> <li>Mulch</li> <li>Granitic sand</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Generally, turf	*	<ul style="list-style-type: none"> <li>Consider universal / disability access and opportunities to expose dogs to as many textures/environmental enrichment opportunities as possible</li> <li>The type of under surfacing will also be determined by the level of use</li> </ul>
<b>Other infrastructure</b>			*	
Dog litter bag dispensers	✓	*	*	<ul style="list-style-type: none"> <li>Provision depends on council policy</li> </ul>
Dog litter bins	✓	✓	*	<ul style="list-style-type: none"> <li>Provision depends on council policy</li> </ul>
Lighting	Maybe	*	*	<ul style="list-style-type: none"> <li>Provision depends on council policy</li> </ul>
Dog training and/or event area – external to the dog park	Maybe	*	*	<ul style="list-style-type: none"> <li>Only if dog obedience / training activities operate from the park / reserve and the reserve has the capacity to host events</li> <li>Need to consider wider open space planning requirements associated with car parking etc.</li> </ul>
Dog club pavilion / storage	As required	*	*	<ul style="list-style-type: none"> <li>Only if a dog club/s operate from the park / reserve</li> </ul>

## 5.2 Classification of off-leash areas

This report proposes that dog off-leash areas be classified in line with the requirements of the Knox Open Space Plan and the function they serve in the off-leash network of sites.

Currently off leash areas are assumed to be 'local level' primarily because there are no characteristics that distinguish one from another in terms of service levels. The exception is the Knox Dog Park which has features that are specific to its primary use as a dog park.

This report recommends that a number of sites be considered for enhancing/upgrading to 'municipal' and 'neighbourhood' level sites.

<sup>10</sup> Depends on level of use and amenity requirements



## 6. Opportunities to Enhance Provision

### 6.1 Shortlisted Sites – Availability of Space

Council's database of parks and reserves was examined in order to identify sites that might have the space available to accommodate enhanced provision for dog off-leash activities, and in particular fenced off-leash areas.

Sites with less than 3,000 sq meters available were not considered as options for enhancement or fencing, due to their small size, which could potentially be a high risk management issue in relation to dog and people safety.

As a result, sites at Marie Wallace Park, Emmerson Reserve – (Zone 2, Braeburn Rd corner), were not considered any further as an option for a fenced of 'destination' off-leash area.

Table 5 lists these sites and their ownership and management status.

	SITE	Size of Area in the park*	Suitable Area Available?	Ownership of site	Management of site
1	Emmerson Reserve - Zone 1 (south west fenceline)	4,200 sq. m	Yes	KCC	KCC
2	Emmerson Reserve - Zone 2 (Braeburn Rd corner)	1,850 sq. m	No On the basis of size	KCC	KCC
3	Llewellyn Reserve (the zone designated for a fenced off-leash area in the Llewellyn Park Master Plan)	8,500+ sq. m	Yes	KCC	KCC
4	Wantirna Reserve - Zone 1 (adjacent to Mountain Hwy)	7,750 sq. m	Yes	KCC	KCC
5	Wantirna Reserve - Zone 2 (west of oval)	14,500 sq. m	Yes	Parks Victoria	Parks Victoria
6	Marie Wallace Park	800 sq. m	No On the basis of size	KCC	KCC
7	Liverpool Retarding Basin	NR	Yes	Melbourne Water	Melbourne Water
8	Knox Dog Park (Ferntree Gully)	4,800 sq m	Yes	KCC	KCC
* Size of the Area selected for potential increased service levels					

Six sites were then assessed for their suitability to accommodate a fenced off-leash area in line with the primary and secondary evaluation criteria<sup>11</sup>. The sites that satisfied the primary evaluation criteria were then assessed according to the secondary evaluation criteria.

#### Primary Site Evaluation Criteria

- Proposed off-leash area does not impact unreasonably on adjoining park activities and appropriate buffers are possible between proposed fenced/enhanced off-leash area
- Size and configuration of the area
- Surveillance into and over the whole site
- Environmental sensitivity

<sup>11</sup> 'Planning, Designing and Managing the Dog Park' – Information Notes (Paws4Play/LMH Consulting, 2012) Criteria Checklist with modifications to accommodate needs/ issues specific to the City of Knox

- Appeal of the site
- Land ownership and management considerations
- Land form considerations.

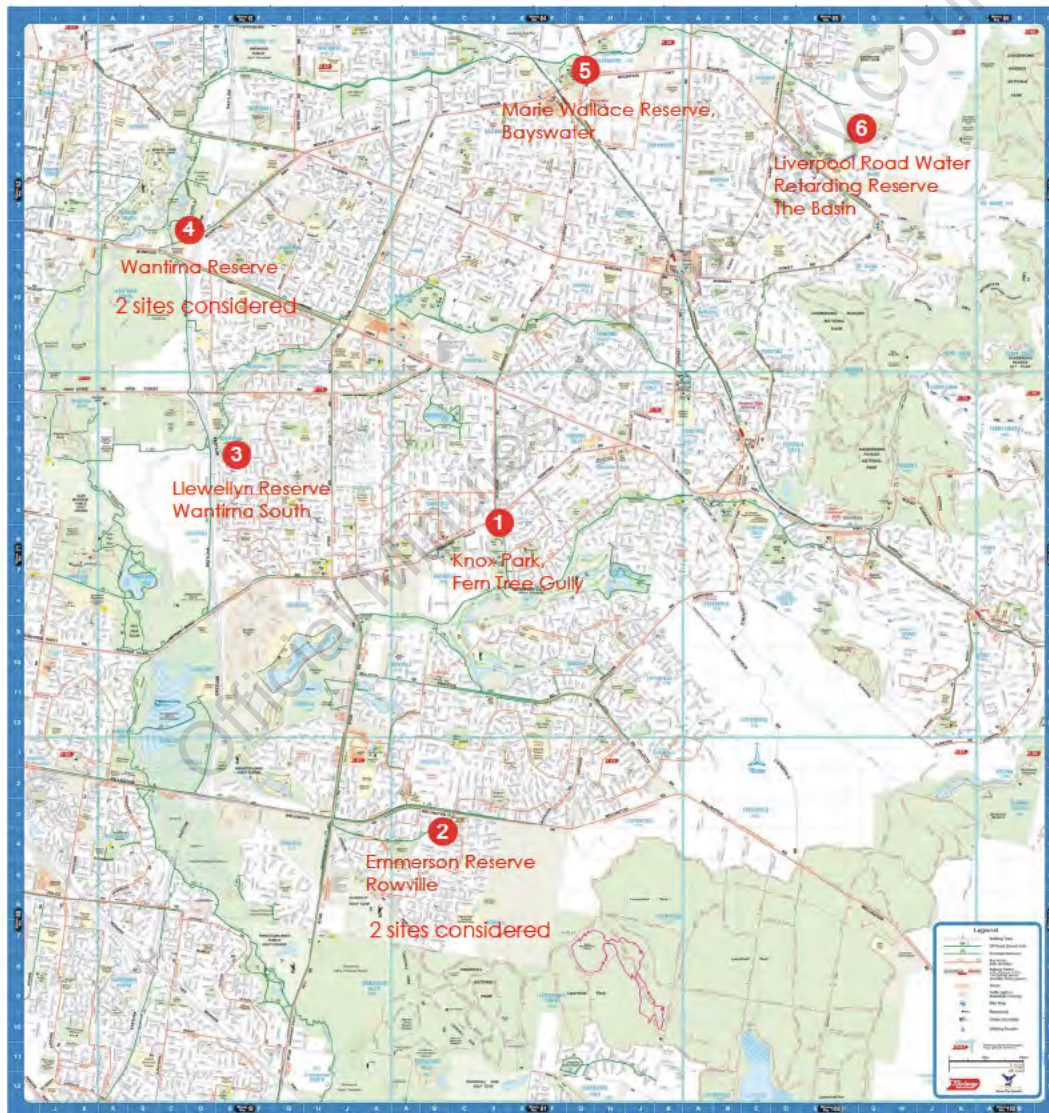
#### Secondary Evaluation Criteria – Site Considerations

- Proposed off-leash area is well integrated with other park activities
- Accessibility of infrastructure such as toilets, water, power
- Neighbourhood linkages via footpaths, trails, road network, car parking availability
- Readiness of the site for works.

#### Secondary Evaluation Criteria – Demographic Considerations

- Popularity of the site
- Proximity of residential areas
- Likely surrounding population increases.

#### Location of Shortlisted Sites





### 7.1 Site Location Maps

The following site maps indicate the general area considered for fenced off-leash area/ enhancing provision for dog owners and their dogs.

#### SITES 1 AND 2 - EMMERSON RESERVE SITES – ROWVILLE



Emmerson Reserve – Zone 1 looking southeast



Emmerson Reserve – Zone 1 looking north-west

SITE 3 - LLEWELLYN RESERVE – WANTIRNA SOUTH





SITES 4 AND 5 - WANTIRNA RESERVE SITES





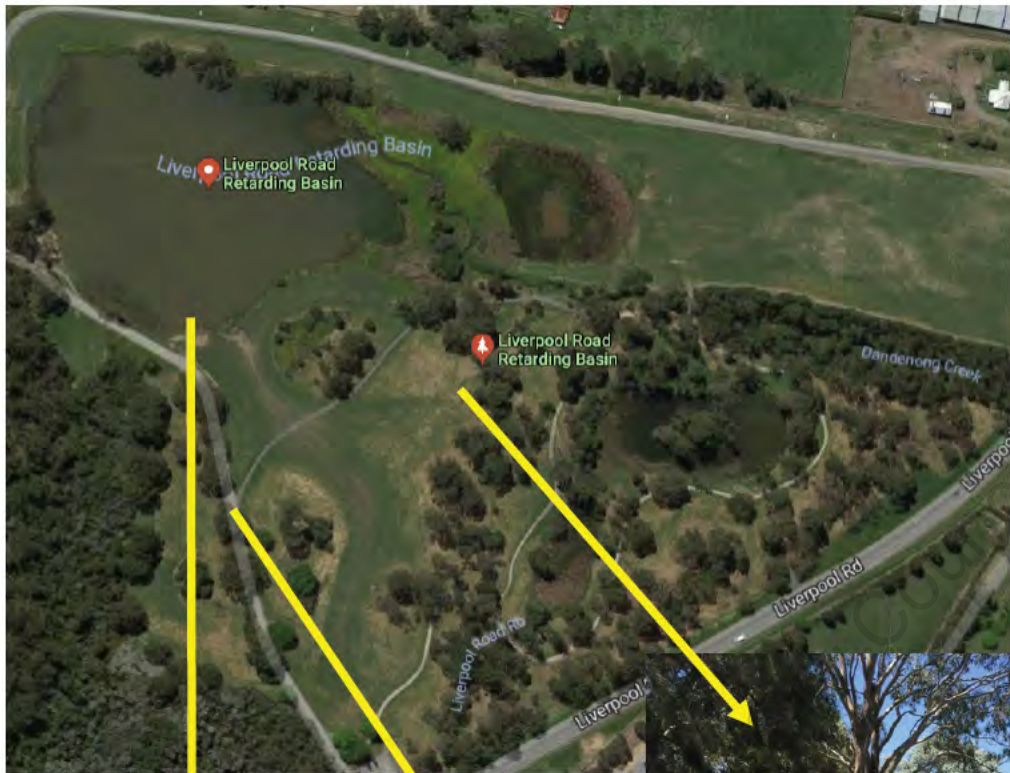
## SITE 6 - MARIE WALLACE PARK – BAYSWATER

In accordance with the endorsed Master Plan for Marie Wallace Park, the site was investigated for its potential to accommodate a fenced off-leash area in line with site selection criteria (Refer section 6.1)





**SITE 7 - LIVERPOOL ROAD RETARDING BASIN – THE BASIN**





**SITE 8 - KNOX FENCED OFF-LEASH AREA (Existing) – FERNTREE GULLY**



## 7.2 Site Evaluation Summary

Eight sites were considered in line with the primary and secondary evaluation criteria. Table 6 summarises the evaluation of these sites.

Marie Wallace Bayswater Park was eliminated from consideration because it did not satisfy size requirements. A detailed summary of the evaluation is included in Appendix 1.

	SITE	Area available	Primary Eval Criteria (/40)	Secondary Eval Criteria		Total (/99)
				Site Criteria (/35)	Demographic Criteria (/10)	
1	Emmerson Reserve - Zone 1 (south west fenceline) Rowville	Yes	50	15	5	70
2	Emmerson Reserve - Zone 2 (Braeburn Rd corner) Rowville	No	Did not satisfy area requirements therefore not considered any further			
3	Llewelyn Reserve Wantirna South	Yes	54	10	4	68
4	Wantirna Reserve - Zone 1 (Rear scouts) Wantirna	Yes	44	17	5	66
5	Wantirna Reserve - Zone 2 (west of oval) Wantirna	Yes	50	17	5	72
6	Marie Wallace Park Bayswater	No	Did not satisfy area requirements therefore not considered any further			
7	Liverpool Retarding Basin The Basin	Yes	46(a)	7	4	57
8	Knox Dog Park Ferntree Gully	Yes	50	9	7	66

## 7.3 Site Evaluation Commentary

This section provides a summary of each site including the area within the park or reserve available for potential increased service levels/service level enhance

### EMMERSON RESERVE

#### SITE 1 - Zone 1 - Emmerson Reserve (south west fence line)

- Advantages of the site
  - Land owned and managed by Council
  - Activates a low use area of the reserve
  - Good neighbourhood connectivity along shared trail and footpaths
  - The site:
    - provides opportunities for additional amenities and landscaped environments specific for use by dog owners and their dogs
    - is open with reasonable sight lines across the park, however this area of the park is fairly isolated as evident by the vandalism to tables and seating. Fencing of a dog off-leash

area may help to activate the area, which is largely used as a thoroughfare to the adjacent Wellington Village Shopping Precinct.

- is an attractive and popular reserve, with an existing reasonably consistent level of use by dog owners
- Challenges/Potential associated with the site
  - It is not a large site, which means if it is fenced, that the ground cover will need to be robust enough to accommodate the intense use that is likely to follow
  - The site is large enough to include a separate 'Time Out' enclosure, which can also be used as by small dogs. There is not likely to be the area to include both a "time Out' and 'Small Dog' enclosure without negatively impacting on the space available for the main open run-about area. This can be a risk management issue
  - Isolation of the site at the rear of the reserve. No drive-by monitoring or surveillance opportunity
  - Will need intermittent but consistent monitoring by local laws staff to minimise the likelihood of people leaving their dogs unattended while they attend the nearby shopping centre
  - Perceptions of adjoining residents associated about noise. Note that very little/if any noise will result from dogs in the park. Dogs in adjoining properties are more likely to bark in response to park dogs sniffing fencelines
  - Low lying areas will need fill and/or drainage works
  - No onsite/immediate parking. Some roadside parking. Parking may be an issue if the site is fenced, because of the likely popularity of the facility
- Other considerations to be taken into account
  - Resident/community sentiment may need to be tested if fencing of the area is to be considered

#### SITE 2 - ZONE 1 - EMMERSON RESERVE (site alongside Braeburn Road)

- Did not satisfy site size requirements

#### Recommendation for Emerson Reserve

- Consider a 'Neighbourhood Level' fenced off-leash area in Zone 2 if it is determined to enhance off-leash amenities at the park
  - Options
    1. Leave unfenced but introduce landscape and sensory elements specific to dogs such as rock clamber area, sensory vegetation, dry creekbed  
 Considerations:
      - May not significantly increase appeal for dog owners if unfenced
    2. Fence and design appropriately to ensure the intensity of use does not degrade the amenity of the reserve.  
 Considerations
      - Cost of fencing
      - Would need to ensure robust ground surface
      - Design and management considerations as detailed in section 5.1.

#### SITE 3 - LLEWELYN RESERVE

- Advantages of the site
  - Land owned and managed by Council
  - The site is currently used for informal dog off-leash activities and the Llewellyn Park Master Plan identified that a fenced off-leash area be developed on the site
  - Large open tracts of land used only occasionally for organised sport and unstructured recreation activities. As a result, fencing is not required in order to prevent off-leash activities from impacting on other reserve activities, or to prevent dogs from running onto roads.

- Because of the size of the reserve and it being largely surrounded by residential fences fencing is not a priority
- Multiple options for locating enhanced dog off-leash activities or environments
- Enhanced off-leash opportunities/activities may help activate an underused reserve
- On site car parking available
- The site would benefit from increased passive surveillance.
- Challenges/Potential challenges associated with the site
  - The site is extremely isolated and because of its large expanse and lack of interface with the local road/footpath network and there is no opportunity for drive-by monitoring and casual surveillance by local residents
  - Due to the subsurface limitations, the reserve cannot support any additional sporting infrastructure (e.g. excavation, drainage, irrigation etc. and will not be developed as a major sporting centre. The city's sporting hubs have already been established at other sites such as the Knox Regional Sports Park, Knox Park, and the Knox Netball Centre.
  - Buildings at the site are highly prone to vandalism. The proposed works identified in the Mater Plan, aim to increase passive open space use and in turn increase passive surveillance
  - The site adjoins the Blind Creek waterway corridor. The biodiversity values of the site need to be considered, particularly in terms of how use by dogs may impact.
- Options
  1. Consider general environmental enhancement opportunities that will also enhance the attractiveness of the site for dog walkers. e.g. rocky outcrop mounds
  2. Design features in a section of the park that will provide different sensory, physical activity and educational elements for dog owners/dogs e.g. climbing mounds, digging pit, dog education equipment  
An option to fence or leave unfenced.
- Recommendation for Llewelyn Reserve
  - Consider general environmental enhancement opportunities that will also enhance the attractiveness of the site for dog walkers. e.g. rocky outcrop mounds

#### SITE 4 – ZONE 1 WANTIRNA RESERVE (Rear of scouts pavilion)

- Advantages of the site
  - The proposed site is owned and managed by Council
  - A use for an area that will potentially have a low level of activity if the reserve master plan recommends that the playspace be relocated
  - Has the potential to be of a shape that will enable flexibility of design
  - Car parking can be accommodated nearby
  - A reasonable level of passive surveillance from the oval and associated car parking
  - Partial fencing is already in place (reserve perimeter fencing)
- Challenges/Potential challenges associated with the site
  - The timing of the development of the off-leash area will be dependent on the timing for the relocation of the playspace
  - Will require drainage works if the site is landscaped
  - Will need at least partial fencing along the north/north-west side of the proposed area due to the close proximity to internal car traffic
  - Access to the reserve is primarily by car or bicycle because of the distance to residential areas.

---

 SITE 5 – ZONE 2 WANTIRNA RESERVE (West of oval)

- Advantages of the site
  - Presents options for enhanced amenities for dog owners/dogs whether it is fenced or not. If it is to be fenced then it is large enough to incorporate separate spaces for small dogs and a 'Time Out' zone
  - Good open shape such that the design of a fenced area can minimise pinch points
  - Car parking available immediately adjacent the site which improves accessibility for people with limited mobility
  - The site is centrally located in the park with good passive surveillance from sporting users and trail walkers/cyclists
  - The site is not used for other activities at this time because of the uneven terrain and low-lying areas
  - The area will be significantly activated with the proposed development of a community hub between the site and the sports oval. This will provide additional security for dog owners.
- Challenges/Potential challenges associated with the site
  - All of the site is owned and managed by Parks Victoria. Council is seeking to enter into a lease agreement with Parks Victoria for this section of land  
Note that Parks Victoria has established a fenced off-leash area at Banksia Park in Bulleen
  - Will require significant fill and drainage treatment to alleviate issues associated with low-lying areas on the site. This will significantly add to the cost of developing the site as an off-leash area
  - Will need at least partial fencing or barrier landscaping in order to manage the interaction between dogs and traffic in the car park, the adjacent shared trail, and sporting activities
  - Access to the reserve is primarily by car or bicycle because of the distance to residential areas.
- Recommendation for Wantirna Park
  - That the Zone 2 site be developed as a municipal level fenced off-leash area and designed:
    - In line with service levels in section 5.1
    - So as to incorporate different activity and sensory zones; and separate areas for small dogs and 'time out' respite
    - With a robust ground cover to withstand intense use

## SITE 6 – MARIE WALLACE PARK, BAYSWATER

- Did not satisfy site size and configuration requirements. Fencing such a small area would expose Council to a high risk management issues associated with potential dog behavior.

## SITE 7 - LIVERPOOL ROAD RETARDING BASIN

- Advantages of the site:
  - Parkland and waterbody very popular off-leash area in an appealing parkland setting
  - Park attracts a significant level of walkers. People travel to the park primarily by car because of the distance of the site from residential areas
  - Site large enough and away from main roads such that fencing would not have to be a priority/necessity. However, there are a number of opportunities for fencing of a space
  - A number of site options for enhancing environments for dog owners/dogs e.g. rock clamber areas
  - Potential for partnership development with Maroondah and Yarra Ranges given proximity to borders
- Challenges/Potential challenges associated with the site
  - A site of 'biodiversity significance'

- The site is isolated and remote from nearby residential areas as a result the park does not cater for a high level of pedestrian visitation. However, the site does attract a reasonable level of visitation
- All of the site is owned and managed by Melbourne Water
  - Currently dogs access the water via a small area of graded embankment.
  - Currently no signage that restricts use of the waterbody by dogs, however, anecdotal information suggests this existed in the past
- Small onsite car parking near where main off-leash activities occur. Car parking is at the gate off Liverpool Road
  - No amenities e.g. formal shade shelter, toilets
- Other considerations to be taken into account
  - Dog owners met on site requested a shade shelter and more natural shade and 'pleaded for the retention of access to the water'
- Options
  - Meet with Melbourne Water to discuss
    - Option 1 – Enhancing of existing opportunities, on the basis that Melbourne Water agrees to allow dogs to continue to access the waterbody, including:
      - Rockscaping of the entry to the waterbody to improve amenity and manage erosion
      - Planting of shade trees and/or shade structure within sight of the water entry<sup>12</sup>
      - Landscaping elements for dogs e.g. rockscape clamber feature/dry creekbed; digging pit; education elements etc.
      - Considerations
        - Due to the size of the park and area available away from the road, fencing is not a priority/necessity
    - Option 2 – Fencing of an area of the park
- Recommendation for Liverpool Road Retarding Basin
  - Undertake discussions with Melbourne Water regarding options to enhance provision for dog owners at the reserve.

#### SITE 8 – EXISTING KNOX DOG PARK, FERNTREE GULLY

- Advantages of the site
  - Already a recognised destination off-leash area with fencing
  - Space works well for the level of use. Does not impact on other activities/self-contained site
  - No natural or contamination sensitivity
  - Good location within a significant park. High profile site with reasonable level of opportunity for passive surveillance
  - Good natural shade around perimeter
- Challenges/Potential challenges associated with the site
  - In the past had a Special Building Overlay (SBO) which limited the type and level of development that could be considered. The overlay has been removed following improved drainage works and updated flood mapping works.
  - Very popular off-leash area. Has some management issues that need to be addressed
- Recommendation for the fenced Ferntree Gully Off-leash area (existing)
  - That the Zone 2 site be retained/upgraded, as much as possible given the restrictions associated with the site, to a 'neighbourhood level' fenced off-leash area and designed in line with service levels in section 5.1.
  - Address animal management issues associated with the site. Refer section 9.

---

<sup>12</sup> Will need to take into account requirements relating to flood/surface water management



## Appendix 1 – Site Evaluation Commentary

Site Evaluation Criteria	Emmerson Reserve - Zone 1 (south west fenceline)	Emmerson Reserve - Zone 2 (Braeburn Rd corner)	Llewelyn Reserve	Wantirna Reserve - Zone 1 (Rear scouts)	Wantirna Reserve - Zone 2 (west of oval)	Liverpool Retarding basin	Marie Wallace Park/Bayswater Park	Knox Dog Park
<b>PART 1 - Availability of space</b>								
Enough area available and shape of space can safely accommodate fencing if required. Sites with less than 3,000 sq mts were not considered further, particularly if alternative sites were available at the park/reserve	Small area could not encourage more than 'local' level use- overcrowding could become a safety issue. Not the space to accommodate multiple 'activity zones' for dogs/dog owners; timeout/small dog areas	Small area could not encourage more than 'local' level use- overcrowding could become a safety issue. Not the space to accommodate multiple 'activity zones' for dogs/dog owners; timeout/small dog areas	Large isolated, open tracts of land with low/minimal activity apart from that associated with sport (low grades/overflow). Site receives minimal visitation for unstructured recreation activity. Dog walkers/walkers primarily use the site to access creekland trails. Given the large open areas would not be a need to fence unless wanting to provide for older dog owners, people with disabilities etc. However, due to the isolated nature of the site it is not likely to attract these users. Space available to create multiple 'activity zones' for dogs/dog owners	Small area. If play space is relocated then larger area would be available, however area may be better suited/needed to provide for sport spectator needs and/or scouting requirements and/or for amenity	Space available to create multiple 'activity zones' for dogs/dog owners. Current Master Plan works are investigating the options for the development of a 'community hub' with fully integrated facilities. A destination DP would add to the offering at the site	Potential space and amenity suitable as a destination site	Very small area could not facilities dog park use - overcrowding could become a safety issue. Not the space to accommodate multiple 'activity zones' for dogs/dog owners; timeout/small dog areas	Already a significant destination off leash area with fencing,
<b>Primary Site Evaluation Criteria (10) - PART 2 - OTHER</b>								
The designated area for a 'destination' and/or fenced DP does not unreasonably impact on the space available for existing park activities or park amenity; and enables a buffer between adjoining activities / properties / roads etc.	A small area of relatively low use space available.	A small area of relatively low use space available.	Large site that would benefit from activities/activity that increased use. However, would need full scale activation plan to ensure significant scale of activity that would overcome issues associated with the isolation of the site, in particular vandalism. This level of activation would be associated with a recreation facility or facilities that attract a constant level of reasonably high use across most of the day and into evening. It is unlikely this type of facility would be considered for the site as other sites have perform this regional/municipal function e.g. Knox Regional Sports Park; Knox Park; Knox Netball Centre Reserve master plan identifies a dog park for the site	Refer above Would require agreement from Parks Victoria	Large unused site that would benefit from activities/activity that increased use Would require agreement from Parks Victoria	Extensive parkland with possible access to water (dependent on agreement with Melb Water)	-	Space works well for the level of use. Does not impact on other activities/self contained site
The size, configuration of the area provides for greater flexibility/opportunities in terms of design and design for safety	The area is narrow, which may be further compounded if a buffer is deemed necessary along residential property boundaries. This restricts design opportunities in terms of managing risk associated with dog activity	A small area under 3,000 sq mts. If an alternative site is available then size would make this site a low priority	Space available provides great flexibility in terms of design and incorporation of zoned areas and elements, and separate fenced areas for small dogs	The area is narrow. This restricts design opportunities in terms of managing risk associated with dog activity	Space available provides great flexibility in terms of design and incorporation of zoned areas and elements, and separate fenced areas for small dogs	Space available provides great flexibility in terms of design and incorporation of zoned areas and elements, and separate fenced areas for small dogs	An extremely small area that is unsuitable for fencing	Although of a reasonable size much of the area is not available for significant enhancement due to the function of the site as a water retarding basin and the associated steep sides of the basin

Site Evaluation Criteria	Emmerson Reserve - Zone 1 (south west fenceline)	Emmerson Reserve - Zone 2 (Braeburn Rd corner)	Llewelyn Reserve	Wantirna Reserve - Zone 1 (Rear scouts)	Wantirna Reserve - Zone 2 (west of oval)	Liverpool Retarding basin	Marie Wallace Park/Bayswater Park	Knox Dog Park
The site has good passive surveillance across the whole park site via high level of visitation/soon to be proposed; overlooking by adjoining residential properties. Goes to personal safety/perceptions of safety; vandalism etc.	Is open with reasonable sight lines across the park, however this area of the park is fairly isolated as evident by the vandalism to tables and seating. Fencing of a dog off-leash area may help to activate the area, which is largely used as a thoroughfare	Good profile to Braeside Road Good sightlines across the reserve	The site is extremely isolated and because of its large expanse and lack of interface with the local road/footpath network and there is no opportunity for drive-by monitoring and casual surveillance by local residents Good sightlines across the reserve Buildings at the site are highly prone to vandalism	Reasonable sightlines from car parking areas and sports oval because of position on the rise.	A central site with good all-round sightlines Passive surveillance will further increase with the building of the community hub	The site is extremely isolated and because of its large expanse and lack of interface with the local road/footpath network and there is no opportunity for drive-by monitoring and casual surveillance by local residents Good sightlines across the reserve		Some drive by surveillance
No <b>environmental sensitivity</b> associated with the proposed DP site/reserve such as the close proximity of wildlife areas, landfill, proximity to residential properties OR environmental issues can be addressed	Proximity to residential properties could be a perceptual barrier. Note that noise from dogs in the DOL not generally a significant issue. No known environmental issues. Existing established vegetation to be retained and parts protected. Land is zoned PRRZ (Public Park and Recreation Zone)	No known environmental issues. Located away from residential properties. Busy road may impact on amenity and concerns about safety. Land is zoned PRRZ (Public Park and Recreation Zone)	Land largely cleared. Former land fill site - restricts some excavation/construction works. Areas of significant vegetation and sites of biological significance along the adjoining Blind Creek and bushland areas. Land is zoned PRRZ (Public Park and Recreation Zone)	Land is zoned PRRZ (Public Park and Recreation Zone) Areas of significant vegetation and sites of biological significance adjoining the open space.	Land is zoned PRRZ (Public Park and Recreation Zone) Areas of significant vegetation and sites of biological significance adjoining the open space.	Is a Site of Biodiversity Significance. Land is zoned PUZ1 (Public Use Zone 1)	Land is zoned PRRZ (Public Park and Recreation Zone) Areas of significant vegetation and sites of biological significance adjoining the open space.	No natural or contamination sensitivity
The reserve and proposed DP site is appealing e.g. shade, location not isolated, not in industrial area	Parkland character is appealing for local users, existing areas of shade and existing picnic infrastructure facilities. Adjacent to local Wellington Village shops.	Parkland character is appealing for local users, existing areas of shade and existing picnic infrastructure facilities. Adjacent to local Wellington Village shops.	Isolated site. Current minimal passive surveillance; Facilities prone to extreme vandalism. Could be considered as a site for dog clubs if the demand/need is identified	Parkland character is appealing for local users, existing areas of shade and existing carpark infrastructure facilities. Some road noise	Parkland character is appealing for local users, existing areas of shade and existing carpark infrastructure facilities.	Very appealing parkland character.	-	Has appealing features - treed embankment. Set back from road with sufficient carparking facilities.
No/minimal land ownership/management barriers/potential barriers OR barriers can be addressed	Land owned and managed by council	Land owned and managed by council	Land owned and managed by council	Land owned and managed by council	Part of the land owned and managed by Council. Would need to negotiate with Parks Victoria for access to PV portion of the site	Land owned and managed by Melbourne Water. Would need to negotiate access with MW	Land owned and managed by council.	Land owned and managed by council
No/minimal land formation issues e.g. significant fill drainage works required for the proposed DP site	Some low-lying areas that can be addressed with minor drainage and landscape works	Some low-lying areas that can be addressed with minor drainage and landscape works	Minimal to no excavation works are permitted on the site.	Good grade to assist with drainage	Significant depressions on the site. Would need significant fill and drainage works to eliminate low areas	Some improvements to water edge access would be required to enhance beach area and reduce further bank erosion	Adjacent to steep drainage reserve	Land subject to inundation. Because of function as a drainage basin drainage issues cannot be addressed. Limited opportunity in terms of enhancing/extending provision
<b>Secondary Criteria - Site considerations (5)</b>								
The proposed DP site is <b>not isolated</b> from other parkland activities OR has good level of visitation (activation/passive surveillance)	Site has good profile. Actively used site. Opportunity to activate a more isolated and less used part of the reserve	Site has good profile. Good road frontage. Actively used site. Opportunity to activate a less used part of the reserve	Current low-level visitation/poor passive surveillance/isolated site	Current medium to low level visitation/potential for enhancement with the development of the Wantirna Reserve Master Plan.	Current medium to low level visitation/potential for enhancement with the development of the Wantirna Reserve Master Plan.	High level of use by dog walkers. Very popular. Access to the water makes it a unique setting	-	Good location within a significant park. High profile site that can be easily observed. A key location for adjoining municipalities; Yarra Ranges and Maroondah.
The reserve has <b>existing and accessible infrastructure</b> such as - car parking, toilets, picnic areas / shelters OR will do in the future	Road car parking only. Adjacent to Wellington Village Shopping Precinct with café facilities and public toilets. Existing picnic infrastructure facilities.	Road car parking only. Adjacent to Wellington Village Shopping Precinct with café facilities and public toilets.	Poor/no provision re toilets, picnic amenities etc.	Sufficient existing gravel car parking available. Currently no public toilets	Sufficient existing gravel car parking available. Currently no public toilets	Small car parking only. No picnic or toilet facilities	-	Good level of infrastructure in place. No public toilets.

Site Evaluation Criteria	Emmerson Reserve - Zone 1 (south west fenceline)	Emmerson Reserve - Zone 2 (Braeburn Rd corner)	Llewelyn Reserve	Wantirna Reserve - Zone 1 (Rear scouts)	Wantirna Reserve - Zone 2 (west of oval)	Liverpool Retarding basin	Marie Wallace Park/Bayswater Park	Knox Dog Park
The proposed DP site has <b>good natural features</b> including natural shade, attractiveness of the landscape	Some established trees around perimeter of proposed site. Further plantings recommended for shade and sensory development for dogs.	Some established trees around perimeter of proposed site. Further plantings recommended for shade and sensory development for dogs.	Poor vehicle access or link to main roads.	Attractively parkland landscape character, good natural tree shade.	Attractively parkland landscape character, good natural tree shade.	Appealing reserve. Attractive parkland landscape character, good natural tree shade.	-	Good natural shade around perimeter of the site
The proposed DP site has <b>good linkages</b> to the site such as trails and footpaths	Reserve has good footpath connectivity to adjoining residential areas and connected to a shared trail linking to Liberty Ave Reserve and Wellington Road Linear Reserve.	Reserve has good footpath connectivity to adjoining residential areas and connected to a shared trail linking to Liberty Ave Reserve and Wellington Road Linear Reserve.	Trail along freeway/Blind Creek to the west of the site	Good linkage to the Dandenong Creek Trail, Koomba Park and shared trail along East Link Trail	Good linkage to the Dandenong Creek Trail, Koomba Park and shared trail along East Link Trail	No pedestrian connectivity.	-	Good road and pathway linkages
The readiness of the proposed DP site to accommodate a dog park in the near future e.g. no land ownership issues, does not require relocation of infrastructure. Not likely to be significant public objection as far as known etc.	Minimal known barriers at this time. Community consultation will determine community acceptance	Minimal known barriers at this time. Community consultation will determine community acceptance	Known land fill barriers to any future development	No barriers to immediate development	Currently owned and managed by Parks Victoria.	Owned and managed by Melbourne Water. Would need to negotiate access with MW	-	Already operates as a fenced dog park
<b>Secondary Criteria - Demographic considerations (5)</b>								
The proposed DP site/reserve is already a popular dog off-leash / on-leash area (formal or informal). This indicates the site is already well used and well like for dog off-leash activities.	Anecdotal information indicates the reserve is a reasonably popular DOL area	Anecdotal information indicates the reserve is a reasonably popular DOL area	Previous master plan consultation indicated the reserve had reasonably popular demand for a DOL area. Dog off-leash area can still operate without fencing or enhancements	Recent consultation resulted a very high use or future demand for DOL area at the reserve	Recent consultation resulted a very high use or future demand for DOL area at the reserve	High level of use by dog walkers. Very popular. Access to the water makes it a unique setting	Anecdotal information indicates the reserve is known for occasional dog walking.	Very popular off leash area. Has some management issues that need to be addressed
<b>The number of people living near</b> the reserve and who would potentially be able to walk to the site	Reserve has good residential catchment	Reserve has good residential catchment	Western side is flanked by the freeway. Residential areas to the east and south only	Reserve does not have an immediate 'walkable population' catchment	Reserve does not have an immediate 'walkable population' catchment	Reserve does not have an immediate 'walkable population' catchment	Reserve does not have an immediate 'walkable population' catchment	Well located to residential area





# 300 Dog Park Sites

## Which one would you use most?

### Dog Parks in Knox

Knox City Council is currently considering developing additional Dog Parks in Knox.

A number of open space reserve have been investigated, along with the current demand for additional dog parks and consideration regarding the number of dog ownership per suburb.

Council is seeking community feedback and comment on three potential sites;

- ① Llewellyn Reserve, Wantirna South
- ② Emerson Place Reserve, Rowville
- ③ Wantirna Reserve, Wantirna

#### Key Features

- Fenced off leash area with two gate access
- Drinking fountain with dog bowl
- Seating
- Information signage
- Variety of surfaces and textures (grass, granitic gravel, rocks and planting, etc.)
- Trees for shade
- Dog litter bin
- Parking

### Have your say

on the Dog Parks in Knox

To view submit your feedback, visit [knox.vic.gov.au/haveyoursay](http://knox.vic.gov.au/haveyoursay) or call 03 9298 8000 and ask for the Open Space team.

All feedback recieved by 30 August 2018 will be reviewed and presented to Council for consideration.

### ① Llewellyn Reserve, Wantirna South



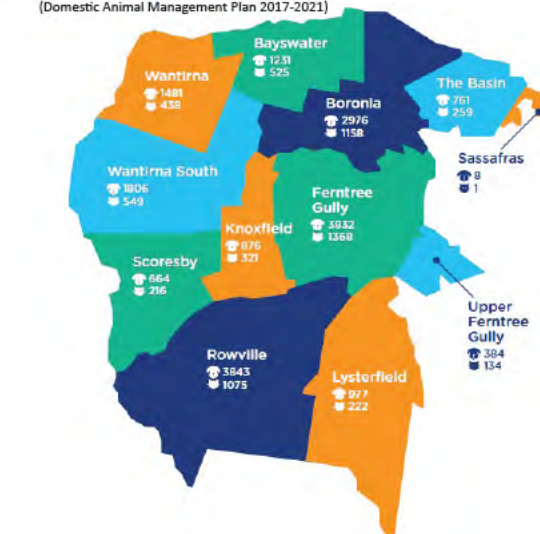
### ② Emerson Place Reserve, Rowville



### ③ Wantirna Reserve, Wantirna



Knox dog and cat registrations by suburb (Domestic Animal Management Plan 2017-2021)



#### Legend

- Proposed Fenced Dog Park
- New drinking fountain with dog bowl
- Proposed Parking
- New/existing Playground

“We cannot imagine life without a dog.”

“Pets need as much care & training as children.”





**ALL WARDS****9.1 2020 CENTRAL ENROLMENT PROJECT*****SUMMARY: Manager – Family and Children’s Services (Janine Brown)***

***Council’s current Funded Preschool Policy and Procedure is due to sunset in 2019. The Victorian Government has commenced a statewide Kindergarten Central Enrolment Project and in order for Council to meet current and future State Priority of Access criteria for children enrolled in funded preschool, notable changes to Council’s Funded Preschool Policy 2015 and Procedure are required. This report provides information regarding proposed changes in order for Council to meet mandatory requirements in its delivery of 4-year-old funded preschool programs by 2020.***

**RECOMMENDATION**

That Council:

1. Approves the draft Funded Preschool Policy and Procedure to apply to children registered and enrolled for 2020 as outlined in Appendix A;
2. Continues to actively contribute to the State Government Central Enrolment Project; and,
3. Advocates to the Victorian Government as part of the Central Enrolment Project, consideration of a more centralised strategy that is led and administered by the Victorian Government to ensure consistency of its own policy across the state.

**1. INTRODUCTION**

Council’s Funded Preschool Policy is due to sunset in 2019. In January 2018, the Victorian Government announced a Kindergarten Central Enrolment Project as part of its Kindergarten Reform Package, which aims to standardise central enrolment for funded preschool services across the state. Knox City Council receives partnership funding from the Victorian Government to deliver funded 4 year-old preschool services to approximately 1250 families each year and is required to meet State Priority of Access (SPOA) criteria for all children enrolled in these service delivered by Council. In 2018 approximately 685 of the 1210 children enrolled in Council Preschool Services are eligible to meet the SPOA as Priority One.

The Victorian Government announcement informed a decision to bring forward the review of Council’s current approved Funded Preschool Policy and Procedure from 2019 to 2018 in order to ensure that Council’s central registration and enrolment program complied with the State Priority of Access criteria in time for families to enrol and attend the 2020 preschool year.

It is proposed that changes as described in the attached new draft Policy and Procedure are applied to Council's 2019 May update process to enable changes to be implemented for enrolment allocations for the 2020 preschool year (Appendix A).

## **2. DISCUSSION**

### **2.1 Background**

In September 2012, Council endorsed the inaugural Funded Preschool Policy and Procedure. Since then this Policy and Procedure has been revised and approved by Council in 2014 and in 2015. Over this time, there has been a number of changes to central registration and enrolment policies relating to early years reform agendas of State and Commonwealth governments. These changes have also required adjustments and updates to the administration of central registration through Council's software platform KEYS Online.

Knox Council has a Funding and Service Agreement with Department of Education and Training (DET). As part of this agreement, DET requires that the State Priority of Access (SPOA) for funded preschool services (referred to as 'Kindergarten' by the Victorian Government) is met and administered by organisations that operate funded preschool services.

The Victorian Government has commenced a statewide Kindergarten Central Enrolment Project that aims to strengthen the transparency and consistency of enrolment processes and application of the SPOA across all service settings delivering funded preschool services throughout Victoria. This initiative responds to the Victorian Government's own assessment that there are significant inconsistencies in how the current State Priority of Access is administered for preschool enrolments across the different organisations delivering funded kindergarten programs to communities in partnership with the Victorian Government.

In order for Council to meet current and future SPOA requirements, notable changes to Council's currently approved Funded Preschool Policy and Procedure are required. As such, it is proposed that the former Policy and Procedure is retired and a new draft Policy and Procedure is considered and approved by Council.

As part of this new draft Policy and Procedure, it is proposed that a clearer distinction is made between the Policy (which describes the policy intent and outcomes for the Knox community through the delivery of funded preschool services), and the Procedure (which describes how this Policy will be implemented). This will provide for the capacity and flexibility that is required to adjust application and administration of Council's central enrolment Procedure to ensure compliance with Victorian Government direction as it evolves over the timeframe of the approved Policy.

Appendix A provides a copy of the proposed new draft Policy and Procedure for Council's consideration. Appendix B provides a copy of the current Policy and Procedure for comparison.



A number of different organisations deliver funded preschool services across Victoria. It is the responsibility of each organisation as the Approved Provider of licensed and funded preschool (Kindergarten) services to ensure that their enrolment processes meet the funding and service requirements for enrolment and priority of access for each year as described through the Victorian Government's Kindergarten Funding Guidelines.

Types of organisations include:

- *Single site preschool services managed and operated by local Committees of Management* and often located in local council facilities with a licence agreement in place. The Committee of Management is the Approved Provider of the licensed service (e.g. Alchester Preschool);
- *Groups of local preschool services managed and operated by local Committees of Management that establish an Association to administer preschool enrolments on their behalf.* Officers for the Association may be drawn from existing Committees of Management and an administration officer may be employed to assist in enrolment processes. These services are often located in local council facilities with a licence agreement in place. Some Associations may also be supported through small community grants from their local Council (e.g. Whitehorse Preschool Association and Maroondah Integrated Kindergarten's Association). The Committee of Management at each preschool service site is the Approved Provider and is ultimately responsible for the correct administration and application of the preschool enrolment and priority of access processes at their service;
- *Preschool services that are part of a non-local government Early Years Management (EYM) arrangement across various municipalities.* These services have a parent advisory group at the local service level that may administer enrolment processes on behalf of the EYM entity. The service may be operating from a local council facility with a licence agreement between the Early Years Manager and Council (not with the Parent Advisory Group). Whilst individual services may be spread across a number of municipalities, it is the responsibility of the EYM entity to ensure that enrolment processes at the local service level meet the Victorian Government's enrolment and priority of access criteria (e.g. Best Chance/Colchester Preschool);
- *Preschool services that are part of a local government Early Years Management arrangement.* Knox City Council falls into this category. In this instance, Council is the Approved Provider and has responsibility for ensuring that enrolment processes and priority of access meet the Victorian Government funding and service and priority of access requirements;

Services are delivered from Council facilities and parents are involved through various parent advisory group structures but are not typically involved in the administration of enrolment processes across the service directly delivered by Council.

At present, there are 26 Local Governments directly delivering funded preschool services as EYM entities across Victoria. The size of each EYM varies, but similar EYMs to Knox City Council include City of Casey and Hume City Councils.

## **2.2 Victorian Government Central Enrolment Project**

Announced in January 2018, and further described in the 2017-2018 State Budget, the Victorian Government allocated \$5.5m over four years to support Local Government to adopt, expand and enhance kindergarten central enrolment (CE) for kindergarten (preschool) services.

This initiative emerged from an assessment that whilst enrolment and priority of access is clearly set by Victorian Government through its Kindergarten Funding Guidelines:

- Enrolment processes are variable across municipalities;
- State Priority of Access guidelines are applied inconsistently across municipalities and services;
- Kindergarten enrolment processes and registration fees can be complicated for families and a barrier to access;
- Central enrolment schemes are costly for Councils to implement and manage;
- Allocation of kindergarten places is not always equitable particularly where there is no central enrolment; and,
- There are a variety of central enrolment systems in place, which inhibits system integration.

Through this initiative, the Victorian Government has identified Local Government as a key influencer, overseer and provider of future central enrolment for funded kindergarten services across Victoria.

The Municipal Association of Victoria (MAV) is working in partnership with DET to scope and plan for each phase of the project, communicate its progress, and act as the contact point for councils in relation to the project. A key role for MAV in the partnership is to establish and facilitate a Central Enrolment Working Group of which Council's Preschool Services Coordinator is a member.

The proposed outcomes for this statewide Central Enrolment project are described in short (1-2 years), medium (3-7 years) and long term (8-10) segments. The overall outcomes are described as:

- Central Enrolment is expanded to more LGAs and funded kindergarten programs in Victoria, with the ultimate goal of covering all LGAs and most funded kindergarten programs;
- Vulnerable families (including eligible Early Start Kindergarten children) are identified early, proactively engaged and enrolled in high-quality, funded kindergarten programs, through direct linkages with Maternal and Child Health (MCH) Services and through other innovative engagement strategies;

- Central Enrolment schemes, including Priority of Access Guidelines, are implemented consistently and transparently across all participating LGAs, with the aid of a 'model' central enrolment scheme being implemented (including system requirements, processes, business rules, documentation etc.); and
- Accurate, consistent and timely kindergarten demand data (current and future) is collected across all participating LGAs and used by councils and DET in partnership, to monitor and proactively manage capacity and utilisation of services.

DET has indicated that this project will also include:

- A Family Engagement Framework to better engage vulnerable families and establish direct links with MCH Services;
- A consistent central enrolment model, including policies, processes, procedures, systems/business rules, guidelines, data requirements, communication materials etc, that can be readily adopted by councils looking to implement central enrolment from scratch or to align existing central enrolment processes;
- Development grants to support eligible councils to implement elements of the revised central enrolment model;
- Ongoing financial contribution to councils to provide central enrolment (including both existing and new providers of central enrolment) in line with the new model, which will require councils to adopt a methodology for the management of central enrolment that is transparent, equitable and consistent; and
- Ongoing financial contribution to councils to waive central enrolment registration fees for families eligible for Kindergarten Fee Subsidy (KFS) and Early Start Kindergarten (ESK).

### **2.3 Implications for Knox City Council's Central Enrolment Policy and Procedure**

Council's current Funded Preschool Policy and Procedure is due to sunset in February 2019. The timing of this sunset period aligns with the progression of the Victorian Government Kindergarten Central Enrolment Project, which nominates 2019 as the year where a more integrated, and consistent statewide central enrolment process is established. A revision of Council's Funded Preschool Policy and Procedure should be considered in light of the Victorian Government's future directions relating to Kindergarten Central Enrolment.

#### **2.3.1 Priority of Access**

There is a strong direction to align and standardise central enrolment across the state, whatever the organisation delivering funded preschool services. In particular, it is clear that the Victorian Government's intention is to standardise the application of the State Priority of Access for eligible enrolments.

### State Priority of Access

The SPOA currently gives first priority to any enrolment where a child is:

- At risk of abuse or neglect, including children in Out-of-Home Care;
- Aboriginal and/or Torres Strait Islander;
- Asylum seeker and refugee;
- Eligible for the Kindergarten Fee Subsidy;
- With additional needs, defined as children who:
  - require additional assistance in order to fully participate in the kindergarten program;
  - require a combination of services which are individually planned;
  - have an identified specific disability or developmental delay.

The SPOA has been identified in Council's proposed Funded Preschool Procedure as 'High Priority- Priority One'. This means that families who are eligible for the SPOA would be offered their preferred preschool location and session times in the First Round Offers (Appendix A - Draft Procedure).

Based on enrolment statistics from the current preschool year, just over 50% (685) of children attending Council's funded 4 year old preschool services this year are assessed as meeting the SPOA Priority One.

### Local Factors - Order of Offers to Families

All children enrolled to attend a funded preschool service must be assessed against the SPOA. Those identified as *High Priority* would be offered available places first across the service locations identified by families. As advised, based on the current enrolments for 2018, this would mean that just over 50% of children would meet the *High Priority* criteria.

Following the application of the SPOA, the DET Kindergarten Guide also provides for local criteria for children not identified as *High Priority*, which can be included in a central enrolment process to determine the order in which offers are made to remaining families.

Any number of factors can be considered in relation to the capacity to apply Local Factors, providing these factors do not discriminate against children or their families in relation to the right to attend a funded preschool service in the year they are eligible to attend.

Council Officers have conducted a number of comparisons relating to local POA approaches with other funded preschool providers, reviewed current enrolment data and family feedback for Knox City Council operated preschool services, and considered feedback from Councillors at the 4 June 2018 Issues Briefing. This has provided context to a recommended approach to local Priority of Access factors which could be included in the draft Funded Preschool Policy and Procedure 2020.

Key considerations to be included emerged as:

- Prior attendance by siblings;
- Attendance of siblings in the same funded preschool year;
- Proximity of a funded preschool service to where a family resided;
- Walkability and transport options in local areas for local families;
- Potential level of connectedness for families through First Parent Groups and local Playgroup activities;
- Families who are residents of Knox; and,
- Families who are working in Knox.

Recommendation for Local Factors- Order of Offer to Families

As outlined in the diagram below, it is recommended that Council consider the inclusion of a criteria which prioritises access to available funded preschool places for:

- Families who live within a defined Local Community Area; or
- Families where an older sibling has attended the preferred service location in the past 3 years.

These criteria would be included in the second Priority of Access hierarchy, immediately after the State Priority of Access (Priority One).

Priority	Criteria	Priority of Access Factors
Priority One High Priority children	<ul style="list-style-type: none"> <li>• Children at risk of abuse or neglect, including children in out of home care</li> <li>• Aboriginal and/or Torres Strait Islander children</li> <li>• Asylum seeker and refugee children</li> <li>• Children eligible for the kindergarten Fee Subsidy</li> <li>• Children with additional needs, defined as children who:               <ul style="list-style-type: none"> <li>* require additional assistance to participate</li> <li>* require a combination of services which are individually planned</li> <li>* has an identified disability or development delay</li> </ul> </li> </ul>	State Priority of Access
Priority Two	All eligible Knox children in a defined Local Community Area in which they reside	Local Priority of Access Factors
Priority Three	All eligible children who are Knox residents	
Priority Four	Non Knox residents who works or studies in Knox	
Priority Five	Non Knox residents	

The process for enrolment for a particular preschool year begins in May in the year prior to the nominated preschool year. As part of the commencement of the formal enrolment process, families will be requested to select the most applicable category within a POA Priority Area relating to their particular circumstances and provide the required evidence to substantiate these circumstances. Should there be an occasion where there is competition for a single place, an automatic ballot would be generated to allocate the place. This approach is in keeping with how all over subscribed places at a preferred centre are allocated throughout the Central Enrolment process for any Priority of Access category.

#### Local Community Area

A Local Community Area approach recognises that families who reside within a local area in Knox will often indicate a preference to attend a local preschool service location, which in turn, has a higher likelihood of strong links to primary schools also located in that area. This approach references the Maternal and Child Health service's current allocation of zones as a guiding tool.

It considers local transport and walkability factors and builds in flexibility by making adjustments according to emerging local demographics based on birth notifications each year. Families who live in these Local Community Areas have a greater chance of already associating with each other if they have attended first parent groups and local community and supported playgroups.

The capacity to adjust the local area boundaries to reflect emerging local demographics would go some way to reducing the challenges for Council of maximising sustainable staffing and resource allocation across the municipality in its role as an Early Years Manager. It also supports local area planning and coordination through the EYM Parent Group Model.

The Local Community Area would require regular review and communication to eligible families each year. However, families from other Local Community Areas would not have equal priority to service locations outside their zone unless they are able to link with the second POA criteria recommended for Priority Two - Prior Attendance by Older Siblings.

#### Prior Attendance by Older Siblings

Many families build connections with a particular preschool service and often invest in the development of that service and community. These families may or may not live in the Local Community Area. They wish to continue to have strong ties to this local community and want to see subsequent children also attend the service location. The provision of criteria that allows families to choose a preferred preschool location because an older sibling has attended in the past three years is recommended as a way to support this family preference.

### **2.3.2 Advocacy Opportunities for Council**

It is clear that the Victorian Government views Local Government as a key player in the future development and delivery of Kindergarten Central Enrolment. There is an opportunity to engage with and advocate to the Victorian Government about the potential impact and appropriate role for Local Government in this aspiration.



There remain significant inconsistencies in how the SPOA is administered across different entities across the state. It is a substantial challenge to implement and monitor compliance and quality of this policy across the diverse providers of funded preschool programs within a municipality. There is scope to advocate to the Victorian Government to consider a more centralised strategy that is led and administered by the Victorian Government to ensure consistency of its own policy across the state.

### **2.3.3 Proposed Changes-Funded Preschool Policy and Procedure for 2020**

As detailed in Appendix A and Appendix B, the proposed key changes for the draft new Funded Preschool Policy and Procedure include:

- Procedural matters described in the current Policy have now been removed and placed in the Procedure section;
- Priority of Access criteria and administration has been updated and streamlined to reflect the State Priority of Access requirements in the Victorian Government's Funding and Service Agreement with Council and future directions for Kindergarten Central Enrolment;
- A Local Community Area approach and provision for prior attendance by older siblings for Knox resident families;
- Numerical values for each Priority of Access criteria have been removed and there is a more detailed description of each POA criteria;
- Whilst the current approved Policy and Procedure describe two different processes to apply POA to children enrolled in sessional and longer day settings, the same POA will be applied for children registered to attend funded preschool services whatever the service setting; and,
- In keeping with the Victorian Government's SPOA requirements, deferred children will not be given higher POA when they return in the following year unless they are assessed as Priority One in their subsequent re-enrolment.

### **2.3.4 Next Steps**

The proposed changes to Council's POA will require changes to the software platform for KEYS Online. The KEYS Online vendor advises that a minimum of six to eight months is required to adjust and fully test changes to the software platform before Council could confidently use KEYS Online to administer the enrolment process for children registered for 2020.

Following the process of Council's consideration and Policy and Procedure approval, specifications that reflect adherence to the State Priority of Access and any other Priority of Access criteria approved by Council will be written, and a quotation obtained as to the cost associated with modifying the existing KEYS Online software system.

A timely communication strategy will also be created to advise relevant families, Parent Groups, staff and the broader Knox community about the changes to Council's Central Enrolment process.

### **3. CONSULTATION**

Council Officers from the Family and Children's Services Department are closely monitoring and actively contributing to the development and progress of the Kindergarten Central Enrolment Project. The Coordinator Preschool Services is a member of the MAV Central Enrolment Working Group and the Manager Family and Children's Services is a member of the Early Years Strategic Advisory Group, which is a working group of the Early Years Compact between State and Local Governments.

Planning has commenced for communication with all relevant stakeholders if Council approves the proposed draft Funded Preschool Policy and Procedure.

A benchmarking exercise was undertaken across a number of different organisations delivering funded preschool services to determine their current approach to preschool registration and enrolment and their administration of the State Priority of Access.

Officers from the Family and Children's Services Department are working closely with colleagues from the ICT Department to ensure a smooth and timely process to adjust, test and implement any changes to the KEYS Online software system.

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

Local government plays a key legislated role in strategically planning, coordinating and directly delivering early years services within a municipality. Local Councils also provide significant investment in the provision and maintenance of purpose built early years facilities.

Council delivers funded preschool services to eligible children in both sessional and centre-based service settings. As such, Council designs and delivers funded preschool services to be delivered at a local community level to meet funding and policy frameworks set by the Victorian Government. In 2019, Council will be operating 30 sessional preschool services in its role as an Early Years Manager from purpose built facilities and this will include the two new hubs where sessional and long day/extended hours funded preschool programs will be located.

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

In the 2017-18 budget year, the approved budget for the Family and Children's Services Department featured \$18,336,182 expenditure, offset by income of \$10,196,496 from partnership grants with other levels of government and \$3,815,790 of parent fee income, resulting in a net cost to Council funded through rates of \$4,323,896.

This included an investment of \$996,691 in the Family and Children's Services Department budget in 2017-18 to deliver preschool services across 30 service locations with a staffing group of approximately 130.

Costs relating to the provision of central enrolment have been incorporated into the 2018-2019 Budget and Long Term Financial Forecast. However, the proposed changes resulting from Council's approval of the new Funded Preschool Policy and Procedure are expected to require resources for the associated IT platform over and above the annual maintenance fee currently paid to the Vendor to support the KEYS Online software.

*At this stage, the expenditure required to make these alterations has not been fully quantified, as specifications need to be written reflecting Council's approved Policy and Procedure prior to the Vendor costing the changes. However, based on previous work undertaken to adjust Priority of Access criteria for KEYS Online, an estimation of resources required would be in the range of \$15-25k. DET has indicated as part of the Kindergarten Central Enrolment project, grants will be available to Local Governments from 2018 to modify or commence central enrolment projects. Details about these proposed grants are yet to be distributed.*

## **6. SOCIAL IMPLICATIONS**

Knox City Council directly delivers and works in partnership with a broad range of other early years and specialist services including centre-based early childhood education and care services, Maternal and Child Health Services, Community and Supported Playgroups, NDIS Early Childhood Intervention Services, Preschool Field Officer Service, 3-year-old preschool services, Family Support Services and local Primary Schools.

Council is also a partner in the Early Years Compact with the Victorian Government. Established in 2017, the Compact is a 10-year agreement aimed at driving better outcomes, creating a more empowered and coherent early childhood system, strengthening place-based governance and planning, promoting early childhood and service quality and ensuring a more inclusive service system.

The period from birth to eight is a critical period in a child's life. It is the time when children acquire essential foundation skills and knowledge and when brain development is at its optimal level. There is a broad range of research supporting the benefits of investment in early childhood education. Research into dynamic skills formation has established that early childhood interventions that support cognitive and non-cognitive skills development place children in a much better position for success in future life (Cunha et al 2006).

It is recognised that increased access to quality early childhood programs impacts upon:

- Improving children's learning, health and behaviour with positive impacts extending into adult life;
- Enabling children and families to access high quality development al program which supports families to shape opportunities for learning and development; and
- Supporting successful transition to formal schooling.

## **7. RELEVANCE TO KNOX 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.

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

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

### ***Goal 8 - We have confidence in decision-making.***

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

## **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 – (Janine Brown, Manager Family and Children’s Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Gillian Shelley, Coordinator Preschool Services) - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

In order for Council to meet current and future State Priority of Access requirements in the delivery of its funded 4 year old preschool services, notable changes to Council’s currently approved Funded Preschool Policy and Procedure are required. As such, it is proposed that the former Policy and Procedure is retired and a new draft Policy and Procedure is considered and approved by Council.

As part of the review and alignment of the Priority of Access, it is proposed that Priority Two include:

- Families who live within a defined Local Community Area; and / or
- Families where an older sibling has attended the preferred service location in the past 3 years.

The new draft Funded Preschool Policy and Procedure is designed to apply to those children registered and enrolled for Council’s funded preschool programs in 2020.

**10. CONFIDENTIALITY**

There is no confidentiality issues relating to this report.

**COUNCIL RESOLUTION****MOVED: CR. COOPER****SECONDED: CR. GILL**

That Council:

1. Approves the draft Funded Preschool Policy and Procedure to apply to children registered and enrolled for 2020 as outlined in Appendix A;
2. Continues to actively contribute to the State Government Central Enrolment Project;
3. Advocates to the Victorian Government as part of the Central Enrolment Project, consideration of a more centralised strategy that is led and administered by the Victorian Government to ensure consistency of its own policy across the state; and
4. Note that Priority 2 criteria be amended to read 'and/or' in the report and Table in 6.1 in the Funded Preschool Procedure.

**CARRIED**

## Appendix A

# FUNDED PRESCHOOL POLICY

<b>Policy Number:</b>	Issued by Governance	<b>Directorate:</b>	Community Services
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Family and Children's Services
<b>Approval Date:</b>	July 2018	<b>Version Number:</b>	1
<b>Review Date:</b>	July 2020		

## 1. Purpose

The purpose of this policy is to guide and direct the operations of Knox City Council's funded preschool services central enrolment process in its role as Early Years Manager (EYM).

## 2. Context

Council delivers high quality funded preschool services for eligible children in partnership with the State Government in the year before school including Early Start Kindergarten and Access to Early Learning in its designated role as an Early Years Manager. Operating as an EYM and under the Education and Care Services National Law and Regulations as an Approved Provider, Council:

- Administers a funded preschool central registration and enrolment process;
- Employs, supervises, trains and supports staff employed across different preschool service settings;
- Provides and maintains educational and operational equipment and supplies;
- Manages operational support activities and services across multiple preschool service settings;
- Maintains, renews and establishes purpose built early years facilities across the Knox community; and
- Works with families to develop responsive, family-centered services in local community settings.

### 2.1 Broader Roles of Council in the Early Years

Knox City Council plays a number of varied roles in relation to early years services in the Knox community. These roles include:

- *Direct Service Delivery and Community Infrastructure* of a variety of early years services, and fit-for-purpose infrastructure;
- *Advocacy* on behalf of, and with, the community with other levels of government and other organisations;
- *Research and Planning* for services and facilities to meet community needs and service gaps, including planning for the significant changes occurring in the early years sector;
- *Community Capacity Building* including direct investment in early years services and staff, support of volunteer committees and families, and funding and services partnerships with other levels of government;
- *Governance and Stewardship* in relation to the funding, development, support and monitoring of services and facilities, staff and volunteer committees, physical assets, and funding and service partnerships; and



- *Regulatory controls* ensuring compliance with quality and regulatory requirements for early years services, including facilities, and program characteristics.

## 2.2 The Role of Legislative and Quality Frameworks

All of Council's funded preschool services are approved children's services under the Australian Education and Care Services National Law Act (2010) and Regulations (2011). As an Approved Provider, Council is responsible for meeting the National Quality Framework (NQF) requirements for standards and practices described in the 7 Quality Areas.

Council is also committed to creating a Child Safe environment as described in the Child Safe Standards in the Child Wellbeing and Safety Amendment Act 2015 and Child Wellbeing and Safety Regulations 2017.

## 2.3 We work in Partnership with Others

**Partnerships with children** is central to the delivery of high quality and engaging preschool programs. Children are naturally motivated to play. A play-based program builds on this motivation, using play as a context for learning. In this context, children can explore, experiment, discover and solve problems in imaginative and playful ways. A play-based approach involves both child-initiated and teacher-supported learning. The teacher encourages children's learning and inquiry through interactions that aim to stretch their thinking to higher levels. Play-based learning has traditionally been the educational approach implemented by teachers in Australian preschool programs. It underpins State and Commonwealth Government early learning frameworks.

Research demonstrates that quality early childhood education programs improve children's learning, health, wellbeing and behaviour and supports a successful transition to school. These impacts extend into adult life with improved life outcomes for individuals and whole communities.

**Partnerships with families** is a key focus in delivering preschool programs to local communities. This partnership is expressed through such activities as:

- Regular engagement, communication and planning with individual families about their child attending and participating in the preschool program at individual service settings;
- Opportunities for individual families to be part of local service Parent Groups that work together to strengthen connections and achieve common objectives together to support the preschool service their child attends;
- Opportunities for individuals from across a number of services in local community precincts to work together to strengthen connections across local areas and to work together on common, larger objectives that support families attending preschool services and preschool services themselves;
- Opportunities to represent families from local community precincts in advising and guiding Council in its considerations about service design and service delivery.

**Partnerships with Other Service Providers.** The following principles will guide Council's interactions with various service and community partners in the delivery of funded preschool services:

- Where Council is the Approved Provider, Council will deliver preschool services to the community consistent with Council's EYM roles and legislative responsibilities;
- All early years service providers working in partnership with Council should support a whole-of-municipality approach to the delivery of early years services, in accordance with Council's endorsed vision, direction, and priorities for early years services and facilities;
- Service design and delivery should wherever possible, consider the potential for effective co-located and collaborative service delivery and practice;
- Services delivered in partnership with Council support Council's goal to prioritise access to early years services by vulnerable families; and

- Any agreement with Council to co-locate complementary services through a license or lease agreement in a purpose built Council facility, ensures Council is able to prioritise access to that facility to deliver funded preschool services as required as part of Council's role as an EYM.

**Partnerships across the Early Years Service System.** Council also directly delivers and works in partnership with a broad range of other early years and specialist services including centre-based early childhood education and care services, Family Day Care, Maternal and Child Health Services, Community and Supported Playgroups, NDIS Early Childhood Early Intervention Services, Preschool Field Officer Service, 3-year-old preschool services, Family Support Services and local Primary Schools.

**Partnership with Victorian Government.** Council's funded preschool services are delivered in the year before school in partnership with the State Government.

From January 2019, Council will fully administer its funded preschool programs in accordance with the Early Years Management model. The EYM model is part of the funding and service agreement to deliver funded preschool services in partnership with the State Government.

Council delivers funded preschool services to eligible children in both sessional and centre-based service settings. As such, Council designs and delivers funded preschool services to be delivered at a local community level to meet funding and policy frameworks set by the State Government.

Council is also a partner in the Early Years Compact with State Government established in 2017. The compact is a 10 year agreement aimed at driving better outcomes; creating a more empowered and coherent early childhood system; strengthening place-based governance and planning; promoting early childhood and service quality and ensuring a more inclusive service system.

### 3. Scope

This policy applies to Council delivered funded preschool programs for eligible children in the year before they enter school for which Council receives in partnership funding subsidy from the State Government. This includes sessional funded preschool programs and long day/extended hours funded preschool programs in centre-based services.

### 4. References

#### 4.1 Community & 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.

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

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

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

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

#### 4.2 Council's Key Life Stages Plan 2017-2021

Council's vision for children and families in Knox is that:

- Knox children are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing and are active participants in their own learning, development and community;
- Childhood in Knox is an important and recognised stage of life, where children play and explore and are part of neighbourhoods, as their learning is supported by their family, friends and wider community; and

- Knox families are richly diverse, and their role as their child's first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

#### 4.3 Relevant Legislation

- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011 incorporating Amendments 2017;
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Occupational Health and Safety Act 2004; and
- Occupational Health and Safety Regulations 2017.
- No Jab No Play Legislation.

#### 4.4 Relevant Policy and Data Sources

- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Australian Early Development Census;
- Victorian Early Years Compact 2017-2021;
- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Department of Education and Training Funding and Service Agreement;
- Victorian Early Years Learning and Development Framework;
- Education State Early Childhood Reform Plan;
- MAV Central Enrolment Working Group;
- Victorian Child Safe Standards;
- Reportable Conduct Scheme.

#### 4.5 Charter of Human Rights

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

#### 4.6 Related Council Policies

- Local Government Act 1989 – Conflict and Interest Provisions

#### 4.7 Related Council Procedures

- Funded Preschool Procedure Early Childhood Education and Care Settings

## 5. Definitions

In this Policy:

Term	Definition
<b>Approved Provider</b>	Means a person who holds a provider Approval for an Approved Service/s, through the Education and Care National Law and Regulations.
<b>Approved Capacity</b>	Is the maximum number of children a preschool service location is permitted and licensed by DET to have on premises, as part of a preschool group at any one time.
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Definition of Vulnerability</b>	The definition of vulnerability applies to those who are designated 'High Priority' children for Priority of Access purposes as nominated vulnerable by the Victorian State Government.
<b>Early Years Management (EYM)</b>	A model that groups individual preschools under one single body responsible for the management of the preschools, including employment of staff.
<b>Early Years Services / Early Childhood Education and Care Services (ECEC)</b>	Services provided for children from age 0-6 years and their families.
<b>Early Years Compact 2017-2021</b>	A ten year agreement established in 2017 between the Department of Education and Training (DET) the Department of Health and Human Services (DHHS) and local government - represented by the Municipal Association of Victoria (MAV).
<b>Eligible Children</b>	Children who are eligible for a funded year of four year old preschool, whose parent/guardian have nominated a Knox City Council funded preschool program for their child's preschool service.
<b>Enrolment</b>	Is when a family completes the required enrolment information for the funded preschool service and the child commences at the funded preschool service.
<b>National Quality Framework (NQF)</b>	Is the framework used to assess the quality of preschool and other early childhood services against seven Quality Areas of the National Quality Standards and the National Act and Regulations.
<b>Parent Group</b>	A group of parents and family members of children attending a Knox City Council early years service who provide daily support for and participate in the educational program; work with other parent groups and local services towards achieving common objectives for children; and provide representation for families in the community to Council guide Council's work in the early years.



<b>Preschool</b>	Is also referred to as Kindergarten in Victoria (frequently in State Government documentation).
<b>Registration</b>	Preschool registration applications are accepted from birth of a child and ongoing whilst the child is eligible for a funded preschool place.

## 6. Council Policy

In the delivery of funded four year old preschool services to Knox children and families, Council will endeavour at all times to provide a service that is:

- **Inclusive:** able to provide for all children regardless of their abilities, backgrounds and needs and particularly acknowledges the lifelong positive impact that access to high quality early years services can have for children and families experiencing vulnerability;
- **Accessible:** easy to reach, supportive of all participants, embracing of diversity, promoting acceptance, aware of people's different needs and responsive to the inequalities in people's control over resources;
- **Integrated:** well connected with other early years and community services understanding that the responsibility for positive outcomes for those who have difficulty participating fully is a shared one;
- **Strengths-based:** focused on strengths of families and children;
- **Collaborative:** providing opportunities to develop relationships with, and between families, communities and other service providers;
- **Building Capacity:** maximising potential to build capacity within families, individuals and organisations to enhance participation in preschool for all;
- **Sustainable:** implementing actions which are sustainable for all in terms of environmental, social and economic sustainability; and
- **Compliant with Relevant Mandatory Legislation, Quality Standards and Funding Agreements:** Council's commitment to the provision of compliant quality, sustainable services that impact positively on the future of children and families.

In providing funded four-year-old preschool services the following parameters will apply:

- **Eligible Children:** Children who are eligible for a funded four-year-old preschool place will be assessed in accordance with the State Government's Priority of Access and Funding and Service Agreement requirements. These requirements may change from time to time;
- **Priority of Access:** Council will ensure that Council managed funded preschool services are accessible to Knox residents, reflect the State Government Priority of Access requirements and Commonwealth and State Government funding requirements;
- **Places:** the number of preschool places to be available within each preschool group across the municipality in any given year will be determined by Council based on matters such as approved capacity, available staffing to operate the service and demand for the service in particular communities;
- **Administration of Central Registration and Allocation** the administration of Council's Central Registration and Allocation process is described in the 'Funded Preschool Procedure;' and
- **The Funded Preschool Procedure is reviewed and adjusted** on a regular basis to reflect any changes required by the Victorian Kindergarten Policy, Procedures and Funding Criteria. Council administers registration and allocation through its KEYS Online portal.

### 6.1 Priority of Access to Approved Playrooms

It is Council's policy to:

- Maximise current and future 4 year old preschool enrolments now and into the future by prioritising access to purpose-built Council facilities to deliver funded 4 year old preschool programs; and
- Provide priority of access to community playgroups in *existing un-licensed* Council facilities. However, where the increased enrolment demands for 4-year-old preschool in a local community exceeds the current capacity of approved preschool places, and Council chooses to create additional approved space to meet this demand, it is recognised that the non-approved space may need to be upgraded to approved space as the most efficient use of Council's resources. Where this occurs, Council will work to ensure that an early years service is relocated to a suitable facility.

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Where any change or update may materially change the intent of this policy, it must be considered by Council.

Official Minutes of Knox City Council

# Funded Preschool Procedure

Policy Number:	Issued by Governance	Directorate:	Community Services
Approval by:	CEO	Responsible Officer:	Janine Brown
Approval Date:	July 2018	Version Number:	1
Review Date:	As Required and July 2020		

## 1. Purpose

The purpose of this procedure is to guide and direct the administration of Council's central registration, allocation and enrolment process relating to funded preschool for eligible children in the year prior to school including Early Start Kindergarten and Access to Early Learning in its designated role as an Early Years Manager. This Procedure should be read in conjunction with the Knox Funded Preschool Policy.

## 2. Context

This procedure describes how eligible children will be registered, allocated and enrolled for funded preschool places across the service settings managed by Council in its role as an Early Years Manager.

- The Procedure will apply the State Priority of Access criteria for funded preschool services outlined in the Victorian Kindergarten Policy, Procedures and Funding Criteria;
- The Procedure will also consider demand in local community settings in relation to group size, sustainable service provision, levels of support required at particular service locations relating to the nature of children and families registered, and workforce availability and allocation;
- The Procedure will support a transparent, automated and efficient registration and allocation process delivered through the KEYS Online software portal; and
- The Procedure will adhere to all relevant legislation and be responsive to changes in Priority of Access made by the Department of Education and Training through the Funding and Service Agreement to deliver funded preschool services in partnership with Council.

## 3. Scope

This Procedure applies to Council delivered funded preschool programs for eligible children in the year before they enter school for which Council receives in partnership funding subsidy from the State Government. This includes sessional funded preschool programs and long day/extended hours funded preschool programs in centre-based services.

## 4. References

### 4.1 Community & 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.

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

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

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

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

**4.2 Council's Key Life Stages Plan 2017-2021**

Council's vision for children and families in Knox is that:

- Knox children are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing and are active participants in their own learning, development and community;
- Childhood in Knox is an important and recognised stage of life, where children play and explore and are part of neighbourhoods, as their learning is supported by their family, friends and wider community; and
- Knox families are richly diverse, and their role as their child's first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

**4.3 Relevant Legislation**

- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011 incorporating Amendments 2017;
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Occupational Health and Safety Act 2004;
- Occupational Health and Safety Regulations 2017; and
- No Jab No Play Legislation.

**4.4 Relevant Policy and Data Sources**

- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Quality Framework;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Australian Early Development Census;
- Victorian Early Years Compact;



- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Department of Education and Training Development Funding and Service Agreement;
- Victorian Early Years Learning and Development Framework;
- Education State Early Childhood Reform Plan;
- MAV Central Enrolment Working Group;
- Victorian Child Safe Standards;
- Reportable Conduct Scheme.

#### 4.5 Charter of Human Rights

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

#### 4.6 Related Council Policies

- Local Government Act 1989 – Conflict and Interest Provisions.

#### 4.7 Related Council Procedures

- Funded Preschool Procedure Early Childhood Education and Care Settings.

## 5. Definitions

In this Procedure:

Term	Definition
<b>ACECQA</b>	Australian Children’s Education and Care Quality Authority (ACECQA) is an independent statutory authority who provides national leadership in promoting quality and continuous improvement in early childhood education and care and school age care in Australia.
<b>Approved Capacity</b>	Is the maximum number of children a preschool service location is permitted and licensed by the Department of Education and Training to have on premises, as part of a preschool group at any one time.
<b>Approved Provider</b>	Means a person who holds a provider Approval for an Approved Service/s, though the Education and Care Services National Law and Regulations.
<b>Annual Service Plan</b>	The Annual Service Plan describes the operations of Knox City Council’s Preschool Services for the following year. This includes the preschool centres offering funded sessional preschool, the number of preschool groups planned and preschool session times.
<b>Ballot</b>	Is a process of random selection to determine which registered applicants are granted a place in one of their nominated preschool groups at a Knox City Council preschool service location. In situations where there are a greater number of registrations with the same Priority of Access under the Priority

	of Access Procedure than there are places available in the preferred preschool service group.
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Procedure.
<b>Deferral</b>	Means an application where an Official Offer is issued for a place in a nominated Knox City Council preschool group or where Council Officers have been informed by parents/guardians of the child that they have decided to defer the commencement of preschool until the following year.
<b>Definition of Vulnerability</b>	The definition of vulnerability applies to those who are designated 'High Priority' children for Priority of Access purposes as nominated vulnerable by the Victorian State Government.
<b>Department of Education and Training (DET)</b>	The State Government department responsible for funding, service approvals and regulations of approved early years services in Victoria.
<b>Early Start Kindergarten (ESK) Access to Early Learning (AEL)</b>	ESK specifically provides funding for vulnerable or Aboriginal and/or Torres Strait Islander children to attend preschool for two years before school at no cost. This allows children who turn 3 years of age before 30 April in the year they register to attend a funded four-year-old preschool program for two years. The AEL program is supported by the same criteria.
<b>Early Years Management (EYM)</b>	A model that groups individual preschools under one single body responsible for the management of the preschools, including employment of staff.
<b>Early Years Services / Early Childhood Education and Care Services (ECEC)</b>	Services provided for children from age 0-6 years and their families.
<b>Eligible Children</b>	Children who are eligible for a funded year of 4-year-old preschool, whose parent/guardian have nominated a Knox City Council funded preschool program for their child's preschool service.
<b>First Preference</b>	Is the process by which Council Officers assess the first preference applications for preschool places in Knox City Council preschool service locations, applying the Priority of Access.
<b>Funded Preschool service</b>	Means any funded 4-year-old preschool service provided by Knox City Council, before or after the commencement of this policy, unless otherwise stated.
<b>Integrated Services</b>	Bringing together services for improved service provision in arrangements that include co-location and local area collaboration.
<b>KEYS Online</b>	Is the online portal where families can register for their child/ren for 4-year-old preschool.
<b>Local Community Area</b>	A cluster of services in a local area which is based on the service boundaries allocated for the Maternal and Child Health Service. It considers local transport and walkability factors and local first parent and playgroup activities in that local area. The local area is reviewed and adjusted regularly to reflect emerging local demographics based on birth notification trends for that local area.



<b>May Update</b>	For all eligible registered applications made prior to <b>30 April</b> for preschool attendance in the following calendar year. Families will be contacted to: <ul style="list-style-type: none"> <li>• make changes make to their original registration if required;</li> <li>• confirm they still require the registration;</li> <li>• complete Priority of Access information and required evidence;</li> <li>• nominate up to 5 preferred preschool groups.</li> </ul>
<b>Offer</b>	Is a formal offer issued by Council offering a registered applicant a place in a preferred preschool service group.
<b>Preschool</b>	Is also referred to as Kindergarten in Victoria (frequently in State Government documentation).
<b>Priority of Access Criteria (POA)</b>	POA defines how preschool places are allocated to registrants.
<b>Registration</b>	Preschool registration applications are accepted from birth of a child and ongoing whilst the child is eligible for a funded preschool place.
<b>Rounds of Offer</b>	There are several Rounds of Offers made once the allocation process commences in September as families make decisions regarding whether they will accept, defer or wait for a more preferred preschool group offer.
<b>Waiting List</b>	Is the list of registered applicants to Knox City Council preschool services who have: <ul style="list-style-type: none"> <li>• Not been offered a place in a nominated preschool service group and who have chosen to wait for a place in that group rather than accept a place in another preschool service group.</li> <li>• Not been offered a place in any nominated preschool service group and who have chosen to wait for a place in any Knox City Council preschool service group rather than go elsewhere.</li> </ul>

## 6. Procedure

All children registered to enrol in a Knox City Council Funded Preschool service must be eligible to attend preschool in the year they intend to enrol. This means eligible children must:

- Be at least 4 years of age by April 30 in the year they attend a funded preschool service, or
- Be eligible for Early Start Kindergarten or Access to Early Learning as defined in the Victorian Kindergarten Policy, Procedures and Funding Criteria; and
- Be fully immunised and be able to provide relevant document to prove immunisation status as described in the No Jab No Play legislation when they commence at a funded preschool service.

Families can register to attend a Council funded preschool service at any time from birth onwards in Council's KEYS Online Portal. Families are encouraged to indicate five (5) service and group locations as part of the registration process to ensure every opportunity is provided to align preferences with available places across services identified by families to meet their particular preferences and needs.

The process for enrolment for a particular preschool year begins in May in the year prior to the nominated preschool year. As part of the commencement of the formal enrolment process, families will be requested to select the most applicable category within a POA Priority Area relating to their particular circumstances and provide the required evidence to substantiate these circumstances.

### 6.1 Priority of Access Procedure – Funded Preschool Settings

Upon commencement of the enrolment process in May of the year prior to the nominated preschool year, the Priority of Access Criteria is applied to all registered and eligible enrolments.

1. *The Priority of Access assessment process determines which registrants are granted a 'High Priority' place in a specific preschool service setting and group.*  
'High Priority' children as described in the Victorian Kindergarten Policy, Procedures and Funding Criteria are allocated as Priority 1. Registrations meeting the Priority 1 criteria will be prioritised to be offered a preschool place in all Rounds of Offer for a preschool group.
2. *All registrations for nominated preferred preschool groups will be processed using the Priority of Access criteria.*  
Following the application of the POA, and where the number of registrations exceeds the number of available places in a preschool group, a random automated ballot will occur with registrations under the Priority of Access Procedure. This ballot will determine which registrations are offered to a nominated preferred service group place.
3. Registrants who are not offered a place in the preschool service group listed as their first preference, may be offered a place at their second, third, fourth or fifth preferred preschool service group.

### FUNDED PRESCHOOL PRIORITY OF ACCESS CATEGORIES AND SUPPORTING DOCUMENTATION REQUIRED

PRIORITY AREA	CRITERIA	DESCRIPTION	SUPPORTING DOCUMENTATION REQUIRED
<b>PRIORITY 1</b> (High Priority Children as described in the Victorian Kindergarten Policy, Procedures and Funding Criteria)	Children at risk of abuse or neglect, including children in Out-of-Home Care.	The child is: <ul style="list-style-type: none"> <li>- attending a preschool program through Early Start Kindergarten or Access to Early Learning; or</li> <li>- is referred by Child Protection, Child and Family Services (Family Services referral and support team, Child FIRST/integrated family services/Services Connect case worker), Maternal and Child Health nurse, Out-of-Home Care provider.</li> </ul>	Attach supporting documentation <u>or</u> contact from relevant professional for supporting documentation eg: <ul style="list-style-type: none"> <li>- a letter of support a referral</li> </ul>
	Aboriginal and/or Torres Strait Islander children.	Families identify as Aboriginal and/or Torres Strait Islander.	No supporting documentation required
	Asylum seeker and refugee children.	An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.	Attach a copy of supporting documentation eg: Visa



	Children eligible for the Kindergarten Fee Subsidy.	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or for multiple birth children (triplets, quadruplets).	Attach a copy of supporting an eligible concession card.
	Children with additional needs, defined as children who: <ul style="list-style-type: none"> <li>- require additional assistance in order to fully participate in the kindergarten program;</li> <li>- require a combination of services which are individually planned;</li> <li>- have an identified specific disability or developmental delay.</li> </ul>	The child is: <ul style="list-style-type: none"> <li>- is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten;</li> <li>- holds a Child Health Care Card;</li> <li>- has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> <li>▪ the National Disability Insurance Scheme;</li> <li>▪ Early Childhood Intervention Service;</li> <li>▪ Preschool Field Officer; or</li> <li>▪ Maternal and Child Health nurse.</li> </ul> </li> </ul>	Eligibility according to DET criteria must be met. This requires agreement from both the parent/guardian and Teacher Educator at the conclusion of Term 3. <p>Attach supporting documentation <b>or</b> contact from relevant professional for supporting documentation eg:</p> <ul style="list-style-type: none"> <li>- a letter of support</li> <li>- a referral</li> </ul>
<b>PRIORITY 2</b>	All eligible Knox resident children whose sibling attended a preferred Knox Council operated preschool service within the last 3 years.	The same Knox Council operated preschool service as an elder sibling attended is selected as the first preference preschool service for the eligible Knox resident child.	Provide the sibling's name and address at the time of attendance. Council will cross check with previous central enrolment records.
	All eligible Knox resident children in a defined Local Community Area in which they reside.	Preferred funded preschool program located in defined Local Community Area that includes where the child and family reside.	Attach one supporting document <p>eg: Rates notice, Licence or utility account</p>
<b>PRIORITY 3</b>	All eligible children who are Knox Residents.	Children of residents living in Knox.	Attach one supporting document <p>eg: Rates notice, Licence or utility account</p>

<b>PRIORITY 4</b>	Non Knox Resident.	Who works or studies in Knox.	Attach one supporting document  eg: Rates notice, Licence or utility account
<b>PRIORITY 5</b>	Non Knox Resident.	No connection with Knox.	No supporting documentation required

## 6.2 Local Community Areas

A Local Community Area is cluster of services in a local area, which is based on the service boundaries allocated for the Maternal and Child Health Service. It considers local transport and walkability factors together with local first parent and playgroup activities in that area. The Local Community Area is reviewed and adjusted regularly to reflect emerging local demographics based on birth notification trends in that area.

## 6.3 Other Considerations

- **Multiple birth children or siblings in the same preschool year**

Multiple birth children or siblings applying for their first and same year of preschool attendance at the same nominated preschool service will be awarded equal priority as any one of these siblings who are eligible for a higher priority category.

If a ballot is required at the nominated preschool service for siblings to attend then when the first sibling is selected from the ballot for the nominated service the other siblings are immediately eligible **for the same nominated service**.

- **Second year funded children**

DET provides funding to support children to access a preschool program in the year before they begin school. When considering whether a second year of funded preschool will benefit a child, the early childhood teacher and parent/guardian must ensure the child meets the eligibility criteria for a second year of funded preschool which is outlined in DET's Funding Guide.

- **Deferred children**

Children who are deferred from their first eligible year of a funded preschool program will be required to re-register for prior to the May Update of that year in order to be processed for Priority of Access to attend preschool in the following year.

- **Funded Preschool in Council's Centre-Based Services**

The Priority of Access will be applied for all registrants accessing long day/extended hours funded preschool programs in Council's centre-based services.

## 6.4 Central Registration and Allocation Procedure

### Registration

1. Families of eligible children may register their child in a Knox City Council preschool from birth. Registrations will be accepted throughout the year prior to the child commencing preschool and in the year they are due to commence preschool.
2. For all eligible registered applications made prior to 30 April for preschool attendance in the following calendar year, families will be contacted to:
  - make changes make to their original registration if required
  - confirm they still require the registration

3. As part of the May Update process families will be able to nominate up to 5 preferences from the list of proposed preschool groups for the following year.
  - Families of eligible children enrolled in Council's centre-based services will be asked to confirm if they will nominate the centre-based service as their preferred funded preschool programs, or nominate preferences for a enrolling in a sessional preschool service location.
4. Once families have received this email or letter (known as the 'May Update') they are asked to return their registration update/s and any supporting evidence required to Knox City Council primarily through the KEYS Online Family Web Portal or to the Preschool Coordination Unit.
5. Registrations for preschool attendance in the following calendar year will be processed against the Priority of Access Procedure in the months of June and July.
6. A draft Annual Service Plan is developed in June using the First Preference Assessment process and this will be used as a guide to establishing staff allocations and number of proposed groups at each location for the following year.

#### ***Second Year of Funded Preschool***

7. Families who are considering a second year of funded preschool in consultation with the Teacher Educator for their child/ren will provide written notification commencing from July to Council's Preschool Coordination Unit. Once Council receives a notification of a proposed second year, families will then be required to update their registration in KEYS for the following preschool year. Once the registration for a proposed second year has been completed and Rounds of Offers for the following year have commenced an allocation offer will be made with the proviso that the Teacher Educator agrees to sign the required Declaration of Eligibility for Second Funded Year of Preschool at the conclusion of 3<sup>rd</sup> term.

#### ***Allocation***

8. First Round Offers are prepared based on the Priority of Access, First Preference Assessment process, and draft Annual Service Plan.
9. Where the demand for registrations for a proposed group exceeds the current available places and where a group of families have equal Priority of Access criteria following the application of the Priority of Access Procedure, a random automated ballot will be conducted prior to First Round Offers to determine those families who will be offered available places.
10. In late August of each year, First Round Offers are emailed through the KEYS Online Portal (or if requested posted) directly to families. Families are asked to respond to the First Round Offers within 10 working days.
11. Once families have received this First Round Offer email or letter they are asked to reply through the KEYS Online Portal as the primary process or if they require additional support through the Preschool Coordination Unit to update registration status for families throughout the First Round Offer process.
12. First Round Offers family responses are analysed and the draft Annual Service Plan is updated following the completion of First Round Offers. Remaining vacant places are then identified and matched against the number of remaining registrations.
13. Where the demand for registrations of a preschool group exceeds the current available places and following the application of the Priority of Access Procedure, a random automated ballot will be conducted prior to Second Round Offers being made to families.



14. Families are offered available places in Second Round Offers in September and families are asked to respond to the Second Round Offers within 10 working days through KEYS Online Portal Preschool as the primary process, or if they require additional support, through Council's Preschool Coordination Unit. In accordance with employment requirements, preliminary discussions are then undertaken with staff across Council's Early Years Management team in relation to provisional work locations for the following preschool year.
15. Second Round Offers family responses are analysed and the draft Annual Service Plan is updated in October.
16. Subsequent Rounds of Offers will be undertaken as required.
17. All children registered for attendance in the 2020 preschool year onwards will be processed under this Funded Preschool Procedure.

***Allocation of places to individual preschool groups***

1. Where the number of first preference applications for a specific preschool group is greater than the number of available places, and the applications have the same priority under the Priority of Access Procedure, a random automated ballot overseen by the Manager, Family and Children's Services (or delegate), will determine places.
2. Council will hold a selected number of places each year in preschools for late enrolling vulnerable families. These places remain open until the end of January prior to the beginning of Term 1 of each year.
3. The specific number of places held open for vulnerable children will be determined by the Manager, Family and Children's Services (or delegate).

***Knox Preschool Service Waiting List***

A waiting list of applicants will be maintained who:

1. Have not been offered a place at their nominated preferred preschool groups and who have chosen to wait for a place in a preferred group rather than accept a place at in another preschool group.
2. Have not been offered a place at any Knox City Council nominated preferred preschool group and who have chosen to wait for a place in any Knox preschool group rather than go elsewhere.
3. As and when places in Knox City Council preschool service groups become available, offers will be made to registrants on the Knox City Council Preschool Service Waiting List after the application of Priority of Access criteria.
4. Where two or more applicants on the waiting list have been allocated the same priority under the Priority of Access Procedure, a random automated ballot overseen by the Manager, Family and Children's Services (or delegate), will determine places.

### Key Dates for the Central Registration, Allocation and Enrolment Process

DATE	ACTION
February	Policy and associated procedures presented to Volunteer Preschool Parent Group training meeting.
May	<ul style="list-style-type: none"> <li>• Educators and families informed of proposed groups for following year.</li> <li>• Council begins contacting families to confirm registration details and for families to nominate up to 5 proposed preferred preschool groups prior to first round offer process.</li> </ul>
June –July	POA applied after May Update information from registrants.
July	<ul style="list-style-type: none"> <li>• A draft Annual Service Plan is developed using the First Preference and this information commences planning for staff allocations and number of proposed groups at each location for the following year.</li> <li>• Memo to Executive Management Team (EMT) informing them of proposed preschool service provision for the following year with a Draft Annual Service Plan attached.</li> <li>• Registration of children for a proposed second year commences.</li> </ul>
Late August	First Round Offers are emailed or sent to families.
September-February	Ongoing offers provided to families.
February onwards	Enrolment form is completed for chosen funded preschool program and funded preschool programs commence.

#### Administrative Updates

From time to time, circumstances may change leading to the need for administrative changes to this procedure. Knox City Council has a Funding and Service Agreement with DET and as part of this Agreement 'High Priority' children as designated by DET must be placed as the highest priority in a nominated preschool group.

From time to time, there may be some adjustments to Priority of Access requirements required as part of the Funding and Service Agreement with DET.

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



## KNOX POLICY

### FUNDED PRESCHOOL POLICY 2015

<b>Policy Number:</b>	2003/08	<b>Directorate:</b>	Community Services
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager – Family & Children’s Services
<b>Approval Date:</b>	24 February 2015	<b>Version Number:</b>	3
<b>Review Date:</b>	24 February 2019		

#### 1. PURPOSE

The purpose of the Knox Funded Preschool Policy is to guide and direct the operations of Knox Council’s Early Childhood Education and Care (ECEC) Services in its role as Kindergarten Cluster Manager in the context of evidence-based practice, community choice, policy, legislation and funding for preschool services including State and Commonwealth government policy reforms.

#### 2. CONTEXT

In its role as a Kindergarten Cluster Manager and as one of the largest 4 year old preschool service providers in the Knox community, Council delivers a high quality preschool service which features a central enrolment process, employment and management of staff, maintenance and renewal of early years facilities and training and ongoing support for volunteer preschool committee partners.

##### **2.1 Broader Roles of Council in the Early Years**

Knox Council plays a number of varied roles in relation to early years services in the Knox community. These roles include:

- *Direct Service Delivery and Community Infrastructure* of a variety of early years services, and fit-for-purpose infrastructure.
- *Advocacy* on behalf of, and with, the community with other levels of government and other organisations.
- *Research and Planning* for services and facilities to meet community needs and service gaps, including planning for the significant changes occurring in the early years sector.
- *Community Capacity Building* including direct investment in early years services and staff, support of volunteer committees and families, and funding and services partnerships with other levels of government.
- *Governance and Stewardship* in relation to the funding, development, support and monitoring of services and facilities, staff and volunteer committees, physical assets, and funding and service partnerships.
- *Regulatory controls* ensuring compliance with quality and regulatory requirements for early years services, including facilities, and program characteristics.



## **2.2 Municipal Early Years Plan 2011-15 (MEYP) Guides our Approach**

The guiding principles for the Knox Preschool Policy are based around the Strategic Priority Areas outlined in the Knox City Council MEYP *Off to a Flying Start*. These are:

- *An all-of-community approach to raising children;*
- *Children as citizens;*
- *Access to quality services, facilities and places;*
- *Vulnerable children and families; and*
- *Partnerships.*

## **2.3 The Role of Legislative and Quality Frameworks**

January 2012 saw the introduction of the National Quality Framework (NQF) for Early Childhood Education and Care Services, a significant national reform initiative of the Council of Australian Governments (COAG). The NQF aims to raise quality and drive continuous improvement and consistency in early childhood education and care (ECEC) services across Australia through the Education and Care Services National Law Act (2010) and Regulations (2011). Council's licensed children's services are required to operate under this legislative and quality framework. Funded four-year-old preschool services are included in this requirement.

## **2.4 We work in Partnership with Others**

- Volunteer Preschool Committees: Council has a long-standing and highly valued partnership with volunteer preschool committees in the delivery of 4 year old preschool services to the Knox community. Council places great value on the work done by volunteer preschool committees. At the same time it is recognised that the relationship between Council and volunteer preschool committees will evolve over time as the circumstances for service change. Council therefore commits to regularly review and reshape its relationship with volunteer preschool committees in order to support the best outcomes for children and to support the provision of quality preschool services. Council also recognises the importance of, and opportunities to, build the capacity of volunteer preschool families as community leaders, and to respond to community expectations, roles and responsibilities in the light of the changing early years service environment.
- Other early years services: in addition to preschool services, Council operates or has links with a broad range of other early years and specialist services including Centre-based long day and occasional ECEC, Family Day Care, Maternal and Child Health Services, Playgroups, Early Childhood Intervention Services, Preschool Field Officer Service, 3-year-old preschool services and local Primary Schools.
- The Victorian Government: the Victorian Government's policy platform with regards to early childhood education is detailed in 'The Victorian Blueprint for Education and Early Childhood Development', which outlines an integrated reform agenda to improve performance and promote excellence across Victoria's schools and early childhood services. The role of the Victorian Government in the early childhood sector is underpinned by the following regular funding commitments:
  - A per capita grant for each eligible child for services offering 4 year old kindergarten (preschool) with a minimum of 20 enrolments; and

- An indexed kindergarten fee subsidy paid per term to funded services offering a kindergarten program, for each child who meets the Victorian Government's eligibility criteria.

In addition, the Victorian Government also provides:

- Annual Kindergarten Cluster Management funding grants for cluster managers operating a set number of multiple approved preschool services, paid monthly and calculated on the basis of the number of approved services operated and a grant to supplement the salary costs of teacher educators who have attained higher salary classifications.
- The Commonwealth Government: has set out a plan to make early years a national priority, involving a range of reforms to early childhood education and care, and a greater focus on early childhood development. Key aspects of this plan related to kindergarten (preschool) include:
  - Universal Access to preschool (15 hours commencing 2013);
  - National Quality Standards;
  - A National Quality Ratings System;
  - Education and Care Services National Law 2010;
  - Education and Care Services National Regulations 2011; and
  - Early Years Learning Framework.

### 3. SCOPE

This policy applies to Council delivered funded preschool programs for 4 year old children in the year before they enter school for which Council receives in partnership funding from the State Government and in addition families' fees.

The policy provides a clear direction regarding priority of access to preschool services and facilities and the number of Council funded preschool places to be allocated within each preschool group in any given year, taking into account the individual needs of each preschool service location, and the Knox community. It provides Council and partner organisations with a set of principles that guide Council's interaction with the wide range of service and community partners in the delivery of preschool services

### 4. REFERENCES

#### 4.1 Council Plan

- ***Democratic and Engaged Communities***

Strategy: A City with a Council that operates in an efficient and effective manner, applies contemporary practices, has processes that are transparent and accountable, and exercises sound financial management.

Objective 5.3: Ensure Council is well governed and demonstrates effective leadership.

#### **4.2 Relevant Legislation**

- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011;
- Child Wellbeing and Safety Act 2005;
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Occupational Health and Safety Act 2004; and
- Occupational Health and Safety Regulations 2007.

#### **4.3 Relevant Policy and Data Sources**

- National Quality Framework for Early Childhood Education;
- National Partnership for Early Childhood Education;
- National Partnership for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- Victorian Kindergarten Cluster Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Blueprint for Education and Early Childhood Development 2008;
- Victorian State – Local Government Agreement;
- Knox City Council Municipal Early Years Plan 2011-15;
- Knox City Council BBB Project Interim Report and Evaluation Report – Stage1;
- Australian Early Development Index; and
- Department of Education and Training Development Funding and Service Agreement.
- Victorian Early Years Learning and Development Framework;
- National Quality Framework;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood; and
- Victorian Department of Education and Training Development Funding and Service Agreements and Program Standards.

#### **4.4 Charter of Human Rights**

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

#### **4.5 Related Council Policies**

- Funded Preschool Procedure Early Childhood Education and Care Settings 2015
- Municipal Early Years Plan 2011-2015;
- Knox Community Health and Wellbeing Strategy 2013-17.



## 5. DEFINITIONS

Detail any definitions within the policy.

<b>ACECQA</b>	Australian Children's Education and Care Quality Authority (ACECQA) is an independent statutory authority who provides national leadership in promoting quality and continuous improvement in early childhood education and care and school age care in Australia.
<b>Ballot</b>	Is a process of random selection to determine which applicants are granted a first preference place in a Knox preschool service location in situations where there are a greater number of first preference applications which have been allocated the same Priority of Access under the Priority of Access Procedure than there are places available in the preschool service location.
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Council of Australian Governments (COAG)</b>	COAG is the peak intergovernmental forum in Australia comprising the Prime Minister, State Premiers, Territory Chief Ministers and the President of the Australian Local Government Association (ALGA).
<b>Deferral</b>	Means an application where an Official Offer is issued for a place in a Knox preschool service location or where Preschool Program Support Officers have been informed by parents/guardians of the child that they have decided to defer the commencement of preschool until the following year.
<b>Definition of Vulnerability</b>	The definition of vulnerability applies to those who nominate or are otherwise identified as vulnerable through criteria set out by the Victorian State Government- in many cases this will mean that the family/child will hold a Healthcare Card, a Pensioner Concession Card or a designated Visa, and/or written referral and recommendation from a health or welfare professional.
<b>Department of Education and Training (DET)</b>	The State Government department responsible for funding, licensing and regulation of approved children's services in Victoria.
<b>Early Years Services / Early Childhood Education and Care Services</b>	Services provided for children from age 0-6 years and their families.
<b>Eligible Children</b>	Children who are eligible for a funded year of four year old preschool, whose parent/guardian have nominated a Knox City Council funded preschool program for their child's preschool service.
<b>Enrolment</b>	Preschool enrolment applications are accepted from birth of a child and ongoing whilst the child is eligible for a <i>funded</i> preschool place.

<b>Exemption</b>	Is a waiver granted to a preschool service location to operate a preschool group of a smaller size than its maximum licence capacity.
<b>First Preference Assessment</b>	Is the process by which Council officers assess the first preference applications for places in Knox preschool service locations, applying the Priority of Access and Service and Group Viability Procedures.
<b>First Round Offer</b>	Is the process by which an Official Offer is issued to those who have applied for a place in a Knox preschool service location and after the Priority of Access Policy has been applied a First Round Offer of a preschool place is able to be made.
<b>Funded Preschool service</b>	Means any funded 4-year-old preschool service provided by Knox City Council, before or after the commencement of this policy, unless otherwise stated.
<b>Integrated Services</b>	Bringing together services for improved service provision in arrangements that include co-location and local area collaboration.
<b>Kindergarten Cluster Management</b>	A model that groups individual preschools under one single body responsible for the management of the preschools, including employment of staff.
<b>Official Offer</b>	Is a formal offer issued by Council offering an applicant a place in a Knox preschool service location.
<b>Approved Capacity</b>	Is the maximum number of children a preschool service location is permitted and licensed by DET to have on premises, as part of a preschool group at any one time.
<b>May Update</b>	For all eligible enrolment applications made prior to <b>30 April</b> for preschool attendance in the following calendar year, families will be contacted and asked if they have any changes they would like to make to their original application or do they still require the application to proceed and to submit the evidence as required by this Policy . This is known as the 'May Update'.
<b>June Update</b>	Families will be required to re-enrol children for funded preschool attendance the following year who are eligible for the 3-5 year old designated child care room. They will also be requested to nominate whether this will be their child's funded preschool placement. This will be known as the 'June Update'.
<b>National Quality Framework (NQF)</b>	Is the framework used to assess the quality of preschool and other early childhood services against seven Quality Areas of the National Quality Standards and the National Act and Regulations.
<b>Partner organisation</b>	Means any organisation with which Council has entered into partnership.
<b>Preschool</b>	Is also referred to in Victoria (frequently by State Government documentation) as Kindergarten.
<b>Preschool Service and Group Viability Matrix</b>	Used to allocate points to determine which Knox City Council preschool centres operate, defer or close in any given year in consultation with the Ward Councillor, preschool committee and local community. The Matrix identifies a set of assessment criteria based on

	projected utilisation, demand and first preferences from families, available funding (including Council contribution), demographics, location of service, level of local committee support, access to public transport and exceptional circumstances such as proximity of other suitable early childhood services. This Matrix may be reviewed from time to time to reflect local community priorities and service and funding requirements with other levels of government.
<b>Volunteer Preschool Committee</b>	Are elected committees (most often of parents/guardians of children attending a Knox preschool service) who have a range of responsibilities in the support of the preschool.
<b>Vulnerability Criteria</b>	Applies to those who self nominate or are otherwise identified as vulnerable through the definition and process set out in the Preschool Policy.
<b>Waiting List</b>	Is the list of applicants to Knox preschool services who have: <ol style="list-style-type: none"> <li>Not been offered a place at <i>their chosen preschool service location</i> and who have chosen to wait for a place at that location rather than accept a place at another preschool service location.</li> <li>Not been offered a place at <i>any</i> Knox preschool service location and who have chosen to wait for a place in <i>any</i> Knox preschool service rather than go elsewhere.</li> </ol>

## 6. COUNCIL POLICY

In the delivery of funded four year old preschool services to Knox children and families, Council will endeavour at all times to provide a service that is:

- **Inclusive:** able to provide for all children regardless of their abilities, backgrounds and needs;
- **Accessible:** easy to reach, supportive of all participants, embracing of diversity, promoting acceptance, aware of people's different needs and responsive to the inequalities in people's control over resources;
- **Integrated:** well connected with other early years and community services understanding that the responsibility for positive outcomes for those who have difficulty participating fully is a shared one;
- **Strength based:** focused on strengths of families and children;
- **Collaborative:** providing opportunities to develop relationships with, and between families, communities and other service providers;
- **Building Capacity:** maximising potential to build capacity within families, individuals and organisations to enhance participation in preschool for all;
- **Sustainable:** implementing actions which are sustainable for all in terms of environmental, social and economic sustainability; and
- **Compliant with Relevant Mandatory Legislation, Quality Standards and Funding Agreements:** Council's commitment to the provision of compliant quality, sustainable services that impact positively on the future of children and families.



In providing funded four-year-old preschool services the following parameters will apply:

- **Eligible Children:** Children who are eligible for a funded four-year-old preschool place will be assessed in accordance with the State Government's Funding and Service Agreement which Knox City Council has with the State of Victoria.
- **Priority of Access:** Council will ensure that Council managed funded preschool services are accessible to Knox residents, reflect Priority of Access Guidelines including the required Commonwealth Priority of Access for child care services, Commonwealth and State Government funding requirements, and reflect the needs and expectations of the Knox community, including those identified as vulnerable.
- **Places:** the number of preschool places to be available within each preschool group across the municipality in any given year will be determined by Council based on matters such as approved children's places, available staffing to operate the service and demand for the service in particular communities.

### 6.1 PRIORITY OF ACCESS – SESSIONAL PRESCHOOL SETTINGS

The Priority of Access assessment process determines which applicants are granted a first preference place in a specific preschool service location.

In sessional preschool settings where the number of applicants exceeds the number of available places a ballot will occur with applications that have the same number of points under the Priority of Access Procedure. The ballot will determine which applicants are granted a first preference place in the preschool service location.

Applicants who are not offered a place in the preschool service location listed as their first preference, may be offered a place at their second, third, fourth or fifth preferred preschool service location. This process is undertaken as part of the 2<sup>nd</sup> round of preschool offers and is also determined by the Priority of Access system.

A transition process has been established to move to the revised Priority of Access process outlined in this Policy. Children who are enrolled for the 2015 preschool year and beyond will have points allocated from a **single category** in the *Priority of Access Category* table below.

Application of multiple categories/cumulative points will not apply, other than the additional points allocated under the Vulnerability Criteria.

### Sessional Preschool Priority of Access Categories

<p><b>Priority One:</b> 120 points</p>	<p>a. Eligible children who are Knox residents whose parents/guardians have deferred their current enrolment from their eligible preschool funded year until the commencement of the following preschool year.</p> <p>b. Eligible children who are Knox residents who are enrolled for Early Childhood Intervention Service /or on Wait List for Central Intake for Early Childhood Intervention Service.</p>
<p><b>Priority Two:</b> 80 points</p>	<p>Eligible children who are Knox residents, whose parents/guardians have enrolled them in a Knox City Council preschool service and the child has attended either a Knox municipality Maternal and Child Health, Playgroup or 3 year old preschool or activity group service prior to the relevant preschool year of enrolment.</p>
<p><b>Priority Three:</b> 70 points</p>	<p>Eligible children who are Knox residents, whose parents/guardians have enrolled them in a Knox City Council preschool service.</p>
<p><b>Priority Four</b> 40 points</p>	<p>Eligible children who are non-Knox residents, whose family or carer works or studies in Knox.</p>
<p><b>Priority Five:</b> 35 points</p>	<p>a. Eligible children who are non-Knox residents, and whose siblings have attended a Knox City Council managed preschool service in the past 3 years.</p> <p>b. Eligible children who are non-Knox residents, whose family accessed either a Knox municipality Maternal and Child Health, Playgroup or 3 year old preschool or activity group service prior to the relevant preschool year of enrolment.</p>
<p><b>Priority Six:</b> 30 points</p>	<p>All other eligible children who are non-Knox residents will be allocated in the order of closest to furthest residential proximity to the preschool service location.</p>

The Preschool Procedure outlines how the following aspect of the Policy will be implemented:

- **Vulnerability:**

In 2004, the Victorian Government provided a definition of vulnerable families through its 'Breaking Cycles, Building Futures' program. It states, "*children and/or families may be experiencing vulnerability if they are from:*

- *families with low income,*
- *young parent families,*
- *sole parent families,*
- *Indigenous families,*
- *families from certain culturally or linguistically diverse communities,*
- *families experiencing unstable housing or homelessness,*
- *families experiencing domestic violence,*

- *families with parents with a disability, problematic substance use or mental health problem and*
- *families who have been in contact with child protection services”.*

Whilst this is a comprehensive description of what is likely to constitute a ‘vulnerable family’, there may be other circumstances which are not described in this statement.

The Preschool Policy requires families to provide evidence of vulnerability. This may include:

- a. Confirmation or referral letter from the Family Assistance Office of the Department of Human Services or other support agency; and
- b. Families with a Healthcare Card, Pensioner Concession Card, Temporary Protection/Humanitarian/Refugee/Bridging Visas (as outlined in the Victorian Kindergarten Guide, 2014- *Eligible cards will be defined by the State Government and are therefore subject to change*);
- c. Written referral and recommendation from a health or welfare professional.

For those families who are identified as vulnerable, an additional 30 points will be added to the appropriate category score.

- **Multiple birth children or siblings:**

Multiple birth children or siblings applying for their first and same year of preschool attendance at the same nominated preschool service will be awarded equal points as any one of these siblings who are eligible for a higher point’s category.

If a ballot is required at the nominated preschool service for siblings to attend then when the first sibling is selected from the ballot for the nominated service the other siblings are immediately eligible for the same nominated service.

- **Second year funded children:**

DET provides funding to support children to access a preschool program in the year before they begin school. When considering whether a second year of funded preschool will benefit a child, the early childhood teacher and parent/guardian must ensure the child meets the eligibility criteria for a second year of funded preschool.

Providing the eligibility criteria is met, and with parent/guardian agreement, a *Declaration of Eligibility for a Second Year Funded Kindergarten (DET process)* is required to be completed and submitted by the last week of Term Three by the teacher.

When a *Declaration of Eligibility for a Second Year Funded Kindergarten* has been submitted to DET, the nominated second year child/ren will have the Priority of Access points-based methodology for enrolment in a Knox Council managed preschool service applied to access a preschool service for the following year from the 3<sup>rd</sup> round of preschool offers (October of each year).



## 6.2 SERVICE PRIORITY OF ACCESS- CHILD CARE SETTINGS

The Service Priority of Access assessment process determines which applicants are granted a first preference place in a specific child care service location.

All children attending child care services must meet the Commonwealth Priority of Access criteria in order to qualify for Childcare Benefit (CCB) when attending a Commonwealth funded childcare service. The Knox Council Service Priority of Access for funded preschool in child care ECEC services will build on this assumption.

In child care settings where the number of applicants exceeds the number of available places a ballot will occur for applications that have the same priority under the Service Priority of Access Procedure for funded preschool in child care settings. The ballot will determine which applicants are granted a first preference place in a preschool service location.

A transition process has been established to move to the revised Service Priority of Access process for funded preschool in child care settings outlined in this Policy. Children who are enrolled for the 2016 funded preschool year and beyond will be allocated to a 3-5 year old room using the Service Priority of Access for funded preschool in child care settings.

### Service Priority of Access Table for Funded Preschool in Child Care Settings

<b>Priority One:</b>	First priority to the 3-5 yr. old room will be given to children who are eligible and attract State Government funded preschool per capita funding and the centre-based preschool program is nominated as the child's 'funded preschool year' location.
<b>Priority Two:</b>	Second priority to the 3-5 yr. old room will be given to children who are not of funded preschool eligible age who have previously attended the service in the 0-2 rooms;
<b>Priority Three:</b>	Priority will then be given to all other children who wish to enrol in the 3-5 year old room- including children who are of funded preschool age but have not nominated the service as the 'funded preschool year'.

### **6.3 CENTRAL ENROLMENT –EARLY CHILDHOOD EDUCATION AND CARE SETTINGS (PRESCHOOL AND CHILD CARE SERVICES)**

Council's Central Enrolment process will meet Human Rights requirements, as outlined in the process by which families enrol their children in a Knox Preschool Service.

Families with children who are eligible for four-year-old preschool in the City of Knox and turning four by April 30 the following year are able to enrol their child in a Knox preschool. Where possible, families will be allocated to the Knox preschool location of their choice.

The Funded Preschool Procedure Early Childhood Education and Care Settings outlines how this aspect of the Policy will be implemented.

### **6.4 PRESCHOOL SERVICE AND GROUP VIABILITY- SESSIONAL PRESCHOOL SETTINGS ONLY**

A Preschool Service and Group Viability Matrix will be used to allocate points to determine which Knox City Council preschool centres operate, defer or close in any given year in consultation with the Ward Councillor, preschool committee and local community.

The Matrix identifies a set of assessment criteria based on projected utilisation, demand and first preferences from families, available funding (including Council contribution), demographics, location of service, level of local committee support, access to public transport and exceptional circumstances such as proximity of other suitable early childhood services. This Matrix may be reviewed from time to time to reflect local community priorities and service and funding requirements with other levels of government.

The Preschool Service and Group Viability Procedure Matrix is applied by 30 June each year. This incorporates conducting an assessment of preschools at this time using the Matrix in addition to developing an Annual Service Plan

A rating of 19 points or less through the application of the Preschool Service and Group Viability Matrix, after the third year of deferment, will lead to the closing of the preschool service for the delivery of 4 year old preschool. However, this will only occur after consultation with the Ward Councillor, preschool committee and local community and does not preclude the early years facility being utilised for the delivery of other early years services to that local community.

### **6.5 PRESCHOOL GROUP SIZE- SESSIONAL PRESCHOOL SETTINGS**

The maximum group size at any Knox Council sessional preschool service location will be 22 children unless otherwise determined by the Manager, Family and Children's Services (or delegated authority). Decisions outside this approach will be based on demand for preschool places, staff availability to deliver services to larger group sizes or particular needs of the children enrolled.

## 6.6 PRESCHOOL GROUP SIZE- FUNDED PRESCHOOL IN CHILD CARE SETTINGS

For families with children over 3 years of age who wish to continue on at the service up to and including eligible preschool age, group sizes will require a Service Priority of Access procedure to be applied. The group size will be matched to the child: staff ratio.

## 6.7 PRIORITY ACCESS TO APPROVED PLAYROOMS - SESSIONAL PRESCHOOL SETTINGS

It is Council policy to:

- Provide priority of access to existing approved facilities for 4 year old funded preschool programs, in order to maximise current and potential 4 year old preschool enrolments now and into the future; and
- Priority of access to playgroups in *existing un-licensed* Council facilities. However, where the increased enrolment demands for 4 year old preschool in a local community exceeds the current capacity of licensed places, and Council chooses to create additional licensed place space to meet this demand, it is recognised that unlicensed space may need to be upgraded to licensed space as the most efficient use of Council's resources. Where this occurs, Council will work to ensure that an early years service is relocated to a suitable facility.

## 6.8 PRIORITY ACCESS TO APPROVED PLAYROOMS – CHILD CARE SETTINGS

It is Council policy to:

Provide priority of access to existing approved facilities for 4 year old funded preschool programs, in order to maximise current and potential 4 year old preschool enrolments now and into the future.

For families with children over 3 years of age who wish to continue on at the service up to and including eligible preschool age, priority of access to the smaller rooms and group sizes will require the Service Priority of Access policy to be applied.

## 6.9 PARTNERSHIPS

The following principles will guide Council's interactions with various service and community partners in the delivery of funded preschool services for which Council receives grant funding from the Department of Education and Training (DET) in addition to preschool fees:

1. That the partnership continues to allow Council to deliver preschool services to the community consistent with Council's Kindergarten Cluster Management roles and legislative responsibilities.
2. Services delivered under the partnership should support a whole-of-municipality approach to the delivery of early years services, in accordance with Council's endorsed vision, direction, and priorities for early years services and facilities.
3. The partnership supports the potential for effective co-located and collaborative service delivery and practice.
4. Services delivered under the partnership reflect and support Council's goal to prioritise access to early years services by vulnerable families.
5. Any agreement for Council to lease a facility, and the associated partnership documents, ensures Council's long term security of tenure in the leased facility, and capacity to provide Early Years service in the long term in the locality.





## KNOX PROCEDURE

### FUNDED PRESCHOOL (EARLY CHILDHOOD EDUCATION AND CARE SETTINGS) PROCEDURE 2015

<b>Policy Number:</b>	2003/08	<b>Directorate:</b>	Community Services
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager – Family & Children’s Services
<b>Approval Date:</b>		<b>Version Number:</b>	
<b>Review Date:</b>			

#### 1. PURPOSE

The purpose of the Knox Funded Preschool Procedure is to guide and direct the operations of all aspects of Knox Council’s Early Childhood Education and Care Settings in its role as Kindergarten Cluster Manager. This Procedure should be read in conjunction with the Knox Funded Preschool Policy.

This Procedure is the administrative method by which the Funded Preschool Policy requirements are implemented in respect to:

- Priority of Access;
- Central Enrolment;
- Preschool Service and Group Viability; and
- Preschool Group Size.

#### 2. PRIORITY OF ACCESS PROCEDURE- SESSIONAL PRESCHOOL SETTINGS

Council will utilise a points based system to prioritise enrolments received for places in a Knox Council preschool service. Evidence will be required to be provided when returning the ‘May Update’ preschool enrolment preferences for a child’s entry into preschool in the following year. Evidence relating to this points based system will include:

1. Families who identify as vulnerable as part of their enrolment must provide supporting evidence, which may include a:
  - a. Confirmation or referral letter from the Family Assistance Office of the Department of Human Services or other support agency; and
  - b. Families with a Healthcare Card, Pensioner Concession Card, Temporary Protection/Humanitarian/Refugee/Bridging Visas (as outlined in the Victorian Kindergarten Guide, 2013. *Eligible cards will be defined by the State Government and are therefore subject to change*);
  - c. Written referral and recommendation from a health or welfare professional.
2. Families identifying themselves as residents or ratepayers in the City of Knox must provide supporting evidence which specifically identifies them as a resident or ratepayer.

3. Families who have accessed either a Knox municipality Maternal and Child Health, Playgroup and or 3 year old preschool or activity group will need to provide supporting evidence that indicates attendance at one of these services.
4. Parents or Carers identifying themselves as working or studying and have either accessed a Knox municipality Maternal and Child Health, Playgroup or 3 year old preschool or activity group must provide supporting documentation, which may include:
  - a. Letter from their educational institution;
  - b. Letter from their employer; and
  - c. Letter from the relevant early years service provider.

### **3. SERVICE PRIORITY OF ACCESS- FUNDED PRESCHOOL IN CHILD CARE SETTINGS**

All children attending long day and occasional ECEC services must meet the Commonwealth Priority of Access criteria in order to qualify for Childcare Benefit (CCB) when attending a Commonwealth funded child care service. The Knox Council Service Priority of Access for funded preschool in long day and occasional ECEC services will build on this assumption.

Council will utilise a Service Priority of Access Procedure to prioritise enrolments received for places in a three to five year old room setting at a Knox Council funded child care service.

### **4. CENTRAL ENROLMENT PROCEDURE-SESSIONAL PRESCHOOL SETTINGS**

#### **Enrolments**

1. Families of eligible children may enrol their child in a Knox preschool from birth. Enrolments will be continued to be accepted throughout the year prior to the child commencing preschool and in the year they are due to commence preschool.
2. For all enrolment applications made prior to 30 April for preschool attendance in the following calendar year families will be asked if they have any changes they would like to make to their original application or do they still require the application to proceed.
3. Once families have received this letter or email (known as the 'May Update') they are asked to return their enrolment update/s and any supporting evidence required to Knox City Council primarily through the KEYS Online Family Web Portal or to the Preschool Coordination Unit.
4. Applications for preschool attendance in the following calendar year will be processed against the Priority of Access Procedure and Service and Group Viability Procedure in the months of June and July.
5. Each preschool location will be analysed against the First Preferences for that service location and the procedures relating to Priority of Access and Service and Group Viability Matrix (Appendix 1a) in June.
6. Following this preliminary First Preference Assessment, where there are individual service locations where viability is a concern, the relevant Ward Councillor and communities are advised and support is provided in an attempt to increase enrolments for the following year.
7. In addition, Preschool staff will be surveyed in June to estimate how many families from across the current year's enrolments may be considering a formal application for a second year of preschool. This data is considered in the draft Annual Service Plan.

8. A draft Annual Service Plan is developed in June using the First Preference Assessment process and this will be used as a guide to establishing staff allocations and number of proposed groups at each location for the following year.
9. First Round Offers are prepared based on the Priority of Access and Service and Group Viability Procedures, First Preference Assessment process, and draft Annual Service Plan.
10. Where the demand for enrolments at a service location exceeds the current available places and where a group of families have equal scores following the application of the Priority of Access Procedure, a ballot will be conducted prior to First Round Offers to determine those families who will be offered available places.
11. When a *Declaration of Eligibility for a Second Year Funded Kindergarten* has been submitted to DET the nominated second year child/ren will have the Priority of Access points-based methodology for enrolment in a Knox preschool service applied to access a preschool centre for the following year from the 3<sup>rd</sup> round of preschool offers (October).
12. In August of each year, First Round Offers are emailed or posted to families. Families are asked to respond to the First Round Offers within 10 working days.
13. Once families have received this First Round Offer letter or email they are asked to reply through the KEYS Online Family Web Portal as the primary process or if they require additional support through the Preschool Coordination Unit to update enrolment status for families throughout the First Round Offer process.
14. First Round Offers family responses are analysed and the draft Annual Service Plan is updated. In accordance with employment requirements, preliminary discussions are then undertaken with staff across Council's Kindergarten Cluster Services in relation to provisional work locations for the following preschool year.
15. Following the completion of First Round Offers remaining vacant places are identified and matched against the number of remaining enrolments.
16. Where the demand for enrolments at a service location exceeds the current available places and following the application of the Priority of Access Procedure, a ballot will be conducted prior to Second Round Offers being made to families.
17. Families are offered available places in Second Round Offers in September and families are asked to respond to the Second Round Offers within 10 working days through KEYS Online Family Web Portal Preschool as the primary process or if they require additional support through the Preschool Coordination Unit.
18. Second Round Offers family responses are analysed and the draft Annual Service Plan is updated in October.
19. Subsequent Rounds of Offers will be undertaken as required.
20. All children enrolled for the 2015 preschool year onwards will be processed under this Central Enrolment Procedure.

### **Allocation of places to individual preschools**

21. Where the number of first preference applications for a specific preschool is greater than the number of available places, and the applications have the same number of points under the Priority of Access Procedure, places will be determined by ballot overseen by the Manager, Family and Children's Services (or delegate).
22. Council will hold a selected number of places each year in preschools for late enrolling vulnerable families. These places remain open until the end of January prior to the beginning of Term 1 of each year.
23. The specific number of places held open for vulnerable children at each preschool will be determined by the Manager, Family and Children's Services (or delegate).

### **Knox Preschool Service Waiting List**

24. A waiting list of applicants will be maintained who:



- a. Have not been offered a place at their chosen preschool service location and who have chosen to wait for a place at that location rather than accept a place at another preschool service location;
  - b. Have not been offered a place at any Knox preschool service location and who have chosen to wait for a place in any Knox preschool service rather than go elsewhere.
25. As and when places in Knox preschool service locations become available, offers will be made to applicants on the Knox Preschool Service Waiting List based on the application of the Priority of Access and Service and Group Viability Procedures.
26. Where two or more applicants on the waiting list have been allocated the same number of points under the Priority of Access Procedure, places will be determined by ballot overseen by the Manager, Family and Children's Services (or delegate).

## **5. ENROLMENT PROCEDURE- CHILD CARE SETTINGS FOR FUNDED PRESCHOOL Enrolments**

- Families of eligible children may enrol their child in a Knox child care service from birth. Enrolments will be continued to be accepted throughout the year.
- For all enrolment applications made prior to 30 June for funded preschool attendance in child care settings for the following calendar year, families will be asked to nominate whether they will be accessing funded preschool in their child care setting.
- Applications for funded preschool attendance in the following calendar year will be processed against the Service Priority of Access Procedure for Funded Preschool In Child Care Settings. Each funded preschool setting in a child care service will be analysed against the family's enrolment preference for that service location and the procedure relating to the Service Priority of Access in July.
- First Round Offers are prepared based on the Service Priority of Access.
- Where the demand for funded preschool enrolments at a service location exceeds the current available places and where a group of families have equal Service Priority of Access following the application of the Service Priority of Access Procedure, a ballot will be conducted prior to First Round Offers to determine those families who will be offered the available places.
- In August of each year, First Round Offers will be emailed or posted to families. Families are asked to respond to the First Round Offers within 10 working days.
- First Round Offers family responses are analysed. In accordance with employment requirements, preliminary discussions are then undertaken with staff across Council's Kindergarten Cluster Services in relation to provisional work locations for the following preschool year.
- Following the completion of First Round Offers remaining vacant places in the 3-5 year old room are identified and matched against the number of remaining enrolments.
- Where the demand for enrolments in the 3-5 year old room at a service location exceeds the current available places and following the application of the Service Priority of Access Procedure, a ballot will be conducted prior to Second Round Offers being made to families.
- Second Round Offers family responses are analysed.
- Subsequent Rounds of Offers will be undertaken as required.
- All children enrolled for the 2016 preschool year onwards will be processed under the Central Enrolment Procedure.

### **5.1 Knox Funded Preschool Service in Child Care Settings Waiting List**

A waiting list of applicants will be maintained who:

- Have not been offered a place at their chosen 3-5 year old room child care service and who have chosen to wait for a place at that location rather than accept a place at another service location;
- Have not been offered a place at any Knox 3-5 year old room child care service and who have chosen to wait for a place in any Knox child care service rather than go elsewhere.
- As and when places in Knox child care service locations become available, offers will be made to applicants on the Knox Child Care Service Waiting List based on the application of the Service Priority of Access Procedure.
- Where two or more applicants on the waiting list have been allocated the same Service Priority of Access under the Service Priority of Access Procedure, places will be determined by ballot.

## **6. PRESCHOOL SERVICE AND GROUP VIABILITY PROCEDURE- SESSIONAL PRESCHOOL SETTINGS- ONLY**

1. Preschool services will receive a score against a list of assessment criteria outlined in the Preschool Service and Group Viability Matrix (Appendix 1a).
2. Preschool centres will aim to achieve a score of 20 points or more. Those preschool centres, which score a rating of 20 points or more, continue to operate their service for the period of 12 months.
3. Preschool centres that score a rating of 19 points or less through the Preschool Service and Group Viability Matrix may have their preschool service deferred for the subsequent year. This would occur only after identification of preschools of concern, support and consultation with the Ward Councillor, preschool committee and local community. This action does not preclude the early years facility being utilised for the delivery of other early years services to that local community during the suspension of 4-year-old preschool services.
4. Preschool centres that score a rating of 19 points or less through the Central Enrolment process and application of the Preschool Service and Group Viability Matrix after Year 1 will continue deferment for a further year. Council will continue to support the Ward Councillor, preschool committee and the local community in identifying strategies to strengthen the preschool service enrolments. This action does not preclude the early years facility being utilised for the delivery of other early years services to that local community during the suspension of 4-year-old preschool services.
5. Preschool centres that score a rating of 19 points or less through the Preschool Service and Group Viability Matrix after Year 2, will continue deferment for a further year. Support will be provided to the Ward Councillor, preschool committee and the local community in identifying strategies to strengthen the preschool enrolments. This action does not preclude the early years facility being utilised for the delivery of other early years services to that local community during the suspension of 4-year-old preschool services.
6. Preschool centres that score a rating of 19 points or less through the Central Enrolment process and application of the Preschool Service and Group Viability Matrix, after the third year of deferment, will lead to the closing of the service for the delivery of 4 year old preschool. However, this will only occur after consultation with the Ward Councillor, preschool committee and local community and does not preclude the early years facility being utilised for the delivery of other early years services to that local community.
7. Preschool centres that close operation also adhere to the Preschool Service and Group Viability Deferral and Closure Flowchart (Appendix 1b).

**Key Dates for the Central Enrolment and Allocation Process**

	<b>ACTION</b>
February	Policy and associated procedures explained at Volunteer Preschool Parent Committee training meeting.
March	Volunteer Preschool Committees informed of numbers of potential enrolments for the following year. Committees alerted to concerns about enrolment numbers. Relevant Councillors contacted re possible preschool of concern. All Preschool Committees provided with ideas for publicity/marketing campaign.
1st May	Council begins contacting families to confirm enrolment details prior to first round process.
May	Councillors, Preschool Committees and local community from preschool of concern invited to consult and discuss strategies with Council.
May/June	Council Preschool Program Support Officers complete updates for KEYS Online information from preschool preference update information and any supporting evidence required provided by families through KEYS Online Family Web Portal or to the Preschool Coordination Unit. The application of the Priority of Access Procedure is then commenced for all eligible children who have been enrolled.
June	Further consultation with Ward Councillor, Preschool Committee and local community from preschool of concern and to discuss strategies.
June	A draft Annual Service Plan is developed using the First Preference Assessment tool and this is used to guide to establishing staff allocations and number of proposed groups at each location for the following year.
30 June	Preschool Service and Group Viability Matrix applied to all preschools.
July	Committees informed of proposed groups for following year.
July	Memo to Councillors informing them of planned preschool service provision for the following year with an updated Draft Annual Service Plan attached.
1 August	First Round Offers are sent or emailed to families.
September-February	Ongoing offers provided to families.



## 7. SERVICE AND GROUP VIABILITY PROCEDURE- CHILD CARE SETTINGS

### Key Dates for the Central Enrolment and Allocation Process

	<b>ACTION</b>
February	Policy and associated procedures provided to families attending Council's child care services
June	Families of eligible children contacted and requested to nominate whether or not they will be accessing funded preschool at their child care service
July	The application of the Service Priority of Access Procedure is then commenced for all eligible children who have been enrolled.
1 August	First Round Offers are sent or emailed to families.
September-February	Ongoing offers provided to families.

## 8. PRESCHOOL GROUP SIZE PROCEDURE- SESSIONAL PRESCHOOL SETTINGS

1. A preschool service location may qualify for an exemption from the Preschool Group Size policy component if:
  - a. Total enrolments, including reserved places, are less than the maximum licence capacity of the preschool service location and following the application of the Priority of Access Procedure and Preschool Service and Group Viability Procedure, the service location is identified as having a high proportion of vulnerable families who would be potentially disengaged and disadvantaged through the suspension of the preschool service in that community; and,
  - b. A recommendation is made to 'cap' a preschool group size following an assessment of enrolments for that preschool service location in consultation with specialist early years, early intervention, allied health, family support or medical practitioners.
2. Exemptions to the Preschool Group Size Procedure must be applied as part of the development of the first Draft Annual Service Plan and be updated throughout the Central Enrolment process.
3. Exemptions to Preschool Group Size Procedure are granted by the Manager, Family and Children's Services (or delegate).

## **9. GROUP SIZE PROCEDURE- CHILD CARE SETTINGS**

Child Care services manage group sizes for the ages of children in child care in relation to the demonstrated demand for services for children of that age. The group size will be matched to the child: staff ratio.

### **APPENDICES:**

1. Sessional Preschool Service and Group Viability Matrix (Appendix 1a)
2. Sessional Preschool Service and Group Viability Deferral and Closure Flowchart (Appendix 1b)

Official Minutes of Knox City Council

**ALL WARDS****9.2 PROPOSED TRADING NAMES FOR COUNCIL'S NEW EARLY YEARS HUBS**

**SUMMARY:** *Manager – Family and Children's Services  
(Janine Brown)*

*Council has been considering names for its new early years hubs since July 2017. This has included community consultation on proposed names and proposed base names, as required by relevant policy and legislation.*

*In January 2018, Council approved base names for the two locations to enable work to proceed to register Council's new facilities with the Office of Geographic Names for gazettal, and registration in VICNAMES and Vicmap. This has ensured that the services are included in relevant mapbases for emergency services and other organisations.*

*Since approval of the base names, further research has been undertaken to develop options for trading names. The outcome of this process and a recommended trading name for each early years hub site is provided for Council's consideration.*

**RECOMMENDATION**

That Council, having undertaken required consultation and relevant research:

1. Assigns the 'trading name' of "Knox Children & Family Centre (Bayswater)" to the early years hub in Bayswater (site assigned the base name of Phyllis Street Children and Family Centre).
2. Assigns the 'trading name' of "Knox Children & Family Centre (Wantirna South)" to the early years hub in Wantirna South (site assigned the base name of Argyle Way Children & Family Centre).

**1. INTRODUCTION**

As part of planning for opening and the operations of Council's early years hubs, work has been undertaken in regards to trading names for the new facilities. In January 2018, Council approved "base names" for each site. Once Council determines official trading names for its new early years hubs, a process will be required to link these trading names to the "base names" and recorded for these facilities.

This report presents the research undertaken in developing options for the official trading name for each of Council's early years hubs.



## **2. DISCUSSION**

### **2.1 Summary of Process**

In July 2017, community consultation was undertaken on the following four proposed trading names:

<b>Wantirna South</b>	<b>Bayswater</b>
Balam-Balam Children & Family Centre ( <i>Balam-Balam = butterfly (Wurundjeri)</i> )	Kurn-Brook Children & Family Centre ( <i>Kurn-Brook = flower (Wurundjeri)</i> )
Wantirna South Children & Family Centre	Bayswater Children & Family Centre
Knox Gardens Children & Family Centre	Blue Hills Children & Family Centre
Argyle Way Children & Family Centre	Phyllis Street Children & Family Centre

The consultation process was designed to meet the requirements of relevant State Government legislation, and Knox City Council policies and guidelines related to naming of Council-owned facilities.

Following the community engagement, Council requested Officers 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 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.

Further community consultation was undertaken in November 2017 regarding the following base names:

- Argyle Way Children and Family Centre (Wantirna South)
- Phyllis Street Children and Family Centre (Bayswater)

In January 2018, Council approved these “base names” for the two early years hubs.

Each “base name” for each site has now been gazetted for Council’s new facilities with the Office of Geographic Names, and registration in VICNAMES and Vicmap. This ensures that the services are included in relevant mapbases for emergency services and other organisations.

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.

## 2.2 Further Research

In response to feedback from Councillors in September 2017, desktop research was undertaken on options for trading names with consideration given to Council's branding and Visual Identity Strategy.

The desktop research included:

- IP Australia - an agency of the Department of Industry, Innovation and Science that administers intellectual property rights and legislation relating to patents, trademarks, registered designs and plant breeder's rights in Australia.
- Australian Business Register - as many businesses do not appear to register their trademarks.
- mychild.gov.au - the Australian Government online early childhood portal. This website catalogues information on different types of early childhood services, information about fee subsidy, and includes a database of early childhood services in the local area.
- Google – focusing on the nominated local government organisations that own and/or operate early years facilities.

### Summary of findings

The desktop research revealed some common trends in the naming conventions including:

#### *Location based name*

Both government and private service providers tend to include locations in their trading names. Municipality, suburb, street and park names are commonly used.

Council logo and suburb name is the mostly frequently used style in the trading names of council-run facilities, followed by street names (rather than suburbs).

#### *Person's name*

Using people's names is not very common.

#### *Indigenous names*

The use of indigenous names is more common than the use of people's names but it is still not widely adopted.

*Knox*

The Visual Identity community focus groups conducted in 2017 identified the strong connection residents had to Knox as a place identifier. The research also explored how many other early years services in the municipality started with 'Knox' to ensure that Council services would be clearly identified.

It is proposed that in addition to Council's logo and Visual Identity, "Children and Family Centre" will differentiate the early years hubs and is a simple description which indicates that services offered within the facilities are different to early learning or out of school hours services operated by non-Council providers.

*Consistently Branded Signage*

Council logos are widely used by many Council-owned and operated early years facilities, clearly signalling that the respective Council operates them.

This finding supports Council's Masterbrand Strategy, which was adopted in April 2017 as part of the new Visual Identity – where Knox City Council is dominant in all our signage and collateral and the actual service or program is secondary.

Over the last few years, feedback from consultation and surveys in the Family and Children's area has indicated that the Knox City Council is a trusted and identifiable brand. If this naming style is adopted, using "Knox" in service and/or facility names will build on Council's brand.

**Recommended Trading Name**

Taking into account all the findings, the following names were considered as options:

<b>Wantirna South</b>	<b>Bayswater</b>
1. Knox Children and Family Centre ( <i>Wantirna South</i> )	1. Knox Children and Family Centre ( <i>Bayswater</i> )
2. Knox Early Childhood and Family Centre ( <i>Wantirna South</i> )	2. Knox Early Childhood and Family Centre ( <i>Bayswater</i> )
3. Knox Early Years Family Centre ( <i>Wantirna South</i> )	3. Knox Early Years Family Centre ( <i>Bayswater</i> )

The trading name for each site recommended is:

<b>Wantirna South</b>	<b>Bayswater</b>
Knox Children and Family Centre ( <i>Wantirna South</i> )	Knox Children and Family Centre ( <i>Bayswater</i> )



The research supports the following considerations:

- Location based name clearly indicates where the facility is.
- Using the Council logo will clearly signal both early years hubs are affiliated to Knox City Council. Future signage can follow the same naming and brand image conventions to show consistency for other facilities.
- The proposed names do not conflict with any existing names. This has been supported by the Google, IP Australia and ABN searches undertaken.
- None of these options is listed on the Australian Business Register or is in use by another organisation.
- All these recommended trading names use Knox City Council's well-known and trusted brand, are in accordance with Council's Visual Identity Strategy, clearly reflect the facilities' purpose and are consistent across both early years hubs.

### **3. CONSULTATION**

Consultation has been undertaken in relation to naming Council's early years hubs as outlined below:

- The Wurundjeri Tribe Land and Compensation Cultural Heritage Council Inc (Wurundjeri Council) recommended a suitable word from the Woi wurrung language that closely related to the concept design of the two early years hubs, including providing a certificate of approval to use the names.
- Feedback on the proposed names was sought from the community, staff and interested parties between 24 July and 25 August 2017.
- Feedback on the "base names" was sought from the community, staff and interested parties between 13 November and 15 December 2017.
- Advertisement of Council's decision to assign the "base names" in February 2018.

These processes to consult with and inform the community were designed to meet the requirements set out by the State Government's Office of Geographic Names, and Council's *Naming and Renaming of Council-Owned Facilities Policy*.

The Family and Children's Services Department and Communications Department have worked together to develop options for trading names that align with Council's branding and Visual Identity.

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

The decision of a trading name for each site is now a time critical activity to ensure that the name can be included in the construction schedule for each site; and to include in the communication, engagement and promotion activities leading up to the completion and opening of both service sites in early 2019.

The design for both facilities includes placement of the facility name on the building.

In recognition that both sites where the early years hubs are being constructed have been places where early years services were located for many years, Officers are considering options to acknowledge the history of each site. Consultation with interested members of the community is planned for later in 2018 as the construction of each hub is finalised.

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

The costs associated with this proposal relate to correspondence, consultation and signage. These costs are included as part of Council's current resource allocations for the Early Years Hubs project within Council's operational budget.

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

A trading name is necessary to establish an identity for Council's early years hubs. An official name will also support members of the community to identify with the hubs and create a sense of place; maximising the engagement of families, staff and the broader community as they transition to the new facilities.

#### **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 – (Janine Brown, Manager – Family and Children’s Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Angela Morcos, Coordinator – Early Years Strategy, Planning and Evaluation) - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Following extensive consultation and research, it is proposed that the trading names for the newly constructed early years be:

- “Knox Children and Family Centre (*Wantirna South*)” for the early years hub in Wantirna South, and
- “Knox Children and Family Centre (*Bayswater*)” for the early years hub in Bayswater.

## **10. CONFIDENTIALITY**

There are no confidentiality issues relating to this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. GILL**

**SECONDED: CR. COOPER**

That Council, having undertaken required consultation and relevant research:

1. Assigns the ‘trading name’ of “Knox Children & Family Centre (*Bayswater*)” to the early years hub in Bayswater (site assigned the base name of Phyllis Street Children and Family Centre).
2. Assigns the ‘trading name’ of “Knox Children & Family Centre (*Wantirna South*)” to the early years hub in Wantirna South (site assigned the base name of Argyle Way Children & Family Centre).

**CARRIED**



**ALL WARDS****9.3 REVIEW OF IMMERSE ART EXHIBITION PROGRAM**

**SUMMARY:** *Coordinator Arts & Cultural Services (Elissa Pachacz) and Community & Public Art Officer (Jeannie Mueller)*

*This report presents the key findings of a recent review undertaken on the Immerse Exhibition Program, following the conclusion of Immerse Program 2017. The review has explored service model options to enable the sustainability of this program in future years. Recommendations were developed after extensive consultation with the Knox Arts and Culture Advisory Committee, Council officers, arts industry and local community stakeholders.*

**RECOMMENDATION**

That Council

1. Note the findings of the Immerse Review outlined in this report; and
2. Approve the proposed biennial Immerse Service Model as detailed in Appendix A: Option Two, to support the long term sustainability of this program.

**1. INTRODUCTION**

The Knox Immerse Exhibition Program (“Immerse”) commenced in 2015 and is now a successful art exhibition program, which has provided 30 exhibitions in 30 local Knox venues for 30 days from mid-November to mid-December over the past three years.

Immerse makes contemporary arts available to the Knox community in familiar, yet unexpected places, through displaying the work of local and regional artists work within community, civic and business settings throughout the municipality.

In 2017, Immerse was delivered through a cultural planning framework, which articulated the objectives of the program, key stakeholders, delivery model and key performance indicators. This was developed as a means by which the program could be more effectively evaluated at the close of the 2017 program.

Since its inception, Immerse has grown exponentially, with continued increase in the number and breadth of artists, curators, program partners and host venues involved in the program. Whilst this growth has positioned the program as regionally significant, attracting local, regional, state and national acclaim, a review of the program conducted in 2018 has revealed that Immerse, with this growth trajectory, has become unsustainable in terms of Council's financial resources, officer capacity, and quality control. Unfortunately the program is no longer viable using its current service delivery model and has negatively impacted the ability of Council's Arts and Cultural Service to undertake other important Community and Council Plan action items.

A review of the Immerse program has been undertaken, comprising the following activities:

- Program outcomes measured against Key Performance Indicators;
- Stakeholder surveys with Immerse artists, curators, venues, and audiences;
- Feedback from key internal officers;
- Consultation with the Knox Arts and Culture Advisory Committee;
- Program SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis;
- Financial and operational resource analysis; and
- Development of a review discussion paper.

The key findings derived from the above review methodologies are summarised in Section 3.1. A summary of the community survey results are attached as Appendix B.

Following this review and analysis, a suite of recommendations were developed that aim to achieve a high quality, engaging and sustainable Immerse program, that also allows for the delivery of other important aspects of the Community and Public Arts portfolio, as listed above, in future years.

## **2. DISCUSSION**

### **2.1 Key Findings of Review**

The review of Immerse established the following key findings:

- Immerse is now positioned as one of the most significant public exhibition programs in the Eastern region, attracts quality artists, curators and venues to participate, is highly engaging to local and regional audiences, and is considered a leader in arts space activations amongst other suburban Councils;
- Immerse in its current annual service model and size (30 venues, 30 exhibitions over 30 days) is no longer a sustainable program in terms of human and financial resources, and prohibits the delivery of other core aspects of Council's adopted service plan for Community and Public Arts.
- Consultation indicates that Immerse artists, curators, venues and key officers involved in the program, require longer planning time, with a preference for 'quality over quantity'. There is a united expressed need for more preparation time, to enable improved selection of artists and venues, space activation management, public programming planning, improved promotions and an annual review of the program; and that this level of 'cultural planning and development' is not possible with the annual turnaround timeframe;

- There is support for moving towards either a Biennial or Alternating the Annual Program (as detailed in Appendix A) to enable a more sustained and strategic delivery of the program; and
- The proposed service delivery models are unlikely to reduce the impact, awareness and engagement in the program, with its strong market positioning, alongside good indicators from other local government areas which deliver similar programs on a biennial timeframe with high levels of success.

Some of the other areas of program and service delivery that are required by the Arts and Cultural Services that are currently compromised by the ever-increasing focus on the Immerse program include:

- Implementation of the recently adopted Civic Art Collection management Policy and the many actions this entails including collection audit, valuation, relocation from Millers and displays.
- New Public Art and Placemaking Projects in key neighbourhood renewal precincts such as Boronia and Stamford Park, with many significant projects being scoped for these sites, whilst limited staff or budget resources available to support these important initiatives.
- Arts sector development initiatives such as creative industry networking, business training, cultural tourism and arts promotion – activities that contribute to local economic development outcomes in the sector (noting that Knox rates within the top 30% of Victorian Councils for residents employed within the Creative Industries).
- Cultural and community development projects with schools, community groups, youth services, multicultural groups, seniors and other key partners that would benefit from community development projects using the arts as a tool for engagement.

## 2.2 Service Model Future Options

The learnings from the review process have led to a proposal to explore the following two frameworks as two sustainable models for future Immerse service delivery. Both models would retain the strong local and regional presence, provide necessary planning and development time required for a program of this scope and nature, and enable a more sustainable delivery within existing resources. Both options also enable the delivery of other key parts of the Community and Public Art portfolio, as explored in section 3.1 and in line with the Community and Council Plan actions for the service, alongside the Knox Arts and Culture Plan.

The two identified options for sustainable service delivery of Immerse are:

1. Annual Alternating Immerse Program
2. Biennial Immerse Exhibition Program



The Biennial Immerse Exhibition Program (Option 2) has been identified by Officers, Knox Arts and Cultural Advisory Committee and key external stakeholders as the preferred model, as it offers the following benefits:

- **Retains the original intent and branding of the program**, with a month-long, large scale exhibition program, – whereas the annual alternating option requires downscaling and rebranding on alternate years;
- **Enables adequate planning, engagement, delivery and review cycles** – creating “anticipation” rather than “fatigue” in stakeholders and program patrons;
- **Increases the potential for more strategic partnerships** with host venues using a cultural hub model to increase space activation, public programming, cultural tourism and economic development outcomes at key village and civic cluster sites;
- **Supports increased placemaking activity** through the development of new and permanent works, designed to respond to the site and support community safety, neighbourhood renewal and space activation objectives;
- **Enables the delivery of other key Arts and Cultural Development outcomes** within the Community and Public Arts portfolio; and
- **Sustainably delivers a large scale program** within existing financial and staffing resources.

**Appendix A** provides a detailed plan of the proposed service model options.

### **3. CONSULTATION**

Consultation has occurred with the Knox Arts and Culture Advisory Committee (KACAC). The committee includes Cr Peter Lockwood, Cr Jackson Taylor, local arts industry leaders, artists and general community members, alongside Council officers from the Arts and Cultural Service. Consultation indicated a variety of responses with the most common responses showing support for a biennial program as members are keen to retain the existing profile of the program, but on a two year service cycle, feeling that a reduced cycle will not impact this strongly positioned program.

A survey was developed to gain considerable insight into the experiences of key Immerse stakeholders. Key stakeholders were identified as venue owners, artists, curators and audience members. Each stakeholder group received a tailored survey that was specific to their group, aiming to capture how well the program aligned to their objectives, including arts and professional development, cultural and economic development, exposure and promotion. Surveys were also completed by participants of Council’s Immerse Seniors Bus Tour that ran in conjunction with the Active Ageing program Over 55s Zest for Life.

70% of participants in the program completed a survey (with exception of audience members who were considerably lower). The themes emerging through the survey feedback is reflected within the proposed service models offered in Appendix A, with the majority of stakeholders responses showing strong support for Option Two: Immerse Biennial service model.

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

No environmental or amenity issues are related to this issue.

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

In its current annual service model and size (30 venues, 30 exhibitions over 30 days) the Immerse program is not sustainable within Council's existing financial and staffing resources. The following table outlines the costs of the 2017 Immerse Program excluding staff costs.

##### **Current Immerse Program Model Operating Expenses**

<b>Funding Source</b>	<b>Actual Spend 2017/18</b>
Public Art - Capital Works budget	\$28,000
Artwork Renewal - Maintenance Budget	\$10,000
Arts Development - Operating Budget	\$7,000
Community & Public Art - Operating Budget	\$52,000
<b>Total Cost of Immerse 2017</b>	<b>\$97,000</b>

There have been significant costs associated with the extended officer hours required to deliver the program in its current service model. This situation has been caused by an ever growing programming, and the large administrative workload associated with liaising with thirty venues, over fifty artists and curators, as well as the collaboration required to manage marketing, procurement and governance processes.

In order to deliver other projects associated with the Community and Public Arts Officer role (e.g. Stamford Park, Wall to Wall public art, Civic and Public Arts as detailed in section 3.1), the operating budget requires broader application than just the delivery of Immerse.

The financial implications of changing the Immerse program to a Biennial Program or Annual Alternating Service Model allows for the program to be primarily delivered within the *Community and Public Art Operating Budget*, with Public Art Capital works and maintenance budgets accessed only where permanent Immerse projects require renewal/repair, or an Immerse public art submission is approved in line with Council's Public Art Policy.

A move to a two year program cycle would enable other projects within the Community and Public Art portfolio role to be delivered within existing operating budget, allowing approximately \$48,000 for these projects through the Community and Public Art operating budget.

Appendix A offers a detailed budget allocation for each proposed service model.

## **6. SOCIAL IMPLICATIONS**

A strong well-resourced public art program affects a wide range of communities across the City. Further, as acknowledged in Council's key strategic documents, a strong and vibrant cultural community contributes to the health and wellbeing of the community. Direct involvement with art builds social capital by getting people involved and by connecting organisations, individuals and groups to each other.

Altering the Immerse service model to a biennial program, or introducing an "Immerse Projects" alternate year would enable better planning for cultural tourism activities and a more strategic approach to audience engagement and arts sector development. Activities with a strong social outcome could include:

- Cultural Development Projects: Audience and Arts Engagement initiative such as school touring programs, artists floor talks, pop-up workshops to support existing Immerse artworks / hubs;
- Cultural Tourism Projects such as trail maps, guided walks, App development etc. to highlight the work developed in previous years through Immerse (noting that the scope of this will require further consideration); and
- Arts sector development i.e. workshops for artists and venues on marketing, partnering with Council's Economic Development team.

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

### **7.1 Knox Community and Council Plan 2017 – 2021**

The Immerse Exhibition program contributes to the following Community and Council Plan (2017 – 2021) items:

#### **Goal 4. We are safe and secure**

Strategy 4.3 Maintain and manage the safety of the natural and built environment.

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

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

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

Strategy 7.3 Strengthen community connections.



## **7.2 Relevant Policies and Plans**

- Arts and Cultural Plan 2012-2022.
- Public Art Policy 2018-2022.
- Public Art Implementation Plan 2018-2022.

## **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 – (Jeannie Mueller, Community & Public Art Officer) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Elissa Pachacz, Coordinator Arts & Cultural Services) - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

The Immerse Exhibition Program is a successful public art exhibition program that has significant local, regional, national and even international recognition as a dynamic platform to promote local and regional artists within venues across the municipality under the concept of ‘art in unexpected places’.

A recent review of the program has identified that the current annual service model of delivering 30 exhibitions in 30 venues over 30 days, is no longer sustainable within the existing resources indicated through rising financial allocations to the program; over-allocated staff resourcing, creating excessive overtime accumulation; artists, curators and venues becoming fatigued with the program and not necessarily meeting their own objectives through participating; and the inability to deliver other key aspects of Council’s Community and Public Art activities given the increasing focus on Immerse management.

The recent review of the Immerse program identified two service delivery options that would enable the long term sustainability of this program, being either an alternating annual program, or a biennial (two year) program.

The “Immerse Biennial” option has been widely supported by the community, key stakeholders, and Knox Arts and Cultural Advisory Committee Councillors as the preferred option due to the benefits of this model in terms of sustained program delivery, as detailed in section 3.2.

The adoption of the biennial service model for Immerse means that 2018 is a review, planning and engagement year, with increased promotional campaigning commencing from approximately October 2018 to commence engagement with Immerse curators, artists and venues, with the exhibition program delivered in the month of August 2019 under the tag line of “Art in Unexpected Places”.

**10. CONFIDENTIALITY**

There are no confidential issues associated with this report.

**COUNCIL RESOLUTION****MOVED: CR. LOCKWOOD****SECONDED: CR. TAYLOR**

That Council

1. Note the findings of the Immerse Review outlined in this report; and
2. Approve the proposed biennial Immerse Service Model as detailed in Appendix A: Option Two, to support the long term sustainability of this program.

**CARRIED**

Official Minutes of Knox City Council

**APPENDIX A – Immerse Service Model Review**

Option ONE	Key Features
<p><b><u>Annual Alternating Immerse Program</u></b></p> <p><i>Retain an annual cycle for Immerse, alternating between a “projects” year and an “exhibition year.”</i></p> <p><b>Delivery</b> Delivery during the months of August/September</p> <p><b>Key Benefits</b> Annual visibility of the program is retained, branded differently each of the two years.</p> <p>The ‘Immerse Projects year’ helps grow the cultural tourism and cultural development methodology more effectively.</p> <p>Spreads out the delivery of Arts and Cultural programs across a year.</p> <p><b>Challenges</b> Need to develop sub-branding of Immerse Projects.</p> <p>Balancing the many other outcomes required of the Community and Public Arts role within the annual Immerse model i.e. progressing the Community and Council Plan.</p> <p>Providing enough time in the projects year to also plan and review the program.</p>	<p><b>Year One: IMMERSE PROJECTS</b></p> <p>A sustainable mix of the following project ideas:</p> <ul style="list-style-type: none"> <li>• Cultural Tourism Projects such as trail maps, guided walks, App development etc. to highlight the work developed in previous years through Immerse (scope of this requires further consideration);</li> <li>• Cultural Development Projects: Audience and Arts Engagement initiative such as school touring programs, artists floor talks, pop-up workshops to support existing Immerse artworks / hubs;</li> <li>• Arts sector and development i.e. workshops for artists and venues on marketing, partnering with Council's Economic Development team;</li> <li>• Review of previous year Immerse, planning for following year, engage with artists, venues and curators for following year, commence media campaign planning.</li> </ul> <p><b>Year Two: IMMERSE EXHIBITION</b></p> <ul style="list-style-type: none"> <li>• Immerse art exhibition program, delivered with a sustainable mix of exhibitions, artists, venues, projects and public programming, which would be delivered to the same scale proposed in Option Two.</li> </ul>

**Option One Service Model Budget Proposal**

Budget Source	Year 1 : Planning / Project Year	Year 2: Exhibition Year
Public Art Projects Capital Works	\$0	\$13,000 (approx.)
Artwork Renewal	\$0	\$5,000 (approx.)
Community & Public Art Operating Budget	\$20,000	\$52,000
<b>TOTAL:</b>	<b>\$20,000</b>	<b>\$70,000</b>



**APPENDIX A – Immerse Service Model Review (cont'd)**

Option TWO	Key Features
<p><b><u>Biennial Immerse Exhibition Program</u></b></p> <p><i>Move the current exhibition program to a biennial cycle (every two years) to allow for appropriate levels of planning, engagement, delivery and evaluation.</i></p> <p><b>Delivery</b> Delivery during the months of August/September</p> <p>Based on the concept of “<b>Art in unexpected places</b>” rather than 30 / 30 / 30.</p> <p><b>Key Benefits</b> Promotions and branding remains consistent, just on a biennial cycle;</p> <p>Allows for the delivery of increased, more considered public programming to accompany the exhibition program</p> <p>Allows a focus on other major components of the Community and Public Art Officer role, particularly on alternate years.</p> <p><b>Challenges</b> Ensuring the momentum of the brand is maintained through planned promotional campaigns in the alternate year.</p>	<p>A sustainable exhibition program that includes all of the following aspects:</p> <ul style="list-style-type: none"> <li>• Immerse art exhibition program, delivered with a sustainable mix of exhibitions, artists, venues and projects.</li> <li>• Considered, relevant public programming such as artist floor talks, walking tours etc.</li> <li>• Space activation utilising local performance artists and musicians</li> <li>• Arts sector and development i.e. workshops for artists and venues on marketing, partnering with Council's Economic Development team</li> <li>• Feature arts project and partnerships with major institutions and organisations such as Universities (e.g. Untitled House) where financially viable.</li> <li>• Aim to sustainably grow the public programming and keynote projects (future business case / external funding dependent).</li> </ul>

**Option Two Service Model Budget**

Budget Source	Year One: Planning Year	Year 2: Exhibition Year
Public Art Projects Capital Works	\$0	\$13,000 (approx.)
Artwork Renewal	\$0	\$5,000 (approx.)
Community & Public Art Operating Budget	\$10,000	\$52,000
<b>TOTAL:</b>	<b>\$10,000</b>	<b>\$70,000</b>

## APPENDIX B – Immerse Service Model Review

### Artist Survey Results

- 48% of the artist applicants (55/114) were accepted into the 2017 program, with 58% of applicants not fulfilling the selection criteria adequately;
- 25% of the applicants being artists local to Knox;
- 72% of Immerse artists found the arts development workshop ‘highly valuable’;
- 50% said that they would participate in Immerse again, and of the 50% that did not wish to partake again, cited their reason as ‘*not enough time to prepare between EOI and exhibition*’ and/or ‘*venues selected are not ideal for an exhibition*’ as their main reasons for not re-applying;
- 87% said they need more time to prepare work for Immerse once accepted into the program;
- 67% said that felt that their inclusion in Immerse helped to develop their profile as an artist;
- 72% were ‘*partially satisfied*’ or ‘*satisfied*’ with their allocated Immerse venue, with only 18% ‘*very satisfied*’;
- 89% of artists said they wanted more time with the curator, and more professional development training as part of the program.

### Audience Survey and Engagement Data

- Of the 19 respondents, 83% of those who responded to the audience survey enjoyed attending Immerse;
- 78% would attend Immerse again;
- 89% would like to see more events like Immerse at Knox;
- Over 300 guests attended the opening of Immerse;
- *Untitled House*: approximately 500 guests attended the tours;
- 35% to the *Untitled House* of visitors were local to Knox and 65% from postcodes outside of Knox;
- 24 participants attended the Seniors bus tour;
- 3,189 votes cast via the website on people’s choice award; and
- Knox Arts and Events Facebook posts for Immerse generated over 800 likes and shares.

### Curator Survey Results

- 100% of curators stated that they would prefer more time in artist selection and venue matching, exhibition planning, and participating in annual review cycles of the program;
- 100% of curators enjoyed their role in the program and would re-apply in future years; and
- 100% of curators felt that a the program would benefit from improved marketing, improved venue selection, increased public programming to support the exhibitions, and longer lead times from the EOI to the exhibition period.

**Venue Survey Results**

Of the venues that responded to the survey (14/30):

- 100% did not feel that there was a significant increase in visitation to their venue as a result of Immerse;
- 100% did not feel that their social media accounts saw an increase in activity during Immerse;
- 100% would have liked more input from council regarding promotional strategies, and ways to increase engagement at their venue; and
- 100% want more time to prepare their venue better for an exhibition.

Official Minutes of Knox City Council



**ALL WARDS****9.4 REVIEW OF COUNCIL'S MAJOR FESTIVALS AND EVENTS PROGRAM 2017-18**

**SUMMARY:** *Coordinator Arts and Cultural Services (Eli Pachacz)  
Festival and Events Officer (Jeremy Angerson)*

*This report provides an overview of Council's 2017-18 Major Festivals and Events Program comprising the Stringybark Sustainability Festival, Carols by Candlelight, and the Knox Festival. It provides a reflection on key areas of the program delivery in the past year, acknowledges the contribution made by volunteers and community groups, presents proposed dates for the 2018-19 Festival and Events season, and presents a recommended Action Plan that responds to the recurring themes emerging through community and Council consultation.*

**RECOMMENDATION**

That Council

1. Note the report and review of Council's Major Festivals and Events Program for 2017-18;
2. Acknowledge the Program outcomes, and the contribution made by the community and Council volunteers for the critical role they play in the delivery of Council's Major Festivals and Events Program 2017-18;
3. Approve the dates for the 2018-19 Major Festivals and Events Program including Stringybark Festival on 21 October 2018(single day only), Knox Carols by Candlelight on 1 December 2018, and the Knox Festival on 2-3 March 2019; and
4. Approve the Future Directions Plan outlined in Appendix A, which reflects consultation themes, and continuous improvement for the program.

**1. INTRODUCTION**

The Knox Festivals and Events Program delivers three major events within the municipality, comprising Stringybark Sustainability Festival, Carols by Candlelight and Knox Festival. These events provide a strong mechanism for connections across diverse communities, enabling partnerships and collaborations between Council units, local businesses, service providers, community organisations and schools.

This suite of large-scale events is delivered by a small events team of 2.6 EFT (including the Coordinator), with the support from a variety of other Council officers, program partners, and range of significant contractor roles including Site Manager, Production Manager and a variety of Event Programming.

The past year has seen an increase in data collection and feedback through surveys with the community, stakeholders and stallholders at Knox events. This has enabled the identification of key themes emerging consistently across all areas, and has informed a suite of actions which respond and address the key themes. Refer to the Action Plan located in Appendix A: Festivals and Events Program Action Plan 2018-2021.

### **1.1 Program Objectives**

The Festivals and Events Program supports the Arts and Cultural Plan objectives:

- Increasing Community participation in the Arts.
- Creating Vibrant Public Spaces.
- Leadership and Advocacy.
- Increasing Capacity in Knox City Council.

The program supports these objectives through:

- Providing a key point of connection between Council, community groups and local organisations and businesses;
- Providing avenues, activities, and opportunities for the community to engage with arts and culture;
- Celebrating the diversity of cultures within Knox;
- Providing an inclusive, accessible, healthy and active program of activities and experiences;
- Supporting cultural development in Knox keynote projects and program partnerships; and
- Creating a diverse range of opportunities for the community to come together, share ideas, promote services, and respond to the social, cultural, economic and environmental interests of the Knox community.

### **1.2 Key Outcomes**

The Festivals and Events Program is a highly successful program of Council, evidenced through the following outcomes in 2017/18:

- Reached over 40,000 people (excluding Carols which was cancelled due to extreme weather conditions) which represents an increase of 12.5% attendance from the previous year;
- Engaged 393 stakeholders including local community groups, service clubs, schools, programmer and artists, emergency services and a diverse range of suppliers and stallholders;

- Increased engagement with local cultural groups by 11% from the previous year, primarily through food sites, community and market stalls, and performances;
- Included over 230 volunteers including local service clubs, emergency services and residents;
- Attracted \$31,000 cash sponsorship via four sponsorship agreements;
- Attracted in-kind sponsorship valued at \$13,500;
- Built upon University partnerships (Holmesglen and Swinburne), valued at \$35,546 of in-kind event staffing support;
- Fostered collaboration across 23 Council teams;
- Delivered a broad suite of arts, cultural and community development programming involving partnerships with local artists, schools, businesses, and community groups; and
- Positive community feedback through community and stallholder surveys, with average rating for all events being four out of five stars.

## **2. DISCUSSION**

### **2.1 Program Stakeholders**

The Major Festivals and Events Program engaged 393 stakeholders, comprising Knox-based community groups, service clubs, performers, service providers, industry suppliers and businesses in 2017–18, detailed within Appendix B: Summary of Key Stakeholders.

The Community and Council Plan 2017-2021 aims to increase engagement with multicultural groups through festival programming, and with this as a high priority through event planning. This year's Program saw direct engagement with 19 cultural groups by way of performances, food, market sites and community stalls. This represents an increase of 11% since the previous year, enabled by target marketing and engagement through the Knox Multicultural eNews.

Table One on the following page provides a summary of the stakeholders engaged through the 2017-18 Festivals and Events Program.



**Table One: Stakeholders engaged within the 2017-18 Festival and Events Program**

<b>Category</b>	<b>Description</b>	<b>Number</b>
<b>Community Groups</b>	Includes community groups, sporting clubs and special interest groups, not for profit organisations, churches and emergency services	86
<b>Cultural Groups</b>	Multicultural groups from a variety of backgrounds including Chinese, Greek, African, Maori, Italian and Polish participated in the program as performers, stallholders, food stalls and market sites.	19
<b>Local market stallholders (artists, craft, hobbyists) and local business stallholders</b>	This includes commercial stallholders selling or promoting goods and services and hobbyists and craftspeople selling or promoting goods	60
<b>Schools</b>	This includes Primary and Secondary Schools, Kindergarten and Early Learning Centres, Tertiary Institutions and other learning centres	28
<b>Commercial food vendors</b>	This includes stallholders selling food made or prepared at the event, or to be consumed at the event	27
<b>Internal departments</b>	This includes individual Council Units which contribute to the events with funds, resources, staff, advice, programming, compliance and approvals: Economic Development - Community Safety – Sustainability – Construction – Risk - Operations - Access and Equity – Leisure – Youth - Corporate Communications - Active Ageing – Finance - Cultural Services - City Programs – Health Services – Parks - Open Spaces - Traffic and Transport - Family and Children’s Services – eServices – Safety Risk and Wellbeing - Emergency Management - Finance – Community Strengthening	23
<b>Sponsors</b>	Commercial Sponsors and in-kind sponsor partners	6
<b>Suppliers</b>	Engaged to provide service on site, equipment hire, and materials.	59
<b>University Partnership</b>	Volunteer support (Holmesglen) and programming partner (Swinburne)	2
<b>Program/Artist</b>	Engaged as on stage performer, for key program delivery, MC duties, roving entertainment, site decoration, workshop facilitation, set construction, design	83
<b>Total Stakeholder Engagement 2017-18</b>		<b>393</b>

## 2.2 Programming Overview

Each year, the festivals and events programming is developed through five key engagement types:

- Program Partnerships - a local community group or service provider delivers an activity in partnership with Council through collaborative program and site development;
- Cultural Development Projects – arts projects involving workshops leading into the event, that bring together community partners, such as schools, artists, cultural groups to creatively explore a shared issue or topic, and culminates as a program activity, display or performance within the events program;
- Stallholders – engaged through an Expression of Interest process, they pay a small fee to set up their own site at the event;
- Performers/Entertainment – professional and community performers and presenters on stage, roaming or activating a site; and
- Attractions – contracted activities such as rides and active attractions.

There is a growing demand for program partnerships and cultural development style projects across Council and the community that engage the community in meaningful ways to become involved in the Program, build partnerships and share ideas, using the arts. These types of event programs take considerably more time in the planning, development and implementation, however, they ensure that festival programming is highly engaging, meaningful, and locally relevant – reflective of local needs, interests and values. The following sections explore each major event, its focus and programming highlights, noting the type of engagement platforms used for each program activity.

Appendix C: Festival Highlights offers an overview of all the featured programming highlights of Stringybark Festival 2017 and Knox Festival 2018.

## 2.3 Stringybark Festival 2017

### 2.3.1 Event Snapshot

When	14 and 15 October 2017
Where	Rowville Community Centre, Rowville
Attendees	15,000 <sup>7</sup> (no change from 2016)
Nett cost of event (income less expenditure)	\$100,305 (does not include staffing)
Number of staff working at event	15
Number of contractors	23
Number of volunteers (Community)	9
Number of volunteers (KCC)	1
Number of event students	15

<sup>7</sup> Figure derived from police estimates and entry count

### 2.3.2 Event Focus

Stringybark Festival is an “all of community” event that is designed to attract audiences from all over Knox, with a program focus on sustainability, captured in the branding of “Make – Do – Play – Connect”. This theme encourages stallholders, programmers, and stakeholders to offer a contribution towards active, creative, collaborative and playful activities across this undulating site and large sports precinct, with a modern take on sustainability to include social, cultural and environmental sustainability. The sustainability message is also driven home by a selection of keynote programmers and stallholders, including Oz Harvest, Mulgrave Farmers Market, Sea Shepherd, Australian Electric Vehicle Association, The Dolphin Institute of Australia and South East Water. These stakeholders are industry leaders in sustainability and provide education, entertainment and free activities throughout the weekend.

A community survey at the event this year, revealed that 88% of participants come to the festival because of its sustainability theme, with many respondents looking for even stronger links to the sustainability messaging throughout the event. This enthusiasm for reinforcing the sustainability theme is corroborated by online post discussion on Council's Facebook pages.

Knox Arts and Cultural Advisory Committee (KACAC) suggest that the event scope and location be reviewed (as detailed in section 3.3, page 18), suggesting that Rowville Community Centre, an undulating site with large carparks and sporting infrastructure, may not be the most suitable venue for a ‘sustainability’ themed event. It is proposed that Stamford Park, when redevelopment is complete, may offer a more suitable location for this event, with its flat, more natural environment. The Committee also noted that Stringybark, being a “boutique” themed event, may not need to be two days, as “one large community festival is enough”, opting for a spread of resources to fund smaller pop-up events throughout the municipality rather than a second large-scale event like Stringybark. These ideas are further explored in the Consultation and Financial sections on pages 19 to 21.

Feedback from internal stakeholders, as well as community members and members of KACAC also offered two common themes; that the mechanical rides at the event are not a good fit for the event, only active style attractions (climbing walls, bungee swings, inflatable interactive attractions) should be presented within this Program in future years, and that the event should be more strongly focussed upon multicultural communities and messages of local cultural celebration through stage programming and community stalls.

*In summary, the feedback from the consultation indicated the following ideas:*

- *Stringybark “sustainability” programming will be enhanced through higher visibility of existing sustainability programming; removal of mechanical rides at this event; targeted engagement of sustainability based stallholders, food sites and contractors; support for community and cultural groups in delivering on the sustainability theme; improved on-site practices for waste and water management (with the support of Council's Sustainability team); increased presence of multicultural groups and activities at this event; and a sustainability focussed marketing campaign.*



- *Changes to the scope and location of Stringybark would benefit from a full review to determine a strategic approach to program improvements and best location fit.*

## 2.4 Knox Festival 2018

### 2.4.1 Event Snapshot

When	3 and 4 March, 2018
Where	Wally Tew Reserve, Ferntree Gully
Attendees	25,000 <sup>8</sup> (up from 25% in 2017)
Nett cost of event (income less expenditure)	\$145,778 (does not include staffing)
Number of staff working at event	8
Number of volunteers (Community)	67
Number of volunteers (KCC)	6
Number of event students	21

### 2.4.2 Event Focus

Knox Festival is Council's largest event and aims to be an 'all of community' attraction, on a recurring theme to attract audiences or program participation. Each year, however, a programming concept is developed from which programming is built, to enable a consistent atmosphere throughout the event, and identify a key message for the year. This year's Knox Festival theme was "Activate Knox" which aimed at engaging spaces where people could move, dance, play and interact, and was selected as a means to support the Council and Community Plan 2017-2021 objective for our community to be "healthy, happy and well".

The theme was further enhanced by a revised site layout that enabled easy movement throughout the 20 acre site and helped improved accessibility to all areas; enabled open space games areas; and the improved grouping of programming into natural precincts, which was applauded by the community through social media posts as "the best event program and site layout yet". The improved layout also enabled greater exposure for community sites which were located within relevant programming zones, and improved location for food trucks who enjoyed a busy, well positioned central location.

Whilst the daytime activities attracted large crowds, the evening program attracted a relatively small audience of around 1,500<sup>9</sup> people, with surveys indicating that attendees are primarily at the evening program to support a family member on stage, with the program featuring Dance Fusion, Knox Factor, Twilight Cinema and a fireworks display.

With lower numbers attending the evening program, key stakeholders organising Dance Fusion and Knox Factor, have provided feedback that they would rather present these programs within the Carols by Candlelight pre-show, which offers a larger crowd, larger stage, and is also better timed at the end of the year for student participation.

<sup>8</sup> & <sup>3</sup> Figure derived from police estimates and entry count

The cost of staging the evening program infrastructure, sound system, movie screen, security, event site contractors and event staffing, is approximately \$36,000 - a significant spend, considering it attracts a relatively small audience, also evidenced through community survey data that indicate the movie is the least important aspect for festival patrons.

Consultation with Knox Arts and Cultural Advisory Committee further reinforced the preference for removing the evening program at Knox Festival, agreeing that the transference of the Dance Fusion and Knox Factor to the Carols pre-show was an optimal fit (noting that two members of the Committee are programmers of these items). The Committee suggested that the outdoor movie would be better staged at another location in Knox as a separate event, to spread out events across different local areas. A new “pop up” event such as this would require additional resources.

Victoria Police also provided feedback that the evening program is the most significant risk and security issue at Knox Festival, whereby many youths remain at the ‘fringe’ of the cinema precinct, engaging in disruptive behaviours, resulting in considerable security and police intervention. They would rather support the biennial torchlight parade and fireworks as a single focused activity in partnership with other emergency services.

*In summary, the feedback from the consultation indicated the following proposals:*

- *The removal of the evening movie program and transfer of other aspects of the evening program to Carols by Candlelight. Implementing this change for 2019 will require a change management process, with a communication program regarding the benefits of this decision, including the potential to relocate the cinema program to a stand-alone event elsewhere in the community.*
- *The biennial “Torchlight Parade and fireworks display” would continue to be offered as on the Saturday evening biennially (2018, 2020, 2022, 2024 etc.). This is a stand-alone event run by the emergency services in Knox, and supported by Council through event logistics and event staffing support. The Parade does not rely on other Knox Festival evening programming to be successful, as it traditionally attracts a large, separate audience from the evening movie and stage program. The Parade can commence earlier in the evening at dusk, rather than holding off until 9:45 pm after the evening program, which will be beneficial to the many young families involved in the Parade.*

## **2.5 Carols by Candlelight**

Due to extreme weather events (electrical storms and heavy rainfall/site flooding), the scheduled Carols event on Saturday 2 December 2017 at Wally Tew Reserve, Ferntree Gully, was cancelled. This decision was made by an emergency task force of Senior Council officers, who acted on the advice received from Emergency Services to cancel the event in the interests of public safety.

Many avenues were explored for rescheduling the event, however having contacted the many stakeholders involved in the event, it was deemed untenable due to the unavailability of major aspects such as infrastructure providers, emergency services, community choirs, bands and headline artists, all of whom had other bookings in the month of December. Knowing that the event generally attracts over 12,000 people, getting the right infrastructure was essential to support such large crowd safely, deliver quality entertainment and offer the appropriate level of site amenity.

The manner in which multiple units across Council collaboratively managed this large-scale event cancellation was outstanding, demonstrating leadership in quick and effective risk and emergency management responses.

Council's Marketing and Communications team effectively notified the community of the event cancellation, with the majority of residents who commented on social media, stating that they supported the decision. The Festivals and Events team successfully reached all event performers, contractors and stakeholders to inform them of the decision.

The program planned for 2017 however has the capacity to be rescheduled for the 2018 event, a welcomed opportunity to the many artists who rehearsed and anticipated performing at this large event. The 2017 artists for reschedule in 2018 include:

- Headline artist, R&B and soul singer sensation, Miss Murphy (The Voice);
- 14 piece gospel choir URBAN PRAISE;
- Knox Factor Finalist Taylah Paull; and
- Royal Australian Navy Band, Melbourne Attachment.

Officers undertook a full audit of all outgoing costs for Carols, nominating those contractors and suppliers who were engaged and had been involved in purchasing, rehearsing, hiring and sub-contracting to support the event, or had already set up for the event on site, as eligible for either part or all of their payment, in line with event agreement conditions

As such, Council was eligible for an insurance payment to cover the out of pocket expenses, and received the full entitlement of \$121,660 as reimbursement.

*The consultation process has indicated the following idea:*

- *The proposed transference of the Dance Fusion and Knox Factor programs from the Knox Festival evening program to Carols by Candlelight will require earlier community engagement into this program, supported by a strong communications campaign around the change, and has the potential to reduce the cost of Carols, as the pre-show will comprise high quality local performers rather than professional, more costly performers.*



## 2.6 Volunteers and Students

Supporting the program were event management volunteers, consisting mainly of local community groups, Council staff and students from Holmesglen TAFE.

Volunteers present a significant mutual benefit, providing both an opportunity for individuals to be involved in a positive community experience, and enabling Council to successfully deliver largescale events with a small team. Volunteers participated this year at both the Stringybark and Knox Festivals and formed three distinct categories:

- Students from Holmesglen Event Management course, who enjoyed a mentoring relationship with key event professionals;
- Service Clubs, providing key tasks such as welcome and gate crews;
- Individual volunteers coming forward to enjoy helping out with various tasks such as arts and crafts and flyer distribution; and
- Emergency Services: SES, CFA, St Johns, Victoria Police.

Council's partnership with Holmesglen TAFE is essential to the on-going success of both Stringybark and Knox Festival. For Holmesglen, practical placements are a vital component of their student's educational experience. For Council, these students provide a dedicated, semi-skilled labour resource. The partnership between Holmesglen Institute and Knox City Council provides each student with invaluable hands on training and development opportunities, as well as meeting Holmesglen's student assessment objectives and outcomes.

*"Students have the opportunity to engage with an array of event professionals, communicate with varied festival stakeholders, see first-hand event planning documentation and processes, as well as create and develop a number of festival components."<sup>10</sup>*

The key to partnership success with universities is to ensure that the learning needs of the students are satisfactorily met whilst working alongside Council's events team, and that the governance structure by which we engage student's sits well within Council policy and rostering frameworks.

The effective management of volunteers and students relies upon considerable staff time to produce agency agreements, position descriptions, complex rosters, suitable mentoring and reporting mechanisms. This area requires regular evaluation to ensure we are meeting our role of supervisor adequately.

*The consultation and review process has indicated the following:*

- *Council's Volunteer Coordinator will continue to provide advice regarding the engagement of volunteers and students, recommending the appropriate framework, documentation, and rostering practices to ensure Council manages and supports volunteers within event effectively and consistently with Council policy.*

<sup>10</sup> Holmesglen Events Faculty News

## 2.7 Security, Risk and Emergency Management

Largescale events require considerable compliance with local, state and industry legislation. The following core documents underpin the safe, compliant and well governed delivery of each event produced by Council. This information is shared with event contractors and emergency services personnel during briefings prior to every major festival or event, who contribute to its practical application, as well as inform improvements through an event debrief. Table Two below summarises the key event documents that support effective security, risk and emergency management at all three events.

**Table Two: Key Event Documents Summary**

Site and Area Maps	Emergency Evacuation Maps	Occupancy Permits	Fireworks Permits	Traffic Management Plans
Staff/Contractor/Volunteer/ Stallholder Register	Security Timetable	Evacuation Procedures	Crowd Control Plans	Emergency and Risk Management Plans
Site Induction Documentation	Volunteer Induction Documentation	POPE	Signage Maps	Job Safe Analysis (Amusements, infrastructure)
Safety Reports	Contractor Brief/debrief documentation	WWCC	Police Checks	VicRoads MOA
Waste Management Plan	Stallholder/Performer EOI's and Booking Agreements	Bump in/out schedules	Staging/ electrical and marquee grids/maps	Volunteer & Student PD's, Task lists and Roster

Table Three outlines the future considerations provided by all emergency services at event debriefs during 2017-18 that will ensure future compliance with security risk strategies adopted by State Emergency Services.

**Table Three: Security, Risk and Emergency Future Considerations**

Key Issues	Suggested Actions
Security	<ul style="list-style-type: none"> <li>• More security is required in its existing format.</li> <li>• Preference for large events in Knox to remain at Wally Tew Reserve, as Emergency Services have now developed a site specific response within this reserve.</li> </ul>
Event Documentation	<ul style="list-style-type: none"> <li>• <i>Protecting Crowded Places</i> to be our framework for event security in future</li> <li>• VicPol provide an overview of the current Public Safety Plan for Vehicle Born Attack (VBA) and Active Armed Offenders (AAO).</li> </ul>
Disruptive Youth	<ul style="list-style-type: none"> <li>• The most vulnerable site for VicPol and event staff/security is the evening program of Knox Festival, with large perimeters to secure, and anti-social behaviours just outside the event exclusion zone. One option explored was to move the evening program to the pre-show at Carols, as Carols is a more manageable scoped event, with a smaller, more manageable evening exclusion zone.</li> </ul>

Key Issues	Suggested Actions
Emergency Services	<ul style="list-style-type: none"> <li>• The use of fire trucks (CFA) and emergency services vehicles (SES) at festivals will need planning and consideration in future. These vehicles are technically still in 'active service' during the events and require sufficient entry/exit points across the site in the event of an emergency.</li> </ul>
Infrastructure	<ul style="list-style-type: none"> <li>• Items such as bollards, water barriers, concrete blocks will now need to be used at Carols and Knox Festival.</li> <li>• Consider provision for additional or permanent fencing along Wally Tew creek line.</li> <li>• Additional security required for evening program at Knox Festival</li> <li>• CCTV Camera installation on perimeter of Wally Tew Reserve is advised by VicPol.</li> </ul>

## 2.8 Marketing and Communications

### 2.8.1 Campaign Monitoring

Community surveys, internal and external consultation, and online engagement data for 2017-2018 indicates the following:

- Council successfully developed a recognisable brand/logo within the scope of the Knox Visual Identity;
- Social media engagement is growing, particularly through the new Knox Arts & Events Facebook page which has assisted building a targeted social media audience engagement; and
- Social Media and roadside signage are the most effective marketing tools for all events, whilst the community newspapers also showed positive reach, other paid advertising such as the Leader advertisements, along with Council's website did not prove to be as effective in reaching local audiences

A report on social media data analytics was developed to help inform optimal methods of future online engagement for the program.

### 2.8.2 Online Engagement

Social Media for Stringybark this year was the first time that the Festival and Events team had direct control over Facebook coverage. The capacity to respond in real time to community questions provided event staff and the festival with a powerful and fluid tool for the exchange of often vital information. Applications for this coverage will continue to grow and develop in the future but in the meantime contractors, stallholders and patrons can post and share photos and comments on both the Event Page and the Knox Arts and Events Page.



The Facebook event page was a highly successful channel in terms of both reach and engagement. The regular posting of content highlighting different elements of the Festival Program was a good strategy to develop and also maintain interest in the event on event pages, then shared to the main Council Facebook pages.

The feedback themes provided by the community through online engagement is explored further in Section 4.

### **2.8.3 New Audience Development**

On the back of Council's success in developing the first ever Carols Access Key for people with disability, a new key was also implemented for Knox Festival. These two new Access Keys were specifically created to assist people living with or experiencing accessibility issues. In a little over 12 days AccessAbilityAustralia received 75 downloads for Knox Festival (66 full colour and 9 large print format) - a substantial conversion and uptake for this event in a very short period of time. Direct marketing distribution went to over 2,000 recipients including Victorian NDIS providers, mainstream primary schools, special development schools and other Victorian Local Government Agencies. These actions effectively attracted a new audience to Council events.

Engaging with diverse cultural communities was also a key action to explore within the Arts and Cultural Service Plan and Community and Council Plan. The engagement of multicultural groups was effective within the 2017/18 Program, and further targeting these groups in marketing campaigns will assist in increased engagement in the future.

*The consultation and review process has indicated the following proposals:*

- *Increased engagement of local multicultural groups through stallholders, program partnerships, food trucks and stage performances will be a key focus of both Knox Festival and Stringybark Festival in the future, utilising targeted marketing strategies to reach diverse communities for participation and engagement in the program.*
- *Continued improvements to ensure all Knox events are accessible will continue to be of high priority.*

## **3. CONSULTATION**

A number of consultation activities were undertaken during the 2017/18 season, including patron and stallholder surveys and social media feedback collection. This community consultation showed some consistent themes and issues emerging, which are detailed within Appendix D: Patron Survey Results, Appendix E: Stallholder Survey Reports and Appendix F: Community Feedback on Social Media.

A summary of the key consultation themes and issues emerging through this consultation were discussed within the April 2018 meeting of Knox Arts and Cultural Advisory Committee, many of whom are key event stakeholders. The committee offered a range of suggestions in response to these themes and issues, as outlined in Table Four.

**Table Four: KACAC Feedback on Festivals and Events Program**

<b>Feedback Themes</b>	<b>KACAC Suggestions</b>
Entry Fees	<ul style="list-style-type: none"> <li>• Retain the fee as it offers significant financial support for the programming (\$45,827 in 2017/18), but look at ways to make the day cheaper for families, such as a reduced entry fee (children free), and a wristband for weekend entry – only pay once.</li> </ul>
Cost of Event: Rides	<ul style="list-style-type: none"> <li>• Negotiate cheaper tickets for rides with contractor, seek a sponsor to subsidise this cost (current rides average \$6-12 per ride).</li> <li>• Explore wristband approach (package deal) in conjunction with individual ticket sales.</li> <li>• Offer small children’s rides free of charge.</li> <li>• Explore increasing quantity of free rides at Knox Festival.</li> </ul>
Stringybark Scope	<ul style="list-style-type: none"> <li>• Explore the option to alter this event to a one day event held at Stamford Park. This will help fund realign for possible various Council supported neighbourhood pop up events.</li> <li>• Remove mechanical rides from Stringybark – not a good fit with the sustainability theme.</li> </ul>
Knox Festival Evening Program	<ul style="list-style-type: none"> <li>• Remove the evening program (Movie Screening and Fireworks) as this is attracting smaller numbers (approximately 1,500) and costs \$35,000, which can contribute to resourcing other areas of “pop up” event delivery throughout the municipality.</li> <li>• Move Knox Factor and Dance Fusion to the Carols pre-show, better timed for groups, and the stage is ideal for this presentation.</li> </ul>
More small pop up neighbourhood events	<ul style="list-style-type: none"> <li>• Scope feasibility for establishing smaller, “pop up” style events (including multicultural events) spread across the municipality with consideration to resources, budgetary implications, business partnerships, sponsorship, and site suitability.</li> <li>• The new Community and Civic Events Officer role is key to supporting this development, as well as increased program partnerships with groups wishing to start new activities in Knox.</li> </ul>

*The consultation and review process overall has indicated the following ideas:*

- *Entry fees: Whilst the elimination of entry fees will reduce income off-setting costs, the discussion regarding entry fees continues on social media within the community (33 posts regarding the topic in 2017-18). To respond to the community feedback, the entry fee structure should be reviewed and the shuttle bus also be free, encouraging those who take active options and reduce the parking issues at events. Income targets will need to be reduced to reflect the loss of gate takings.*
- *Reduced cost of rides: Requesting the amusement ride provider to reduce ticket prices and provide more free rides will in turn have a direct impact on the negotiated site fee applied to this supplier, and therefore will directly reduce event income through stallholder site fees.*
- *Knox Festival evening program: The discussion at KACAC involved two key stakeholders directly involved in organising the Dance Fusion and Knox Factor aspects of the Knox Festival evening program. The recommendation to transfer these aspects of evening program to Carols by Candlelight is therefore well supported by key community stakeholders; and it was deemed that the removal of the movie screening (and possible relocation to a separate stand-alone event elsewhere in the community) would be well received also.*

The consultation conducted this year has informed the Future Directions Plan 2018-2021 as detailed in Appendix A. It is proposed that approval of this plan will support continuous improvement of the program and accurately reflect the strong themes coming through consultation with the Council and the community.

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

The Major Festivals and Events Program contributes directly and indirectly to improving Knox's environment and amenity. All three events actively promote the amenity, safety and accessibility of outdoor and indoor public space through the staging of large scale events, which engage substantial numbers of the Knox community.

The Stringybark Sustainability Festival adopted best practice for sustainable event delivery with initiatives such as, Wash against Waste, interchangeable signage, recycling, Bin Ninjas and Waste Management activities prior to 2015, and there may be cause to increase this good practice once again, in response to general feedback from the community in this regard.

Both Stringybark Sustainability and Knox Festival events promoted the use of Knox's bike paths, walking and public transport, resulting in reduced parking and traffic congestion.

The rationale for future relocation of Stringybark to an alternate, more natural site, such as Stamford Park when that precinct is complete, will need further review in the year ahead, should Council support this idea in principle.

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

### **5.1 Financial Summary**

The cost to deliver the logistics and infrastructure to support implementation of Council's Major Festivals and Events Program is principally met through Council's operating budget.

Council has a very small events team delivering these large-scale events, which attract over 55,000 people annually. The events team comprises 1.0 EFT Coordinator, 1.0 EFT Festivals and Events Officer (Team Leader), and 1.0 EFT Events Administration Officer, with general support from the Coordinator Arts and Cultural Services and the Department's administration officers, and is further supplemented by contractors for key roles such as Site Management, Production, and Volunteer Management. These contractors all come at significant cost to Council, with a future option to deliver these activities in-house upon further cost – benefit analysis.

Table Five (below) offers a financial summary of the Festivals and Events program for 2018-19.

***Table Five: Festivals and Events Financial Summary***

#### **SUMMARY FINANCIALS (Labour not included)**

<b>Event</b>	<b>2016-17 Actuals</b>	<b>2017-18 Actuals</b>
Stringybark Sustainability	\$102,281	\$110,305
Knox Festival	\$155,931	\$148,377
Carols by Candlelight	\$122,286	\$0
<b>Total Program Net Cost</b>	<b>\$380,498</b>	<b>\$258,682</b>

#### **STRINGYBARK FINANCIAL DETAILS (Labour not included)**

<b>Income/Expense</b>	<b>2017-18 Actuals</b>
Entry Fee Takings	(\$17,137)
Stallholder Fee Takings	(\$12,736)
Sponsorship Income (cash)	(\$15,500)
Internal Transfers	(\$2,280)
<b>Total Income</b>	<b>(\$47,653)</b>
<b>Total Expenditure</b>	<b>\$157,958</b>
<b>Total Event Net Cost</b>	<b>\$110,305</b>

#### **KNOX FESTIVAL FINANCIAL DETAILS (Labour not included)**

<b>Income/Expense</b>	<b>2017-18 Actuals</b>
Entry Fee Takings	(\$28,827)
Stallholder Fee	(\$41,452)
Sponsorship Income (cash)	(\$15,500)
<b>Total Income</b>	<b>(\$85,779)</b>
<b>Total Expenditure</b>	<b>\$234,362</b>
<b>Total Event Net Cost</b>	<b>\$148,583</b>



**CAROLS BY CANDLELIGHT SUMMARY (Labour not included)**

<b>Activity</b>	<b>2017-18 Net Cost</b>
Carols by Candlelight	\$121,660
Less Carols Insurance Reimbursement	(\$121,660)
<b>Total Event Net Cost</b>	<b>Nil</b>

**5.2 Event Sponsorship**

The engagement of sponsors forms an integral aspect of event resourcing and involves significant officer time to cultivate these relationships. From June 2018, Council has engaged a specialist consultant who will provide strategic advice for the future of longer term financial partnership with sponsors for the festivals and events program. This is likely to enable skills development and much needed support for realising more sustainable financial partnerships with local businesses.

The following sponsors comprise the cash sponsorship agreements across the three major events in 2017-18, with some arrangements spanning across all three events:

Ray White	\$11,000
Bendigo Bank	\$10,000
Stocklands	\$ 5,000
Smarts Amusements	\$ 5,000
<b>Total Cash Sponsorship</b>	<b>\$31,000</b>

Table Six below offers a summary of the total income generated through sponsorship across the 2017-18 financial year, and details of arrangements for each of the two major events, noting that Carols' sponsors were either repaid, or transferred into Knox sponsorship arrangements.

**Table Six: Sponsorship Revenue****SPONSORSHIP – INCOME THROUGH CASH CONTRIBUTION**

<b>Event</b>	<b>Total</b>
Stringybark Sustainability Festival	\$15,500
Knox Festival	\$15,500
<b>Total</b>	<b>\$31,000</b>

**SPONSORSHIP – INKIND CONTRIBUTION**

<b>Event</b>	<b>\$ Amount</b>
Ray White (billboard contribution)	\$1,750
Ray White (billboard contribution)	\$1,750
Ray White (billboard contribution)	\$1,750
Ray White (billboard contribution)	\$1,750
Bendigo Bank activation	\$2,000
Smart Amusements x 3 free rides	\$4,500
<b>TOTAL</b>	<b>\$13,500</b>

Whilst it is not considered a “sponsorship” arrangement, the agreement with Holmesglen represents a direct in-kind value of \$35,546 of student time at events.

### 5.3 Entry Fees

Over the past two years, the topic of festival entry fees has been a regular feature at Council through service planning, as well as within the community via comments shared on Council’s social media pages. The general feedback calls for either the elimination of entry fees, or a reduction in entry fees and other cost, such as rides, to reduce the cost for families attending Council’s events.

The current fee schedule for event entry to Stringybark and Knox Festival (Carol’s is free), is as follows:

- Adult: \$5.00 per person.
- Children: \$2.50 per person.
- Family: \$12.00 (2 adults/3 children).
- Concession Card Holders: \$4.00 per person.

The income raised through gate entry fees is used to support the costs of infrastructure, programming and increasing contractor costs of the two festivals, with income through the entry fees for each event as follows:

Stringybark Festival Entry Fee Takings 2017-18	\$17,137
Knox Festival Entry Fee Takings 2017-18	\$28,827
Total income through entry fees 2017-18	45,964
LESS costs associate with setting up gates x 2 events	\$9,900
Nett income through 2 x gates 2017-18	\$36,064

A cost benefit analysis of collecting entry fees was undertaken in November 2017 and at that time, it was deemed that eliminating to entry fees entirely, was not advisable as it presents a much needed financial resource that directly supports the programming, infrastructure and rising contractor costs associated with staging large scale events. It was also noted that the increased numbers at events suggested that entry fees were not directly prohibitive to participation, and that other Council’s were now scoping or apply small entry fees for their events in the current “user pays” environment.

However, further consultation with Councillors and key stakeholders, including the Knox Arts and Cultural Advisory Committee, suggests that Council could cease entry fees and negotiate reduced costs for rides with contractors so event attractions were more accessible, alongside increasing the promotions of the many free activities offered. The combined impact of these proposed changes will need to be further assessed during 2018-19 to inform future Council budget processes.

There also continues to be focus on reducing the number of Council-run large scale festivals (through the reduction of scope for Stringybark Festival in 2018, and its possible amalgamation with Knox Festival); and increasing the number of neighbourhood pop up events offered by Council, as well as considerable increase in financial and event support servicing for community-run events in Knox.

*The following changes are being proposed. Some will require further analysis and consideration during 2018-2019 while some can be implemented immediately:*

- *Eliminating entry fees for festivals and events in Knox;*
- *Reducing the price of ride tickets, introducing wrist band for unlimited rides, and offering more free active attractions for younger children;*
- *Further explore sponsorship opportunities;*
- *The removal of the evening program of Knox Festival will enable \$35,000 of reallocated funds, possibly to enable other “pop up” events across all areas in Knox as discussed at KACAC (e.g. move the cinema program to another Knox area as a stand-alone event);*
- *Assess the probable need to increase infrastructure at events in response to new “security risks” which will negatively impact festival budgets, with a phased approach through Council’s budget process and to allow for sound financial planning;*
- *The KACAC suggestion to reduce Stringybark to a one-day event for 2018 or moving towards the possible amalgamation of this event with Knox Festival as of 2019/20. These changes would reduce current event costs from 2018/19 by approximately \$15,000; and*
- *Council’s commitment to increase a program of neighbourhood “pop up” events, as well as increased financial and event support for community-run events. These activities will require additional funding beyond the current operational budgets (even with the reduction of Stringybark scope in 2018 and possible amalgamation of this event into Knox Festival as of 2019-2020) and may require a budget variation as of 2018-2019 in order to deliver a number of small events of this kind throughout the municipality.*

*These changes will also need to be considered in terms of future budget allocations for Council’s Festivals and Events Program and reflect the preferred state identified through the consultation.*

## **6. SOCIAL IMPLICATIONS**

Council’s Major Festivals and Events attract participation from a wide cross-section of the community, most notably schools, families, young people, and an increasing number of people with accessibility needs.

All events contribute to community participation and community connectivity. There are opportunities for fundraising for organisations, the promotion of volunteerism, the provision of staging facilities for local performers, equal access to people of all abilities, healthy catering choices and appropriate activities for people of all ages.

These include the Knox and District Woodworkers Club, the Knox Environmental Society, Knox Community Gardens, Scouting groups, Mountain District Women's Co-op and Knox Historical Society. Many local primary and secondary schools are also involved with festival programs. The Program is also supported by numerous internal Council teams, making it a critical platform for community development and engagement within Council's diverse service portfolios.

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

The Knox Community and Council Plan 2017-2021 identifies a number of objectives within strategies as outlined below:

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

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

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

Strategy 7.2 Celebrate our diverse community.

Strategy 7.3 Strengthen community connections.

The Major Festivals and Events Program encourages expression of community values, enhancing and activating public spaces, contributing to local sense of place, increased feelings of safety, exploring local heritage and contemporary stories plus presenting artworks and a range of activities that are engaging and challenging. These outcomes all contribute directly to achieving the Community and Council Plan.

## **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 – (Elissa Pachacz, Coordinator Arts & Cultural Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Elissa Pachacz, Coordinator Arts & Cultural Services) - In providing this advice as the Author, I have no disclosable interests in this report.



## **9. CONCLUSION**

The review of Council's major festivals and events program has revealed that there is a high level of community interest, engagement and patronage within the major activities presented by Council, however, there are some consistent themes occurring around the need to reassess the purpose of offering three large-scale community events, and the continued interest in Council increasing smaller scale neighbourhood pop up events, as well as offering an increased level of support for Community-run festivals and events.

Appendix A offers a number of planning steps to ensure that Council responds to the feedback themes offered by our community and stakeholders, and moves towards a responsive, support and highly engaged model of festival and event services in future years.

## **10. CONFIDENTIALITY**

There are no confidential issues associated with this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. TAYLOR**

**SECONDED: CR. KEOGH**

**That Council**

- 1. Note the report and review of Council's Major Festivals and Events Program for 2017-18;**
- 2. Acknowledge the Program outcomes, and the contribution made by the community and Council volunteers for the critical role they play in the delivery of Council's Major Festivals and Events Program 2017-18;**
- 3. Approve the dates for the 2018-19 Major Festivals and Events Program including Stringybark Festival on 21 October 2018(single day only), Knox Carols by Candlelight on 1 December 2018, and the Knox Festival on 2-3 March 2019; and**
- 4. Approve the Future Directions Plan outlined in Appendix A, which reflects consultation themes, and continuous improvement for the program.**

**CARRIED**

**APPENDIX A: FESTIVAL AND EVENTS FUTURE PLAN**

In order to respond to the recurring themes presented through Community and Council feedback on the current festival and events portfolio, the following steps will be undertaken to ensure a responsive, sustainable and engaging service model is established for the festivals and events service portfolio in future years. Some of these actions will require further analysis and consideration over 2018-2019, including revisions to the budget in current and future years.

- a) Develop a Knox Festivals and Events Plan to guide the future of Council event delivery, pop ups and increased partnership with Community-run Events;
- b) Reduce Stringybark in 2018 to a one day event if viable (this is confirmed as viable as of 10-07-18);
- c) Consider amalgamating Stringybark within Knox Festival as of 2019, bringing the best aspects of this event program into Knox Festival, possibly as a “Sustainability Village” – expanding Knox Festival as the keynote Council event with increased promotional to all of Knox residents;
- d) All events to be free entry as of 2018/19 season; and consider alternate options for revenue raising such as VIP Carols Gold Class Tickets as well as working towards more strategic sponsor partnerships in the future;
- e) Revise the Festivals and Events portfolio to reflect the finally agreed Events Plan;
- f) Move the “Knox Factor and Dance Fusion” evening program at Knox Festival to the Carols Stage as of 2018; and remove Cinema evening program altogether from Knox Festival – pop up Cinema can be staged at other sites in the municipality as pop up neighbourhood events in future;
- g) Keep the Knox Festival evening program of rides, food and music open until 7pm annually, and commence the biennial torchlight parade at 7pm;
- h) Increase engagement with multicultural and youth communities for all events, and in particular, partner with these groups to help inform new pop up events and community-run event partnerships;
- i) Take up the Emergency Services recommendations as outlined in the Report within Table 3, pages 11-12;
- j) Cease mechanical rides at Stringybark in 2018 – only free, active attractions such climbing walls, jumping castles and games to be provided;
- k) Large mechanical rides at Knox Festival are enjoyed by many patrons, however there is a need to reduce the ticket prices through introducing an unlimited rides wrist band (approximately \$40 to \$50 for once day). This will require reduced site fees for ride providers and impact income levels, which will require budget variations during 2018-2019;
- l) Events and Festivals to include free rides and activities for younger children (up to 6years) and a “Free Children’s Play Space” precinct;

- m) Introduce new pop up events in neighbourhood precincts throughout the municipality (e.g. cinema, food truck festivals, makers markets, buskers festivals, possibly an Australia Day event), planning the location, timing, number, genre, key partnerships and program scope within the Strategic Event Plan alongside neighbourhood renewal, placemaking and local activity centre strategies;
- n) Increase partnerships with community run events to help local groups activate and sustain their own events, supported by the new centralised service model for “Community Event Support Services”. This will also require increased operational funding as noted in item (e), and will form part of the Community Development Fund review discussions on increasing the pool of funding offered through the Community Events stream of funding within this program; and
- o) Review the current outsourcing of programming, arts project facilitation and production contractor roles, with the option to deliver these tasks in-house in future.

**APPENDIX B: Festival and Event Stakeholders 2017-18**

The following list of stakeholders has been involved with the planning and running of the Stringybark Festival 2017 and Knox Festival 2018. The list includes contractors, performers, artists, service providers, sponsors, media partners, community and sporting groups, not for profit organisations, local primary and secondary schools and higher education institutes, commercial businesses and traders, emergency services and internal Council teams.

Stakeholder	Stakeholder	Stakeholder
13CABS	Bring n Braai	Bethany Fisher
2 Castles Bakery	Budget Car and Truck Rental	Big Donut, The
2nd 3rd Bayswater scout group	Bunnings Scoresby	BirdLife Australia
4th Knox Scout Group	Carlie Clothing and Accessories	Blue Bay Cheese
AccessAbilityAustralia	Cheryl Witchell School of Dance	Blue Pear Pantry
Ace Packaging	Chill Zone	Body Shop At Home, The
Action 4	Chojo Features Trees	Bomba Music
Active Traffic Management	Church of Jesus Christ of Latter Day Saints	Boronia Basin Community News
Afterglow Creations	Churchill-Waverley Golf & Bowls Club	Boronia Hawks Football Netball Club
Agreena	Cirillo Music	Boronia K12
Alexander Esennaro Santafe	Claude Ciccone	Boronia West Primary School
Aliki	Communal Oven, The	Brad Ellis
Alizarin Tribal Belly Dancers	Company of the Tavern	Brent Leeden Maintenance
Alyssa Allet	Coonara Community House	Bricks 4 Kidz - Knox
Alzzy	CRIS' B.B.Q	Dunnys R Us
APRA	CSV Academy	Dysmorphic Designs Airbrushing
April Himmelreich	Cultural Infusion	EACH
Archery Attack	Cykler Box Bike	Eastbound Buzz
Arrow Hire	Dance Xpress	Eastern Football League
Asanti Dance Theatre	Dandenong Fancy Pigeon Society Inc.	Eastern Raptors
Australian Breastfeeding Association	Dandenong Ranges Renewable Energy Association Inc	Eddie Maher
Australian Electric Vehicle Association	Dandenong Ranges Toastmasters	EDL Electrical
Australian Hearing	Daniel Wong	EMACH Easter Makers and Creators Hub
Balanced Life Health Care	Dann Event Hire	Emily Paterson - Artist
Basin Primary School, The	Decibelle Entertainment	Emily Soon- Artist
Bayswater South Primary School	Dippin' Dots Ice Cream	Emotion 21
Bayswater West Primary School	Divine Henna Stall	Eva Glac - Artist
Bean Project, The	D'LISH Turkish Street Food	Falun Dafa Association
Bellevue Farm	Dolphin Research Institute	Double Happiness
Ben Whiting Music	Donut Panic	Drinks with Myrtle
Bendigo Bank	Kelra Enterprises P/L Trading as Ice Indulgence	Ink-Redible Calamari
Berries Direct Pty Ltd	Kevin Nugara	InnerOrigin
Ferntree Gully Arts Society Inc.	Instant Marquee	IC Robotics



Stakeholder	Stakeholder	Stakeholder
Ferntree Gully CFA	Instinctive Chiropractic Wantirna	Identiseal
Ferntree Gully News	Isabella Formichelli Band	Idiomatics Arts
Fiesta Events & Catering	Janet Duncan	Illoura House
Fiona Seers	JAP Photography	Infectious Singing and Smiles
Flight Centre Wantirna	Jarryn Phegan Music	Inking Kombi
Football Federation Victoria	Jayde Robertson	KCC Procurement
Form-A-Sign	Jazara Connley-Walker	KCC Sustainability
Four Seasons Gutter Protection	Jessie Maz Music	KCC Traffic and Transport
Franklin Coffee	Jillian Stephenson	KCC Waste Management
Freedom Music Studios	JJ Richardson	KCC Youth Services
Froth n Flames	John Atsiaris	Kelmatt
FutureV Pty Ltd	John Waters	Street Dance Studios
Game of Cones	Julian Clavijo	Studfield Wantirna Comm News
Gardening 4 Kids	JUMP! Swim Schools Ferntree Gully	Subway Wantirna
Gecko Decko	Karen Andrews	Maroondah Produce
Genesis Wantirna	Kari Presant Jams	Matt Patton
George Kamikawa	Karl Kaiser-Schmidt	Maya Dance Group
Golf Victoria	Karoo Calisthenics College	Meerkatz Music
Gordon Fernandez	Karting Madness	Rowville Police
Gozleme Station, The	Kati Allo	Rowville Secondary College
GR and DL Scott Consulting	Katrina Tan Design	Rowville Tennis Club
Grumpy Gary's Hot Sauces	KCC Access and Equity	Rowville-Lysterfield News
Happy Glamper	KCC Active Communities	Roland Fraval
Harajuku Crepes on Wheels	KCC Active Open Space	Rowville Knights Community Football Club
headspace Knox	KCC Biodiversity	Rowville Lysterfield Community News
Heany Park Scout Group	KCC Building	KCC Passive Open Space
Heavenly Inspirations	KCC Community Laws	Hunter Express, The
Helloworld Travel Rowville	KCC Customer Service	Maja Savic
Hells Breath	KCC Economic Development	Marbry Supplies
Henna Art	KCC Facilities	Market and Fairs Australia
Highway Press	KCC Financial Accounting	Wild Action
Hine Hire	KCC Health Compliance	Wizid
Holmesglen	KCC Leisure Services	Wun Hung Lo Dumpling Co
Holy Trinity Primary School	KCC Management Accounting	Wurundjeri Tribe Council
Honey Dee Loukoumades	KCC Marketing and Campaigns	Your Brand Unleashed
Hornet Press	KCC Media and Digital	Your Scarfs
Ki Fusion Akido	Melbourne Eastern Suburbs Hackers Inc.	Roya the Destroya
Kids Gear	Melbourne Taekwondo Centre	Royal Australian Navy Band, The
Kidzpack	Melody's Performing Arts Studio	RSD Dance Studios
Kim Annette Dance Studios	Meredith Merrall	Ruccis
King Kids Rowville	MILSPEC550	Ryoji Niwa
Kings Swim School	Miniature Guitars	S E Water
Knox & District Woodworkers' Club	Miss May	Sadie Mustoe
Knox Basketball	Miss Molly's Cakes	Salts of the Earth Boronia

Stakeholder	Stakeholder	Stakeholder
Knox BMX	Mission Australia Early Learning	Sampath Hewa Nalagamage
Knox CFA	Mobile Ice Cream	Samson Hire
Knox Chiropractic & Wellness	Mono Designs	Samurai Karate Boronia
Knox City Football Club	Mountain District Women's Centre	Sara Catena
Knox Community Baptist Church	Mountain Gate Primary School	Scoresby Magpies Juniors Football Club
Knox Community Gardens Society Inc	Park Ridge Primary School	Scott BMX Bike Trick Show
Knox Environment Society	Party Boom	Sea Shepherd Australia - Melb Chapter
Knox Gardens Primary School	Pastor Jenny Phillips	Sensory Connect
Knox Girl Guides	Paul Ryan	Sew Good Company, The
Knox Hockey Club	Paul Sadler Swimland Rowville	Sherbrooke Athletics
Knox Leader, The	Peter Grant	Signs Galore
Knox Leisureworks	Phil Pandongan	SLAMS
Knox Little Athletics Centre Inc.	Phil Smith	Smart Amusements
Knox Police	Pinnacle Health Club	Sophie Young and Mitchell Hurrey
Knox SES	Pizza de Wheels	Soul Stories
Knox U3A Inc	Poppy Dreams	Sounds of Polynesia
Kreationz	Powa Productions	Southern Cross Fireworks
KS Environmental	Promotor Distribution	Splashdown Toilets
Kulfi Bar + Soup'd Up	Public Safety Australia	Sports and Rec Victoria- Premiers Active April
Kwik Kopy Services	Puffing Billy Railway	St John Ambulance
Lady Paella	Ranges Organic	St Joseph's Parish
Learn to Swim F.T.G	Ray White Bayswater	St Jude's Parish
Lever Waste Services	Ray White Ferntree Gully	St Simons Primary School
Lighthouse Events Group	Ray White Rowville	St. John the Baptist Primary School
Lilee and Willow	Ray White Wantirna	St. Joseph's Catholic Primary School
Lillie Giang	Ready Steady Go Kids	St. Luke's Primary School
Lions Club of Rowville	Renee Taggart	St. Mary's College for Hearing Impaired Students
Little Red Strawberry	Renta2way	StateGuard Protective Services
Lysterfield Primary School	Roadshow	Stef Stamatiou
Timboon Fine Ice Cream	Timeless Toys	tr@k (Towards Reconciliation at Knox)
Made By Earth T/A Kingdom Of Crystals	Stockland	Travelling Bean, The
Magical Mirror Garden Art	Upper Ferntree Gully Primary School	T-REX BAR-B-QUE
Robert Shook	Upper Gully Junior Football Club	TriNature
Rock Steady Services	Upwey Tecoma Junior Football Club	Tupperware
Sweet Stop Australia Pty Ltd	Urban Praise	Thermomix
Swinburne - VCAL	Vars Cleaning	Villa Maria Catholic Homes
Taka Kottu	Vertigo Designs	Wadaiko Rindo Taiko Drumming
Wheeler's Hill Soaps	Wheelton Investments	Wantirna South Primary School
Two Fat Indians Food Truck	Tyler Fisher	Westfield
Tennis Victoria	VicRoads	Victorian. And proud of it.

Stakeholder	Stakeholder	Stakeholder
That Feather Chick	Victorian Ferret Society Inc	The Knox School
Taylah Paul	Vic Urban Fire	

### APPENDIX C: FESTIVAL HIGHLIGHTS 2017-18

#### Program Type Code

- (A) Attractions/Amusements                      (B) Program Partnerships;  
 (C) Cultural Development Projects            (D) Stallholders (E) Entertainment/Performers

#### Stringybark 2017 Highlights

Program	Description	Type	Program Partner
The Maker Space	An artist facilitated 'assemblage zone' where the challenge was to resurrect, refashion and repurpose life into the stuff we routinely discard.	B	Knox community
I.C.Robotics	Playfully fusing science, art and technology, 5 themed pods explored gravity, sound, vibration, robotics and propulsion in imaginative and compelling ways.	D	I.C.Robotics - Local Community Group (CDF recipient)
Giants of Knox	Festival goers were invited into a Knox 'in miniature', a world of streets and buildings, parklands and playgrounds, intersections and carriage ways. Into this giant play space we invited giant thinking, radical ideas, hands on learning and some crazy blue sky dreaming.	B	Knox community
Backyard Buzz	We welcomed back our Backyard Buzzers in 2017 with a new offering of handmade curios and workshops.	B	Knox community
Compost Revolution	Composting and Council's new composting systems took center stage in addressing methods to potentially increase the diversion of food waste from landfill.	C	Sustainability (KCC)
Kitchen Revolution	Council's <i>Compost Revolution</i> sat hand in glove with <i>Kitchen Revolution</i> and took much of its inspiration from the recent ABC series, <i>War on Waste</i> . The Stringybark kitchen became the staging ground for major industry and local community collaboration proving that real change is small, practical and manageable.	B	Oz Harvest, Sustainability Victoria, Deep Green Permaculture, Victorian Farmers Market, Wantirna Primary, Knox Community Gardens, WOOLWORTHS, Asian Inspiration
Jurassic Knox	Jurassic Knox was where archeology, paleontology, science and history intersected on a grand scale. In this 15 X 15 meter site, trowels, shovels, tape measures and brushes were busily used to unearth Knox's prehistoric past.	B	Festivals and Events /the broader Knox community
Tribal Stage	The focus of this stage was to offer the community a rare glimpse into the practices, customs and rituals of First Nations peoples from across the world.	E	Festivals and Events /the broader Knox community
Van Life	Turning their backs on the mainstream and sharpening their gaze at a life of wanderlust and adventure, a new generation of pioneer's shared their experiences of life made and lived on the road.	A	Festivals and Events /the broader Knox community

**Knox Festival 2018 Highlights**

<b>Knox Festival 2018</b>	<b>Description</b>	<b>Type</b>	<b>Program Partner</b>
Backyard Bonanza	The Backyard was the symbolic heart of Knox Festival in 2018. Filled with physical focused activities, it celebrated a time when being outdoors, getting active and coming together was the Australian way of life.	B	Festivals and Events /the broader Knox community
Big Top Knox Stage	BTK unearthed some of the more unusual, whacky, some might say rarest of talents from right here in our own backyard.	E	Festivals and Events /the broader Knox community
Community and Canopy Stages	This year's main stages at Knox Festival embraced a distinctly local flavour. Songwriters, bands, emerging talent, solo artists and those that have 'made it', came together to share their magic and passion for music with the people of Knox.	E	Various performers
Sense of Self and the Secondary Schools Art Making Competition	SOS was a large multi-disciplinary art installation that explored and unpacked the nature of our 5 senses for children with special needs. The space also included artwork from students from this year's <i>Secondary School Art Making Competition</i> . Over 120 young people contributed to the site, each designing their own 'nocturnal nests' that provided the perfect backdrop to the broader piece.	C	Festivals and Events, Sara Catena, The Knox School, Scoresby Secondary Rowville Secondary, AYCE, St Joseph's College, Mountain district Learning Centre, Sara Catena and AccessAbilityAustralia
The Knox Gift	Now in its third year, a new cohort of budding Bolts drew up to the start line with the hope of being crowned fastest man, woman, boy and girl in Knox.  The Knox Gift category winners included: <b>Boys (Open):</b> Mitchell Gamel (Winner); Jakeb Pearson (Second); Jacob Allison (Third); <b>Girls (Open) :</b> Melissa Butler (Winner); Natasha Kindler (Second); Kyla Chapman (Third); <b>Woman (Open):</b> Rebecca Carpenter (Winner); Gemma Terrill (Second); Tracey Carpenter (Third); <b>Mens (Open) :</b> Jakeb Pearson (Winner); Stewart Dobrzynski (Second); Dylan Adams (Third)	B	Festivals and Events /Sherbrooke Athletics/the broader Knox community
The Knox Factor	This year The Knox Factor introduced a category-based audition system, allowing the Knox Factor to host a greater range of music categories. The extension to the age bracket, included singers aged 5 – 25 years of age competing in the following categories. <b>16-25yrs:</b> Amy Smith (winner); Molly Cormack (second); James Cormack Brown (third); <b>11-15yrs:</b> Charlotte Finnin (Winner); Dominique Burgess (second); Paige Reinheimer (third); <b>5-10yrs:</b> Akeira Somphanpanya (Winner); Ashlee Reinheimer (second); Daniella Nikolaou (third); <b>People's choice</b> Milla Macallan	C	Knox Community Arts Centre, ASV Academy /the broader Knox community

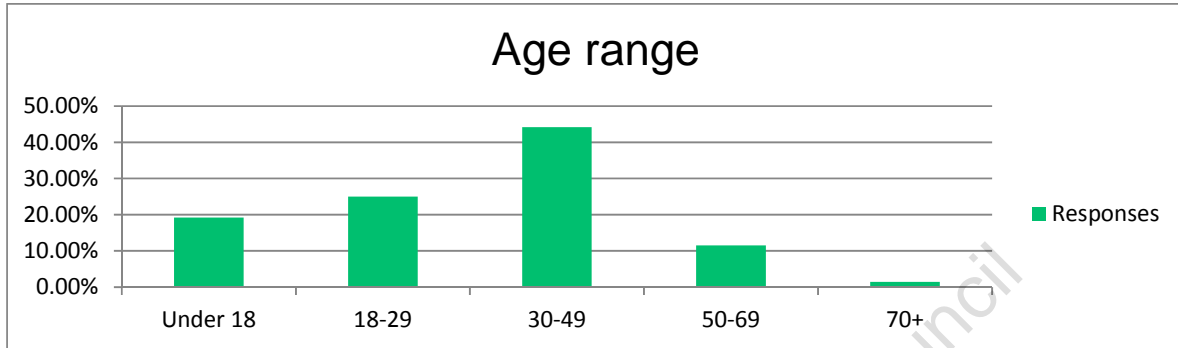


Knox Festival 2018	Description	Type	Program Partner
Flavours of Knox Community Kitchen	In this year's Knox Kitchen, touch, taste and smell took centre stage. Flavours of Knox enticed festival goers to come in and sample some of Knox' tastiest offerings while 'Activating' their taste buds.	C	Wun Hung Dumpling Co, Higgs and Co, Hells Breath, Knox Community Gardens, Asian Inspiration, Nicolas Olives, Castles Bakery, Blue Bay Cheese
Virtual Reality	Comprising a multi-sensory techo-hub featuring surround sound, air propulsion, as well 90-360 degree movement.	A	Contractor
Circus RUCCIS	Perennial favourite RUCCIS came with an incredible array of presentations and workshops for the community including: crate stacking, slack lining, trapeze and two live performances.	B	RUCCIS Circus
Primary Schools Banner Competition	18 schools participated in this year's Primary Schools Banner Competition, bringing together up to 400 children and their families. Prizes were awarded in the following categories: <b>People's Choice</b> – Wantirna South <b>Most Original</b> – The Knox School <b>Encouragement</b> – Mountain Gate <b>Best Materials</b> – Bayswater West	C	18 local Primary Schools
Waterslide Central - CFA	CFA tankers and volunteers spent their weekend hosing down giant inflatable slippery slides to the delight of water drenched girls and boys.	D	CFA
A Journey Through Time	The Knox community were invited to step back in time to explore and uncover the riches of our collective past. KCC worked with a community of passionate time warriors who performed their role as historical reenactors with passion, authenticity and integrity.	B	Local Community Group (CDF recipient)
Sporting Zone	Shaping up more like a 'Knox Olympiad', this year's sporting Come and Try Zone was the biggest yet.	B	Community groups, local business, sporting clubs
The OPPY Bike Ride	All OPPY routes remained open during the course of festival with free entry provided to riders attending festival on the Sunday.	B	Knox community
AccessAbilityAustralia	On the back of Council's success in developing the first ever Carols Access Key for people with disability, a new key was also implemented for Knox Festival.	B	Community Access and Equity, Access Ability Australia (AAA)
Twilight Cinema/Program	Dance Fusion (7 local dance academies featuring over 100 students) thrilled audiences with their grace, poise and creativity. Followed by the amazing 12 Knox Factor finalists, who hit perfect pitch in front of a highly appreciative audience.  The Twilight Cinema Zootopia attracted around 1,500 people, with a giant fireworks display completing the evening.	B & D	7 local dance academies, local singers aged between 5 and 25, Lead artist/musician (Knox AMPLIFIED), ASV Academy, Knox Community Arts Centre

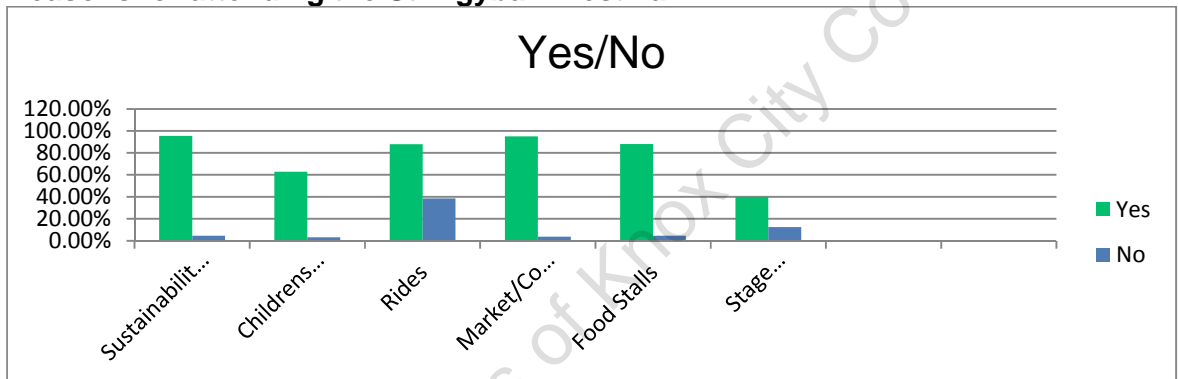
**APPENDIX D: PATRON SURVEY REPORTS**

**1) Stringybark Festival 2017 Patron Survey Report**

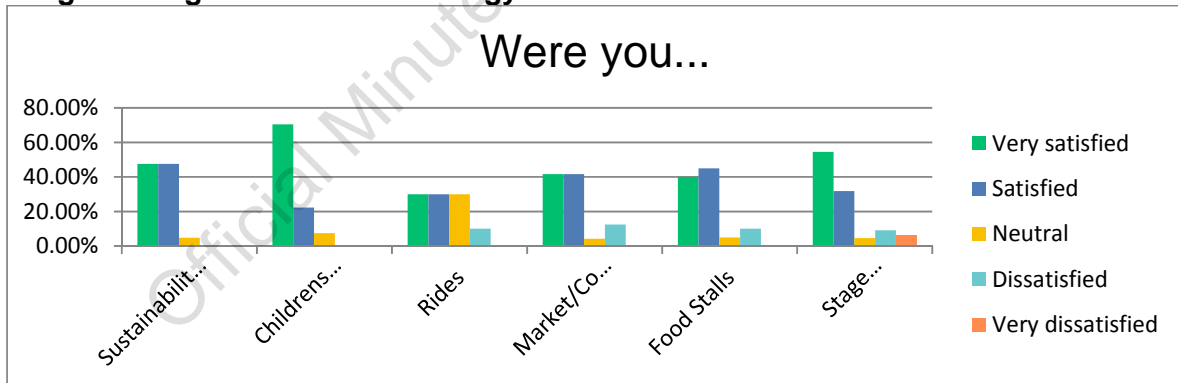
**Audience Profile**



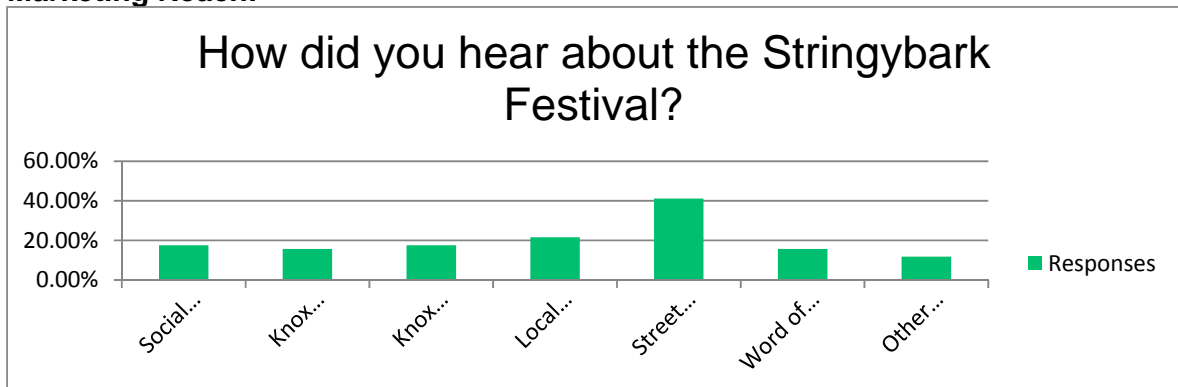
**Reasons for attending the Stringybark Festival**



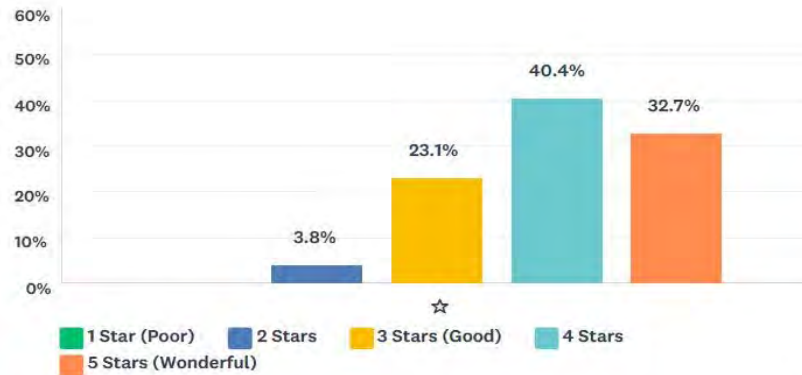
**Programming Satisfaction – Stringybark Festival**



**Marketing Reach:**

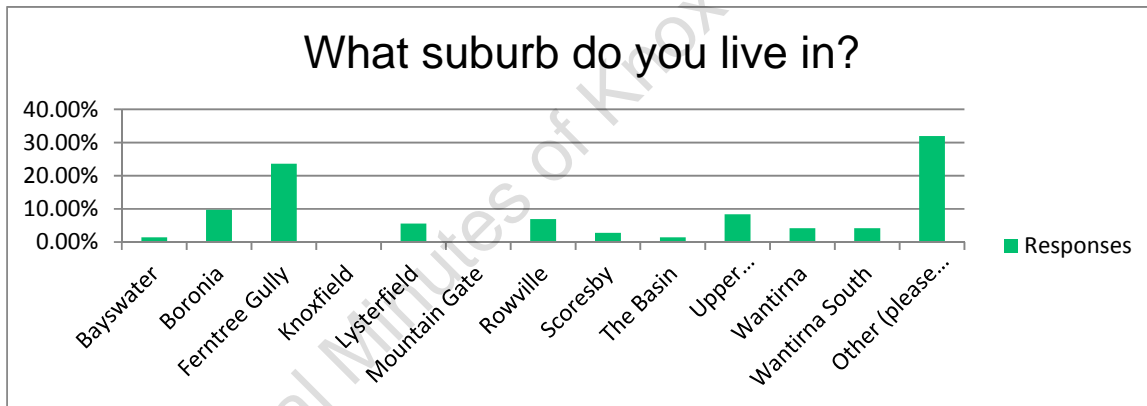


**Patron Satisfaction Rating – Stringybark Festival**

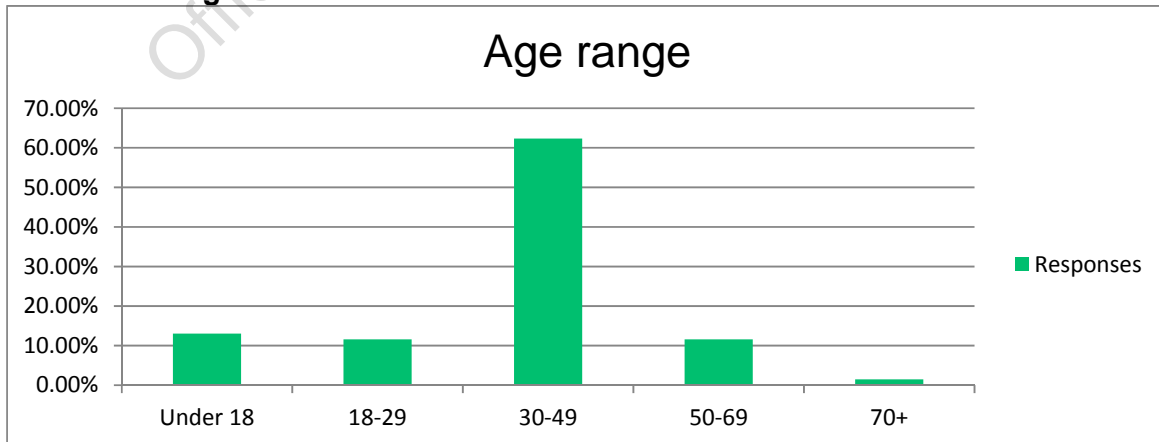


☆	1 STAR (POOR)	2 STARS	3 STARS (GOOD)	4 STARS	5 STARS (WONDERFUL)	TOTAL	WEIGHTED AVERAGE
☆	0.0%	3.8%	23.1%	40.4%	32.7%	52	4.02
	0	2	12	21	17		

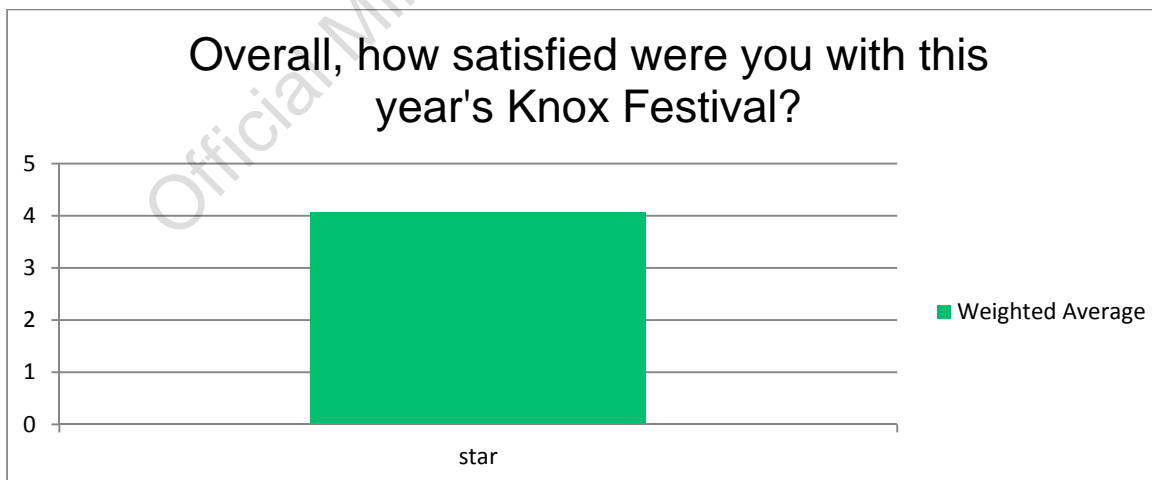
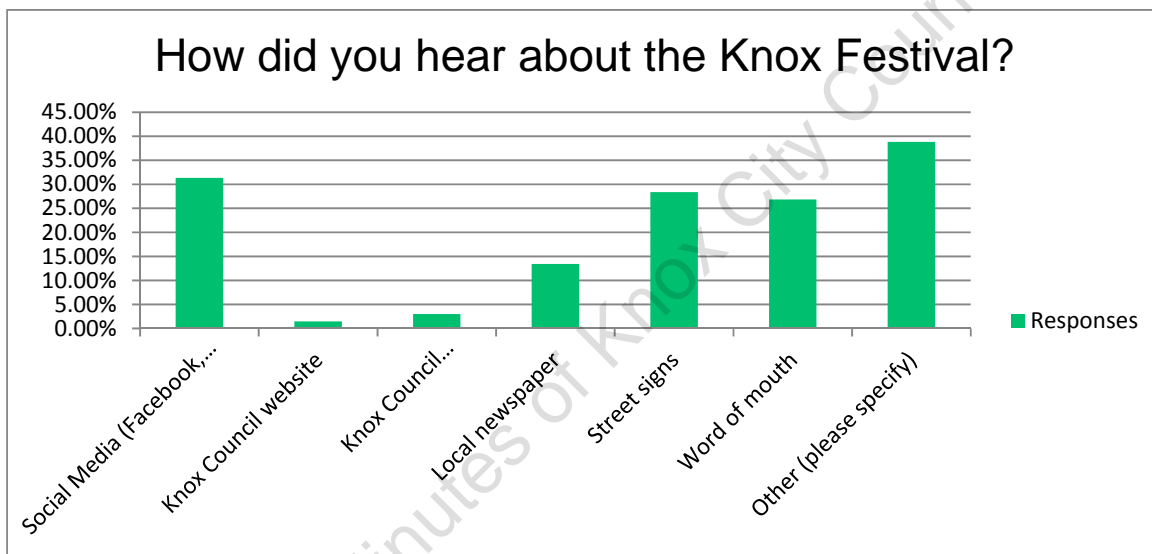
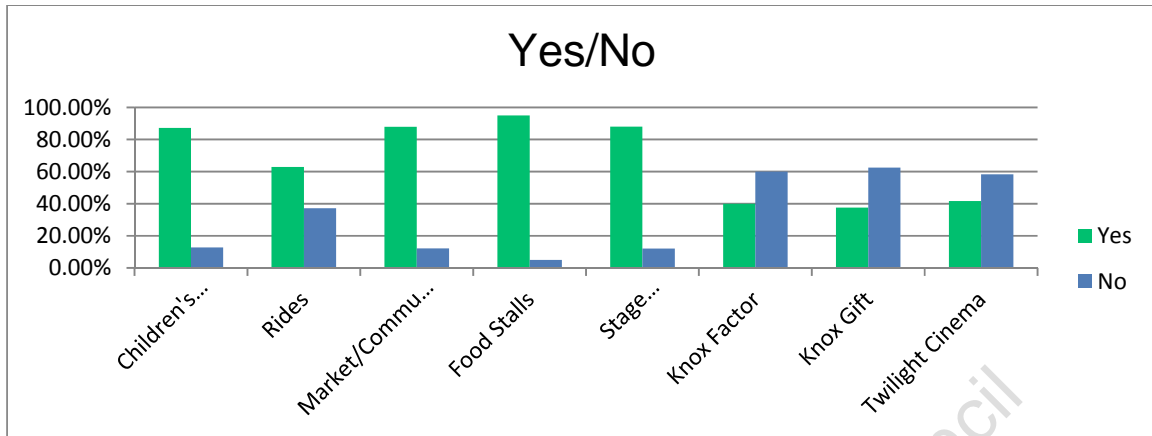
**2) Knox Festival 2018 Patron Survey Report**



**Who is coming to Knox Festival?**



**Reasons for attending the Knox Festival:**



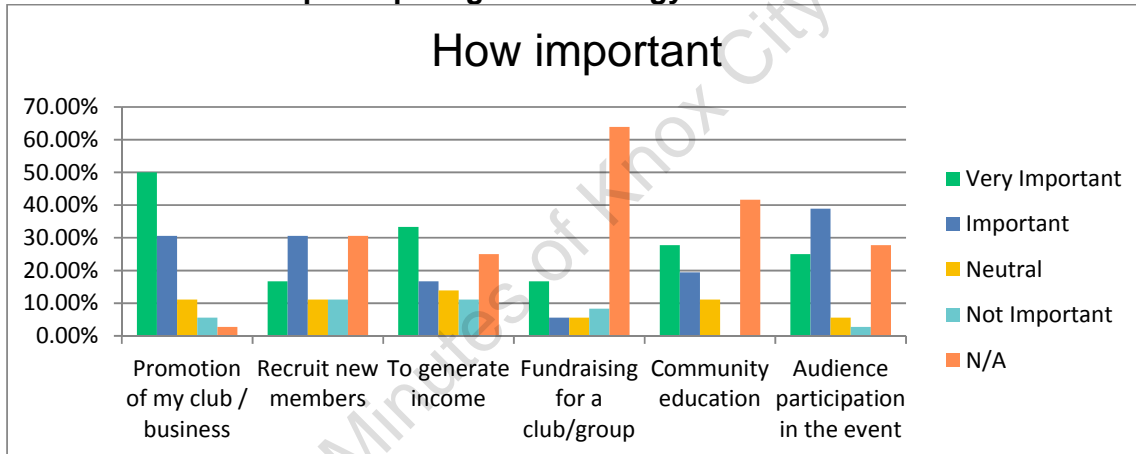


**APPENDIX E: STALLHOLDER SURVEY REPORTS**

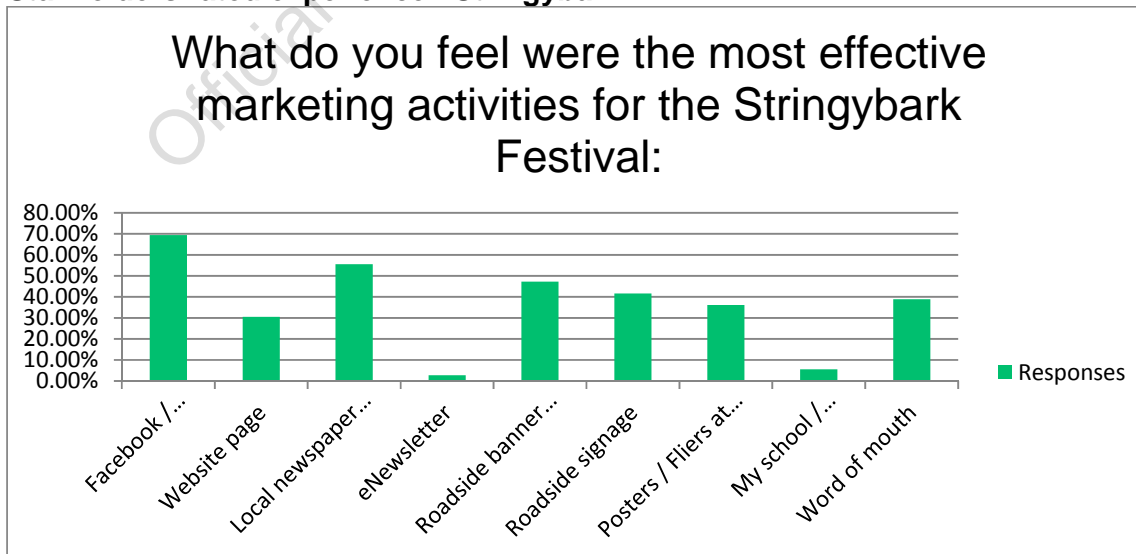
**1) Stringybark Festival 2017 Stallholder Survey Report**

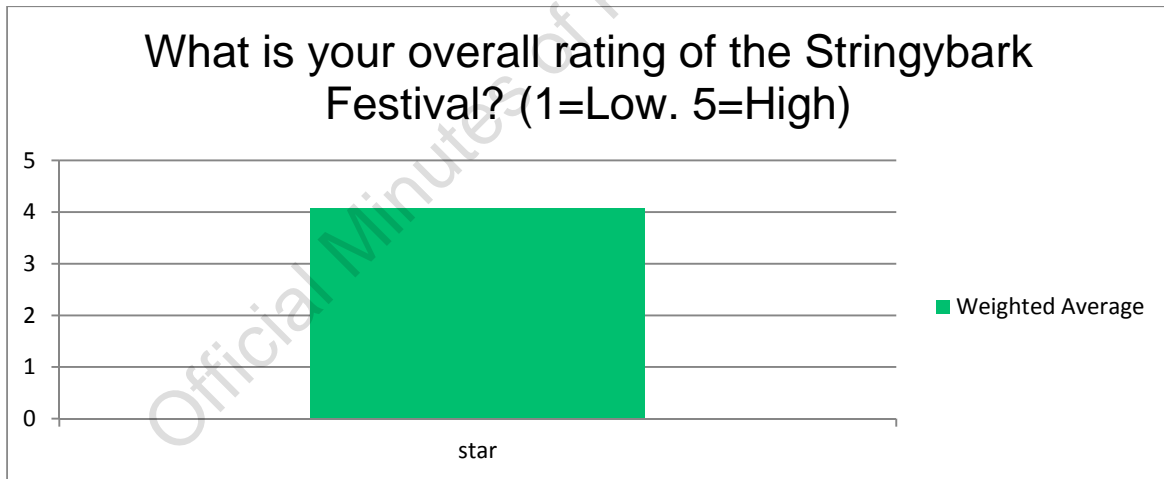
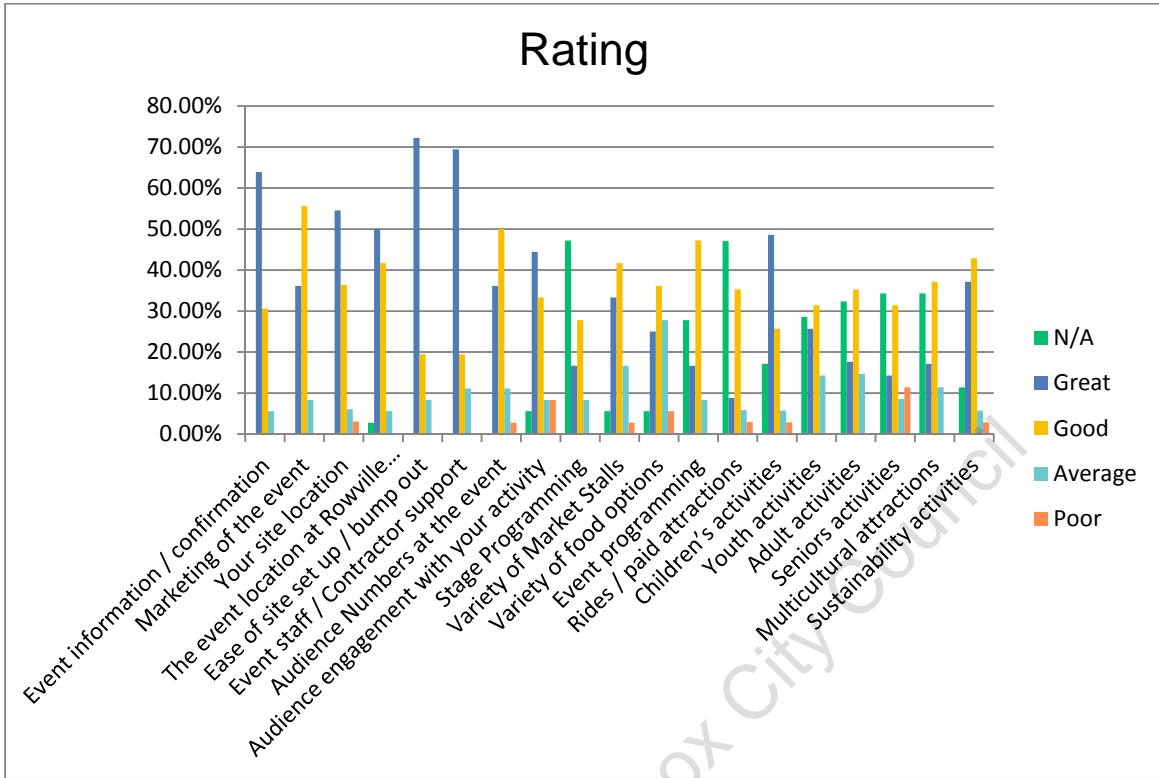


**Aims of stallholders participating at the Stringybark Festival**



**Stallholders rated experience - Stringybark**

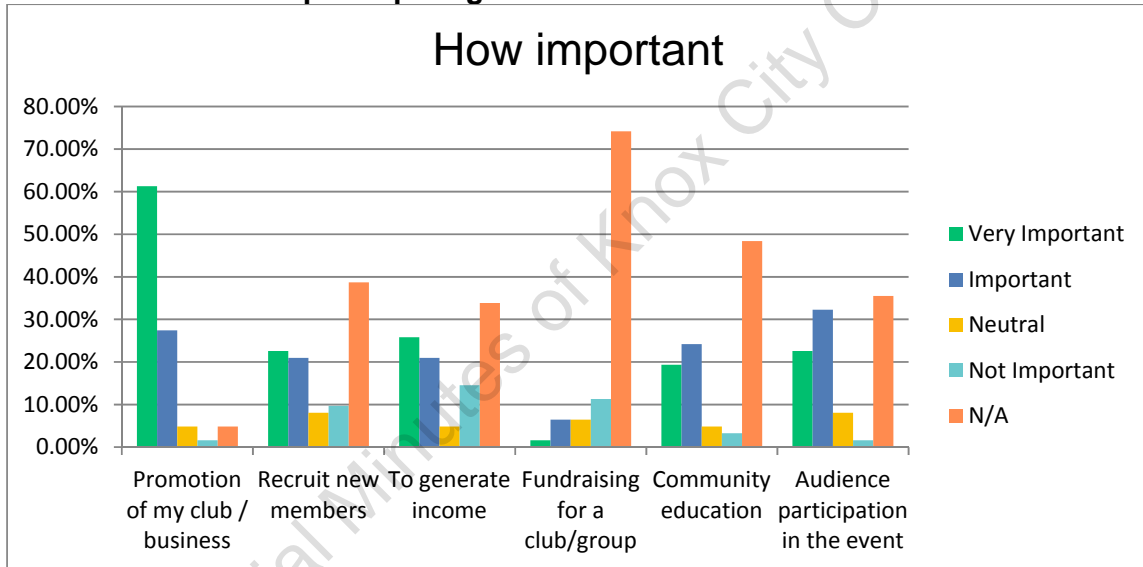




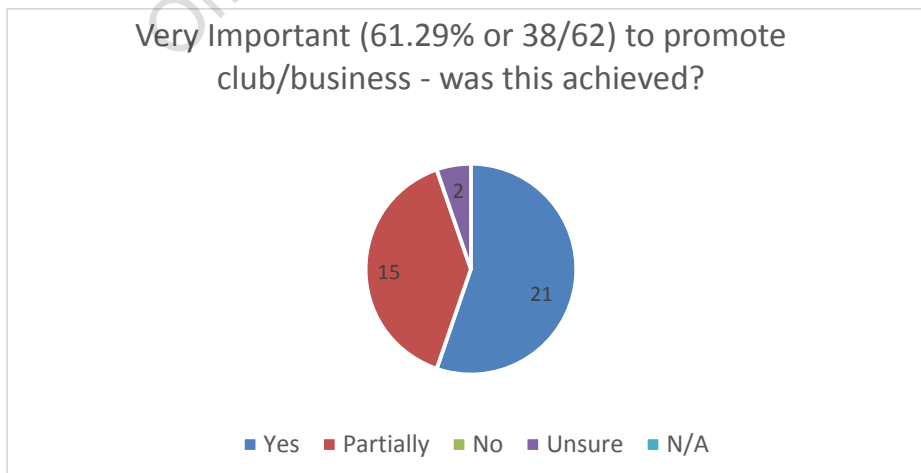
**2) Knox Festival 2017 Stallholder Survey Report**



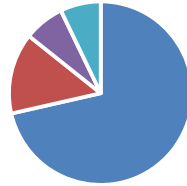
**Aims of stallholders participating at Knox Festival**



**How well did you achieve the important things?**

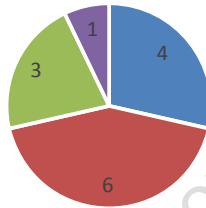


Very Important (22.58% or 14/62) to include audience participation - was this achieved?



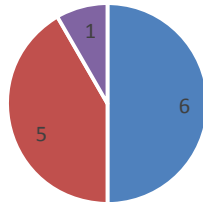
■ Yes ■ Partially ■ No ■ Unsure ■ N/A

Very Important (22.58% or 14/62) to recruit new members - was this achieved?



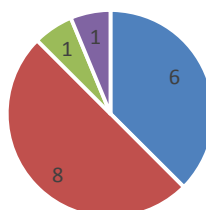
■ Yes ■ Partially ■ No ■ Unsure ■ N/A

Very important (19.35% or 12/62) to provide community education - was this achieved?



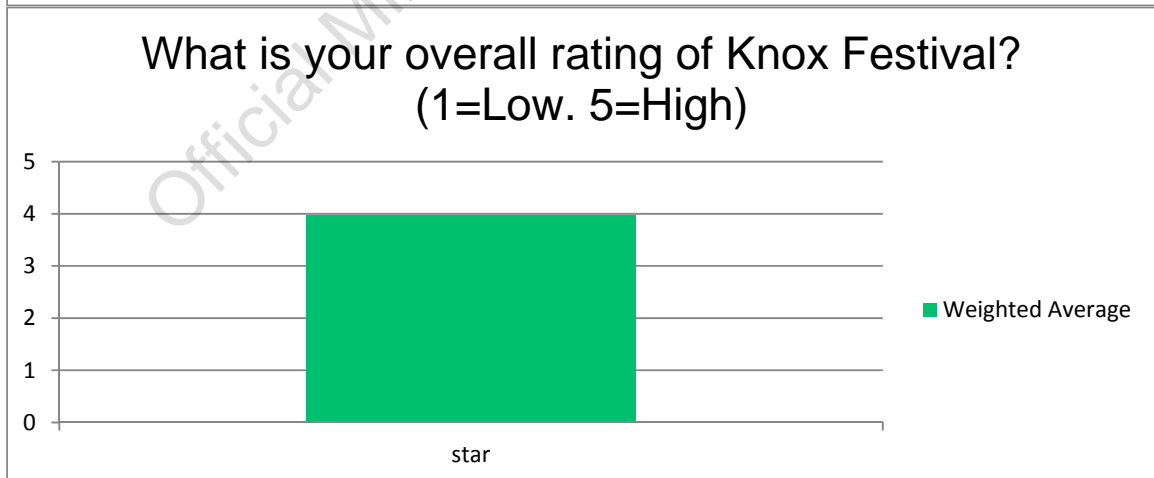
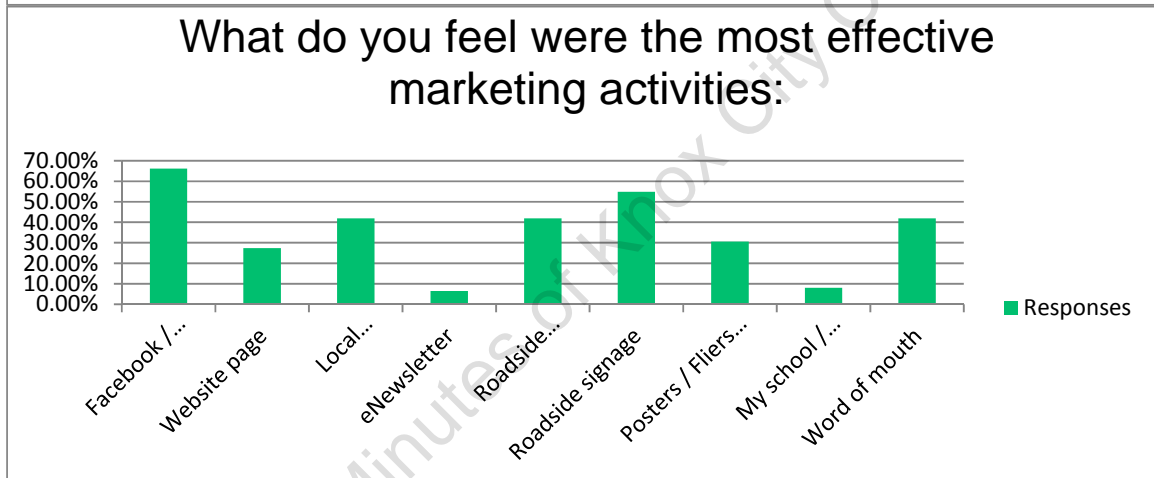
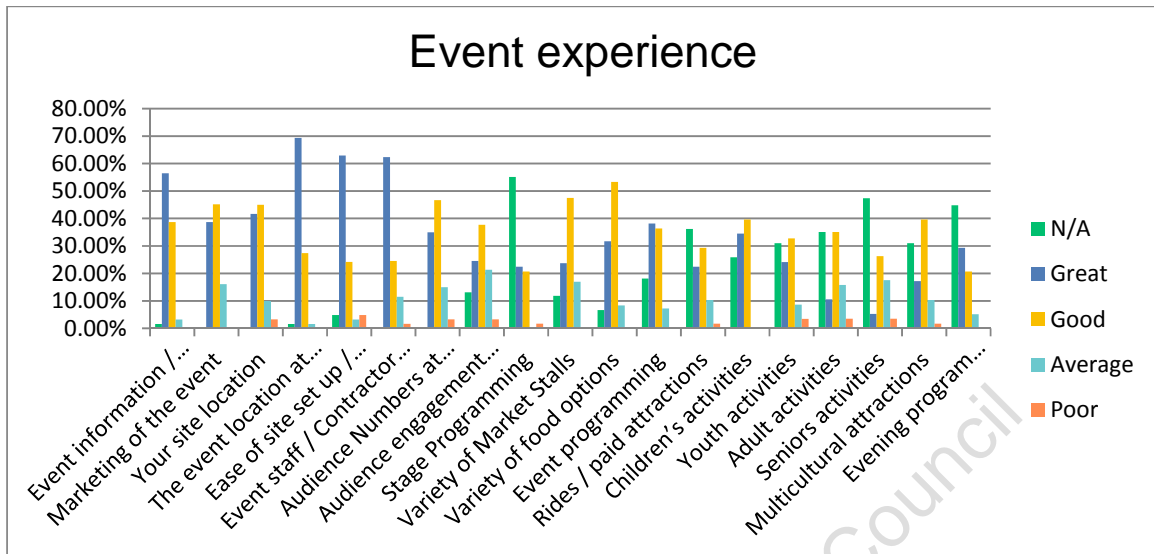
■ Yes ■ Partially ■ No ■ Unsure ■ N/A

Very Important (25.81% or 16/62) to generate income - was this achieved?



■ Yes ■ Partially ■ No ■ Unsure ■ N/A





## **APPENDIX F: Community Feedback Analysis**

### **Online (Social Media) Feedback**

- Many positive comments about the new site layout of Knox Festival and programming for both events well received;
- Request for basic food stalls for kids, such as hot dogs and chips, and face-painting at Knox Festival (a simple inclusion);
- Knox Festival 2018 received feedback from 39 people regarding the cost of rides being too high.
- Knox Festival 2018 we received feedback from 33 people regarding the cost of entry fees, with most of these posts querying if children were free entry, and if shuttle bus and bike riders were free entry;
- Stringybark Festival 2017 received feedback from 18 people regarding the cost of rides being too high;
- Poor choice of rides at Stringybark: not a good fit with event theme / mechanical rides not needed at Stringybark Festival;
- Stringybark Festival 2017 received feedback from 7 people regarding the cost of entry fees, predominantly requesting that younger children being free and bike rides should be free all weekend, not just the Sunday;
- Sustainability stallholder theme at Stringybark not strong enough, too many 'run of the mill' stalls;

### **Festival Surveys**

Intercept and post event surveys were conducted for both Stringybark and Knox Festivals, and are included in Appendix D: Patron Survey Report. This feedback is summarised as follows:

#### **Stringybark Festival Survey Results:**

- Most survey participants are aged 30 – 49 years (with young families)
- Most survey participants come to the event for the sustainability activities, market stalls and community stalls
- 70% of survey participants were most satisfied with the children's activities, 60% satisfied with the stage programming, and 40% with the sustainability activities.
- Most survey participants heard about the event through street signage
- 73% of survey participants gave the event 4 or 5 stars out of 5 stars.

**Knox Festival Survey Results:**

- Most survey participants (35%) do not live in Knox, but within Yarra Ranges, and 20% live in Ferntree Gully.
- Most survey participants said that the children's activities, food, market and stage performances are all equally important reasons to come (80% respectively)
- Most survey participants heard about the event via 'other' - being primarily electronic signboards, with 40% hearing about the event via social media
- The average rating for the event was 4 out of 5 stars.

**Stallholder Survey Results**

The stallholder feedback report for both Stringybark and Knox Festivals is located in Appendix E: Stallholder Survey Report, with the following key findings:

- Survey participants were predominantly community stallholders (40%), market stallholders (40%) or food stallholders (20%);
- Most survey participants felt that social media and roadside signage were the most effective promotional tools for the events;
- 60% of stallholders participate primarily to promote their club/business, with around 25% also seeking to generate income of fundraise, and 'achieved' or 'partially achieved' this objective on average;
- Majority of stallholders stated their experience of the event management was either 'good' or 'great'
- Stallholders rated both events on average 4 out of five stars.

**Knox Arts and Cultural Advisory Committee (KACAC) Feedback**

Several recurring themes of the Festivals and Events program were discussed at length at the April 2018 meeting of Knox Arts and Cultural Advisory Committee. Table Four on page 14 offered a summary of the suggestions as recorded within the minutes.

**3.4 Service Planning Feedback**

The Arts and Cultural Service Plan identified similar issues and recommended:

- reviewing program activities and the current operation and outcomes of its Festival and Events program to ensure their relevance at a grass roots level as well as their sustainability within a competitive environment;
- working to develop place based community initiatives; and
- greater engagement with Knox's culturally and linguistically diverse communities and breaking down existing access and inclusion constraints.

**COUNCILLOR PEARCE VACATED THE CHAMBER AT 8.36PM DURING DISCUSSION ON ITEM 10.1**

**COUNCILLOR PEARCE RETURNED TO THE CHAMBER AT 8.37PM DURING DISCUSSION ON ITEM 10.1**

**DOBSON WARD**

**10.1 AMENDMENT TO SUBMISSION HEARING DATE - PROPOSED SALE OF 2A FRANCIS CRESCENT, FERNTREE GULLY**

**SUMMARY:** *Coordinator Property Management (Angela Mitchell)*

*This report seeks to amend the submission hearing date for the proposed sale of the Council property 2A Francis Crescent, Ferntree Gully from 7 August 2018 to 27 August 2018.*

**RECOMMENDATION**

That Council, in accordance with Section 223(1)(b) of the Local Government Act 1989, hear submissions for the proposed sale of 2A Francis Crescent, Ferntree Gully at 5.00pm on 27 August 2018 at the Knox Civic Centre, 511 Burwood Highway, Wantirna South and appoint the following Committee of Council comprising Cr \_\_\_\_\_, Cr \_\_\_\_\_ and Cr \_\_\_\_\_.

**1. INTRODUCTION**

Council at its meeting on 25 June 2018 resolved in part:

“3. Hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Keogh, Cr Holland and Cr Lockwood to consider submissions at 5.00pm on 7 August 2018.”

**2. DISCUSSION**

Due to an administrative error, the date for the hearing of submissions for the proposed sale of 2A Francis Crescent, Ferntree Gully is required to be amended from 7 August to 27 August 2018.

The 27 August 2018 date will meet the statutory requirement of the required 28 day advertising period for this proposed sale.

**3. CONSULTATION**

There is no requirement to undertake consultation.

**4. ENVIRONMENTAL/AMENITY ISSUES**

There are no environmental issues associated with this report.

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic implications associated with this report.



## **6. SOCIAL IMPLICATIONS**

There are no social implications associated with this report.

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

This report relates to the following goal and strategy within the Knox Community and Council Plan 2017-2021 as outlined below:

### **Goal 8 We have confidence in decision making**

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

## **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 – Dale Monk, Manager Business & Financial Services - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Angela Mitchell, Coordinator Property Management - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Due to an administrative error in the resolution of Council dated 25 June 2018, relating to the date of the submissions hearing for the proposed sale of 2A Francis Crescent, Ferntree Gully, it is recommended that Council amend the date to hear submissions from 7 August 2018 to 27 August 2018.

## **10. CONFIDENTIALITY**

There are no confidential issues associated with this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. LOCKWOOD**

**SECONDED: CR. KEOGH**

**That Council, in accordance with Section 223(1)(b) of the Local Government Act 1989, hear submissions for the proposed sale of 2A Francis Crescent, Ferntree Gully at 5.00pm on 27 August 2018 at the Knox Civic Centre, 511 Burwood Highway, Wantirna South and appoint the following Committee of Council comprising Cr Keogh, Cr Holland and Cr Lockwood.**

**CARRIED**

**DOBSON WARD****10.2 PROPOSED SALE OF COUNCIL PROPERTY – 3 THE AVENUE,  
FERNTREE GULLY**

**SUMMARY:** *Coordinator Property Management (Angela Mitchell)*

*This report presents a recommendation for the proposed sale of the Council property at 3 The Avenue, Ferntree Gully following the conclusion of the statutory process.*

**RECOMMENDATION**

That Council, having completed the statutory process in accordance with the Local Government Act 1989

1. Proceed with the sale of 3 The Avenue, Ferntree Gully, identified in Certificate of Title Volume 7527 Folio 110 as Lot 3 on PS 20631 and Certificate of Title Volume 7090 Folio 816 as Lot 17 on PS 10154.
2. Commence the process to sell 3 The Avenue, Ferntree Gully to EACH (ABN 46 197 549 317) for \$1.1 million plus GST with a settlement period of 60 days from the date of contract.
3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documentation pertaining to this sale.

**1. INTRODUCTION**

One of Council's core responsibilities is to manage its assets in order to optimise their value to the community. Part of this responsibility involves evaluating any unused or redundant assets and releasing the funds tied up in these assets in order to acquire, develop or improve other assets. The subject land (refer Appendix A) is an example of resources tied up in an asset, which Council can deploy in other areas of priority.

Another role of Council is to consider how Council assets can be used in the best interests of the community and to progress achievement of the Community and Council Plan. A key goal of the Community and Council Plan is Goal 2: We have housing to meet our changing needs.

**2. DISCUSSION**

Council at its meeting held on 23 April 2018 resolved as follows:

"That Council, being of the opinion that the property known as 3 The Avenue, Ferntree Gully is surplus to Council's requirements:

1. Commence the statutory process under Section 189 of the Local Government Act 1989, to sell the property, known as 3 The Avenue, Ferntree Gully, identified in Certificate of Title Volume 7527 Folio 110 as Lot 3 on PS 20631 and Certificate of Title Volume 7090 Folio 816 as Lot 17 on PS 10154, by way of private treaty to Eastern Access Community Health

Limited for no less than market value (plus GST) as determined by a certified valuer.

2. Hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Keogh, Cr Lockwood and Cr Gill to consider submissions on Tuesday, 12 June 2018 at 5.00pm.
3. That a further report be presented to Council following the conclusion of the statutory process.”

Appendix B provides an assessment of the property against Council’s Sale of Land and Building Policy principles.

Following Council’s resolution, the administrative procedures associated with the proposed sale were commenced, including publication of a public notice declaring Council’s intent to sell the property. The notice also outlined the process for people to make a submission about the proposed sale.

At the conclusion of the submission period, no submissions were received.

EACH, which has been a long term tenant of this property, had previously indicated interest in acquiring this property for Specialist Disability Accommodation. EACH has now confirmed its agreement to acquire 3 The Avenue, Ferntree Gully for \$1.1 million plus GST. A valuation obtained by certified valuers indicates the market value for this property is \$1.1 million plus GST. This meets Council’s resolution of 23 April 2018.

## **2.1 Local Government Best Practice Guidelines**

The Local Government Best Practice Guidelines for the Sale and Exchange of Land, published by the former Department of Planning and Community Development, provides that where Council is proposing to sell a significant land asset, the sale of such land should be conducted through a public process (ie public auction, public tender or expressions of interest), unless circumstances exist that justify an alternative method of sale (ie private treaty).

Selling public assets by a public process is regarded as best practice for the following reasons:

1. the public process enable the entire market to respond to the proposal; and
2. the process enables Council to transparently demonstrate that it is achieving the best possible return from the sale.

If Council determines to sell the property by private treaty, it should have compelling reasons for doing so, and would need to be satisfied that:

1. the proposal offered to Council cannot be enhanced by undertaking a public procurement process; or
2. the proposal is so unique that it cannot be achieved by any other proponent.

As this site has been identified as surplus to Council's requirements, a sale by private treaty to EACH meets the criteria of the Best Practice Guidelines through the following:

- Council's stated aim in the Affordable Housing Action Plan to support an increase in the availability of social housing, knowing that a gap in provision exists.
- That there is a high need for affordable, supported housing for people with disabilities and the new NDIS Specialist Disability Accommodation (SDA) program offers a new opportunity for Council to support an experienced, local provider to implement this program in Knox.
- By using market valuation, Council can ensure a fair market price, which can be used to invest in other Council priority projects for the municipality in line with the Community and Council Plan.

The sale of this site to EACH is at market value, therefore is on an unencumbered basis, ie with no restrictions (s173 Agreement) on title.

## **2.2 Methods of Disposal**

Council's Policy on the Sale of Land and Buildings and the Local Government Best Practice Guidelines provides that a sale will occur through a public process unless Council resolves that circumstances exist that justify an alternative method of sale.

In this case, an alternative method of sale by private treaty has been undertaken to sell the property by private treaty to EACH for no less than market value with the market value being assessed by a certified valuer.

EACH has agreed to purchase 3 The Avenue, Ferntree Gully at market value.

## **3. CONSULTATION**

A public consultation program has been undertaken to fulfil both statutory and community engagement obligations.

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

Vegetation Protection Overlay Schedule 3 (VP03) of the Knox Planning Scheme affects the site. This overlay seeks to protect remnant overstorey vegetation. As indicated in the assessment (refer Appendix B), there are three trees identified to have 'retention' value and afforded planning protection. The outcome is a slightly reduced developable site area.

Amenity issues such as impact on neighbouring properties and landscaping will be considered as part of any future planning process when the property is proposed to be redeveloped.



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

The proposed sale of 3 The Avenue, Ferntree Gully at the market value of \$1.1 million plus GST, will meet Council's financial objectives and provide significant proceeds from the asset. A valuation dated 3 July 2018 has been obtained and is circulated under separate cover as confidential Appendix C.

## **6. SOCIAL IMPLICATIONS**

The EACH proposal for 3 The Avenue, Ferntree Gully could assist to address a significant lack of social housing for people with disabilities in Knox. It would also continue a long association of this site with support services for people with disabilities.

Disposal of the asset would provide resources for Council to invest in various projects identified in the Council and Community Plan.

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

This report relates to:

### **Goal 2. We have housing to meet our changing needs**

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs

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

Strategy 5.2 - Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community

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

Strategy 7.3 - Strengthen community connections

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

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

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

## **8. 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 – Dale Monk, Manager Business and Financial Services - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Angela Mitchell, Coordinator Property Management) - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

3 The Avenue, Ferntree Gully has been identified as surplus to Council's requirements. The sale by private treaty for market value as assessed by a Certified Valuer to EACH for the construction of SDA's on this site would assist in the current undersupply of social housing within Knox and support Council's objectives within the Knox Affordable Housing Action Plan and Community and Council Plan.

## **10. CONFIDENTIALITY**

A confidential valuation is attached as Appendix C to this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. KEOGH**

**SECONDED: CR. TAYLOR**

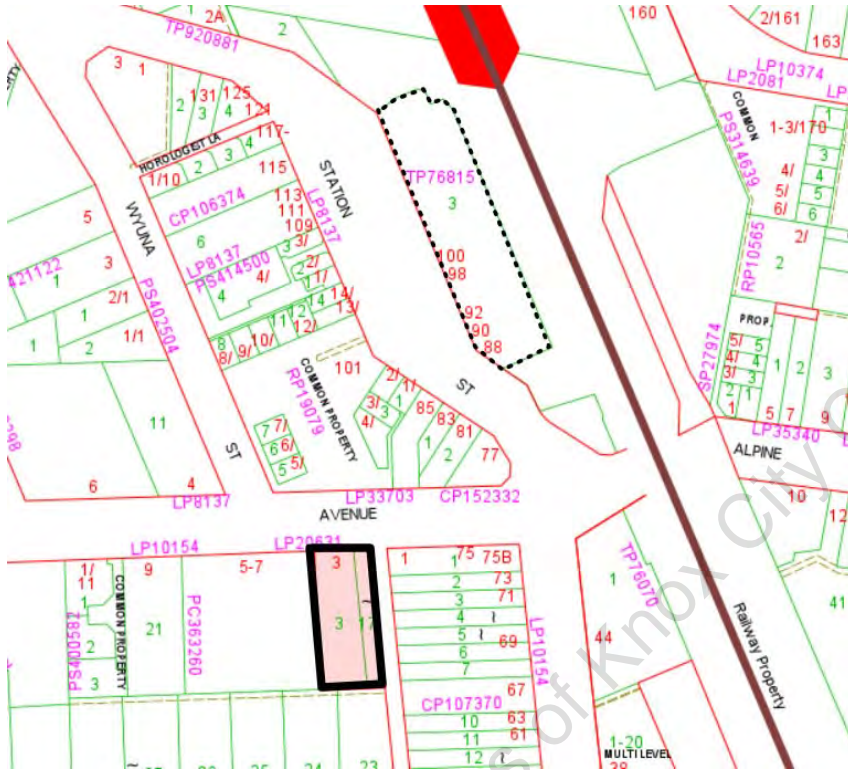
That Council, having completed the statutory process in accordance with the Local Government Act 1989

1. Proceed with the sale of 3 The Avenue, Ferntree Gully, identified in Certificate of Title Volume 7527 Folio 110 as Lot 3 on PS 20631 and Certificate of Title Volume 7090 Folio 816 as Lot 17 on PS 10154.
2. Commence the process to sell 3 The Avenue, Ferntree Gully to EACH (ABN 46 197 549 317) for \$1.1 million plus GST with a settlement period of 60 days from the date of contract.
3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documentation pertaining to this sale.

**CARRIED**

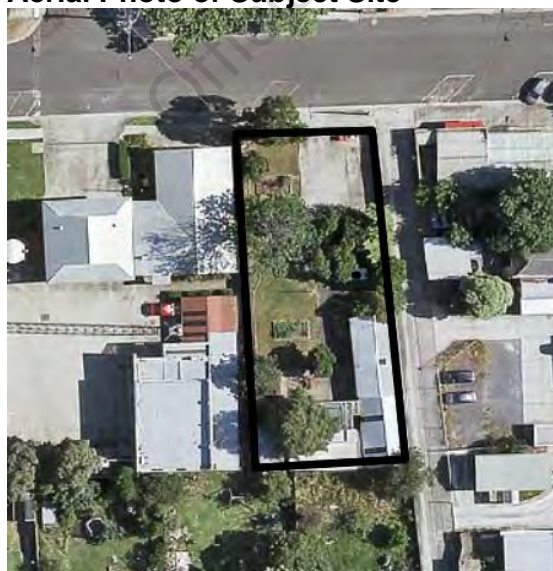
APPENDIX A

Location Map



 Subject Site

Aerial Photo of Subject Site



## APPENDIX B

## ASSESSMENT CRITERIA

## ECONOMIC

<b>Principle:</b>	Council evaluation of surplus property will consider the value the land as well as the cost of retaining the land; ongoing maintenance, utilities and any foregone revenue; as well as any potential return available from use for alternative purposes.
<b>Assessment:</b>	There is currently no revenue from this site as the buildings have been assessed as unusable. The cost to undertake repairs is not feasible, particularly that this site has been assessed as surplus to Council's requirements.

## ENVIRONMENT

<b>Principle:</b>	Council will sell surplus land where retention will not enhance or protect its environmental value.
<b>Assessment:</b>	There is no objection from Biodiversity to the sale. However, a tree audit of the site has been undertaken (refer Appendix B). The outcome is that three trees are identified to have medium retention value and should be considered within any future land development project.

## PHYSICAL WORKS

<b>Principle:</b>	Council will sell surplus land where it is not required in the foreseeable future for the development of new assets or the improvements of existing assets.
<b>Assessment:</b>	Traffic - There are no issues relating to traffic for this property. Stormwater - There are no flood management issues/needs for this parcel. The existing drainage is located within a declared easement. Buildings - Building inspection on 29 August 2017 identified a number of building compliance issues that present a medium to high risk for the service staff and clients. Continued occupancy presents a considerable risk to Council, as the buildings on the site are well past their lifecycle and are becoming increasingly unsafe.

## RECREATION

<b>Principle:</b>	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
<b>Assessment:</b>	The site is not required for Open Space or for other specific recreational use.

## LAND USE PLANNING

<b>Principle:</b>	Council will sell surplus land where there are not compelling land use planning grounds for retention.
<b>Assessment:</b>	There are no compelling land use planning reasons that would obstruct the sale of the land.



**SOCIAL**

<b>Principle:</b>	Council will sell surplus land where alternative social uses have not been identified.
<b>Assessment:</b>	<p>The Council and Community Plan identifies a need for increasing social housing and supporting vulnerable people and people with disabilities.</p> <p>A report (2018) prepared by SGS Economics and Planning Pty Ltd into the demand of Specialist Disability Accommodation (SDA) under the NDIS identifies Knox as an area with high potential demand with low relative supply of SDA's.</p> <p>The Knox Disability Housing Network has also endorsed that there is an undersupply of Specialist Disability Accommodation within Knox.</p> <p>The site has the potential to accommodate specialist disability accommodation and social housing.</p> <p>It could also accommodate other community services, however Council's purchase of land in Ferntree Gully Village may make this unnecessary.</p>

Confidential Appendix C is circulated under separate cover.

*Pursuant to Section 79 of the Local Government Act 1989 (The Act), Councillor Mortimore declared an indirect interest pursuant to Section 78C of the Act in Item 10.3 on the grounds that he is a member of The Basin Fire Brigade which was a proposed recipient of a minor grant.*

**COUNCILLOR MORTIMORE VACATED THE CHAMBER AT 8.44PM PRIOR TO DISCUSSION ON ITEM 10.3**

**COUNCILLOR KEOGH TOOK THE CHAIR AT 8.44PM**

**ALL WARDS**

**10.3 MINOR GRANTS PROGRAM APPLICATIONS**

**SUMMARY:** Governance Officer - (Kirstin Ritchie)

*This report summarises the recommended grants from the Minor Grants Program. All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.*

**RECOMMENDATION**

That Council:

1. Approve the six (6) recommended Minor Grants Program application for a total of \$11,939.80 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Knox Italian Community Club	Funding towards the "Special Needs be Active" sports project to increase the attendance of special needs people playing bocce. Involves replacing manual roller door, building a mobility ramp and new storage cabinet.	\$3,000.00	\$3,000.00
Knox Photographic Society	Purchase of 3 batteries and a dual battery charger to eliminate cables on the floor and make the set-up of the LED lights safer and easier to use.	\$1,000.00	\$1,000.00
Taylors Lane Preschool Committee	Funding towards the reupholstering of noticeboards within the Preschool.	\$2,120.80	\$2,120.80
Lysterfield Cricket Club	Funding to replace the clubs old and broken bowling machine.	\$3,000.00	\$3,000.00

Girl Guides Association of Victoria - Knox District	Funding to replace the Girl Guides Hall broken hot water unit.	\$819.00	\$819.00
The Basin Fire Brigade	Funding towards the catering costs of The Basin Fire Brigade Annual Presentation Dinner.	\$2,000.00	\$2,000.00
	<b>TOTAL</b>	<b>\$11,939.80</b>	<b>\$11,939.80</b>

2. Note the one (1) Minor Grants Program application approved and paid under delegated authority for a total of \$500.00 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
West Gully Preschool Inc	Purchase of new learning resources, to be used within the preschool program, to replace broken/damaged learning resources that had to be disposed of earlier in the year.	\$500.00	\$500.00
	<b>TOTAL</b>	<b>\$500.0</b>	<b>\$500.00</b>

3. Refuse the one (1) Minor Grants Program application for a total of \$945.01 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Alice Johnson 3 Year Old Pre School	Financial assistance to cover annual cost of public liability insurance.	\$945.01	\$945.01
	<b>TOTAL</b>	<b>\$945.01</b>	<b>\$945.01</b>

4. Note that inclusive of the above grants, a total of \$12,439.80 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs.

### **1. INTRODUCTION**

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy (the Policy), effective from 25 July 2017.

Minor Grant applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$3,000.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;
- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

This report presents to Council recommended grant applications in accordance with the Policy.

## **2. DISCUSSION**

Council established the Minor Grants Program to ensure that funding could be provided to community groups who request ad hoc, incidental, community based, one-off grants.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the *Local Government Act 1989*.

In accordance with the Policy, applications for funding up to \$500 are assessed and determined under delegation by the Chief Executive Officer, or delegate. Applications for funding between \$501 and \$3,000 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.



This report outlines the grant applications received since the 25 June 2018 Ordinary Council meeting. It recommends six grants for Council's approval, notes one grant that has been approved and paid under delegated authority and recommends one application for refusal.

The Minor Grants Program application recommended for refusal does not comply with the requirements of section 6.25 of the Policy. This section states that applications for the same or substantially the same project or initiative by the same applicant that has been approved within the current or previous financial year may not be supported. A Minor Grant was approved by Council for Alice Johnson 3 Year Old Kinder to pay for their public liability insurance on 23 October 2017.

### **3. CONSULTATION**

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

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

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

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

The approval of minor grants is managed within Council's adopted budget.

### **6. SOCIAL IMPLICATIONS**

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

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

Provision of the Minor Grants program assists Council in meeting the following objectives under the Knox Community and Council Plan.

Goal 6. We are healthy, happy and well

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

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

- Strategy 7.3 - Strengthen community connections.

Goal 8. We have confidence in decision making

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

**8. 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 – Michael Fromberg, Director Corporate Development - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Kirstin Ritchie, Governance Officer - In providing this advice as the Author, I have no disclosable interests in this report

**9. CONCLUSION**

This report contains the recommendation for funding though the Minor Grants program.

**10. CONFIDENTIALITY**

Confidential Appendix A contains each of the individual grant applications for Council's consideration.

**COUNCIL RESOLUTION**

**MOVED: CR. LOCKWOOD**

**SECONDED: CR. GILL**

That Council:

1. Approve the seven (7) recommended Minor Grants Program application for a total of \$12,884.81 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox Italian Community Club	Funding towards the "Special Needs be Active" sports project to increase the attendance of special needs people playing bocce. Involves replacing manual roller door, building a mobility ramp and new storage cabinet.	\$3,000.00	\$3,000.00
Knox Photographic Society	Purchase of 3 batteries and a dual battery charger to eliminate cables on the floor and make the set-up of the LED lights safer and easier to use.	\$1,000.00	\$1,000.00

<b>Taylor's Lane Preschool Committee</b>	<b>Funding towards the reupholstering of noticeboards within the Preschool.</b>	<b>\$2,120.80</b>	<b>\$2,120.80</b>
<b>Lysterfield Cricket Club</b>	<b>Funding to replace the clubs old and broken bowling machine.</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>Girl Guides Association of Victoria - Knox District</b>	<b>Funding to replace the Girl Guides Hall broken hot water unit.</b>	<b>\$819.00</b>	<b>\$819.00</b>
<b>The Basin Fire Brigade</b>	<b>Funding towards the catering costs of The Basin Fire Brigade Annual Presentation Dinner.</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
<b>Alice Johnson 3 Year Old Pre School</b>	<b>Financial assistance to cover annual cost of public liability insurance.</b>	<b>\$945.01</b>	<b>\$945.01</b>
	<b>TOTAL</b>	<b>\$12,884.81</b>	<b>\$12,884.81</b>

2. Note the one (1) Minor Grants Program application approved and paid under delegated authority for a total of \$500.00 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
<b>West Gully Preschool Inc</b>	<b>Purchase of new learning resources, to be used within the preschool program, to replace broken/damaged learning resources that had to be disposed of earlier in the year.</b>	<b>\$500.00</b>	<b>\$500.00</b>
	<b>TOTAL</b>	<b>\$500.0</b>	<b>\$500.00</b>

3. Note that inclusive of the above grants, a total of \$13,384.81 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs.

**CARRIED**

**COUNCILLOR MORTIMORE RETURNED TO THE CHAMBER AND RESUMED THE CHAIR AT 8.50PM PRIOR TO DISCUSSION ON ITEM 11.1****ALL WARDS****11.1 WORKS REPORT AS AT 3 JULY 2018****SUMMARY:       Coordinator – Capital Works (Gene Chiron)*****The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 3 July 2018.*****RECOMMENDATION**

That Council receive and note the Works Report, as at 3 July 2018.

**1. INTRODUCTION**

This report summarises Council's Capital Works Program for the 2017/2018 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 3 July 2018, is attached as Appendix A.

Highlights of the Works Report as at 3 July 2018 include:

- Road Renewal Program for 2017/18 complete.
- Drainage Renewal Program for 2017/18 complete.
- Footpath Renewal Program for 2017/18 complete.
- Bicycle/Shared Path Program for 2017/18 complete.
- New Footpath Construction Program for 2017/18 complete.
- Stormwater Upgrades Program for 2017/18 complete.

**COUNCIL RESOLUTION****MOVED:       CR. LOCKWOOD****SECONDED: CR. TAYLOR**

**That Council receive and note the Works Report, as at 3 July 2018.**

**CARRIED**



03-Jul-2018

Total Approved  
Budget**Knox City Council Project Status Report**

<b>Project Number</b>	<b>Project Name</b>	
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$599,093</b>
All Wards	The Burwood Highway-Ferntree Gully Community Arts and Library Bridge is currently being designed. The design for the Blind Creek Bridge that was destroyed by the Knox Transfer Station fire is being finalised.  This program is approximately 75% expended with remaining funds to be Carry Forward to complete these works.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$500,000</b>
All Wards	Program for 2017/18 is completed.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,000,000</b>
All Wards	Program for 2017/18 is completed.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,000,000</b>
All Wards	Program for 2017/18 is completed.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$1,900,000</b>
All Wards	Program for 2017/18 completed.	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$500,000</b>
All Wards	Program for 2017/18 completed.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$6,094,500</b>
All Wards	Program is 99% committed/expended. Works nearing completion include Knox Leisureworks - pool plant renewal works, State Basketball Centre - airconditioning renewal works, Electronic Locking Systems to various sites, Stud Park toilet block demolition, Kevin Avenue Factory - roof plumbing renewal, fence renewal, door/roller door replacement. Some funds Carry Forward will be required.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,434,367</b>
All Wards	The 2016/17 program playgrounds have been installed and completed.  Knox Playspace Renewal 2017/18 program, tender has been awarded and the contract documents have been signed for Ainsdale, Segarta, Agora and Templeton Reserves. Tender for Tabilk, Army, Westburn and Philipdale Reserves are currently in tender evaluation stage.	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$250,000</b>
All Wards	Program completed.	
<b>24</b>	<b>Car Park Renewal</b>	<b>\$550,000</b>
All Wards	Program for 2017/18 completed.	

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,985,330</b>
All Wards	Fleet Renewal Program 82% of funding committed. Carry Forward of \$896,200 for capital purchase to be delivered in new financial year.	
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$755,000</b>
All Wards	Tree planting program completed.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$9,256,618</b>
Tirhatuan	Homestead – works are nearing completion. Aiming to complete accessible toilet and remaining minor works in July 2018. Works in accordance with heritage conservation report.  Homestead Gardens - contract has been awarded and works have commenced.  Parklands - progressing with design works and have commenced planning process. Designs to be finalised late 2018.	
<b>43</b>	<b>Shade Sails &amp; Play Structure Maintenance</b>	<b>\$3,193</b>
All Wards	Project completed.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Program for 2017/18 completed.	
<b>147</b>	<b>Energy &amp; Greenhouse Program for Council Facilities</b>	<b>\$70,000</b>
All Wards	Program for 2017/18 completed.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$100,000</b>
All Wards	Program completed.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	Program completed.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$250,000</b>
All Wards	Program for 2017/18 completed.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$50,000</b>
All Wards	Program for 2017/18 completed.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Program for 2017/18 completed.	

Project Number	Project Name	Total Approved Budget
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$366,061</b>
All Wards	A contractor has been assigned to undertake the water depthing survey for lakes 1-3 at Waterford Valley Gold Course, which is scheduled to commence by early July.	
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$280,000</b>
Dobson	Lake shelter installation to occur in early July 2018.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$60,000</b>
All Wards	Program for 2017/18 completed.	
<b>459</b>	<b>Dobson Street Reserve Retarding Basin</b>	<b>\$738,692</b>
Friberg	Project completed.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$50,000</b>
All Wards	Program for 2017/18 completed.	
<b>494</b>	<b>Cathies Lane - Landfill Rehabilitation Works</b>	<b>\$175,000</b>
Scott	<p>Reinstatement of inadequate capping around gas wells exposed in cells 1 and 2 and also topsoiling of exposed areas of capping and depressions completed in February.</p> <p>Recommendation from consultant's investigations is that there is no current requirement to lower leachate at the site. Investigations underway on stability of embankment near leachate pond. Installed drains at top and toe of embankment and undertaking periodic surveys over twelve months to ascertain if the embankment is moving.</p> <p>Investigation underway to determine if high carbon dioxide levels in landfill gas monitoring bores are from the landfill or other sources. EPA have issued a Post Closure Pollution Abatement Notice which will govern the management of the site.</p>	
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade</b>	<b>\$176,094</b>
Tirhatuan	Contract awarded and it is anticipated construction will commence in August 2018.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$64,000</b>
All Wards	Program for 2017/18 complete.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$30,000</b>
All Wards	Carry Forward required due to contractor availability and site handover of Stud Road/High Street yet to be complete.	

Project Number	Project Name	Total Approved Budget
<b>543</b>	<b>Llewellyn Park - Landfill Rehabilitation Works</b>	<b>\$175,000</b>
Scott	<p>Drainage improvements on the site completed in December 2017. Investigation is being undertaken to determine if a landfill gas extraction system is required. This is being done by installing replacement monitoring bores further away from the landfill, as those originally installed are now deemed in some locations to be too close. The replacement bores on the south side were installed in November 2016 and are being monitored. Investigating placement of bores in private property on east side due to close proximity of landfill to property boundaries.</p> <p>Work to remove exposed waste in the south west and North West areas of the site was completed in December 2017. Investigation being undertaken on high carbon dioxide readings in monitoring bores to determine if this is from the landfill or background sources.</p>	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$30,463</b>
All Wards	<p>Restoration of Placemakers Legacy artworks continues with original artist.</p> <p>Minor works to be completed by end of this financial year, however some works remain incomplete, with a Carry Forward required.</p>	
<b>576</b>	<b>Early Years Facility Emergency Warning System</b>	<b>\$50,000</b>
All Wards	Project for 2017/18 completed.	
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre - Design</b>	<b>\$472,867</b>
Dobson	Project on hold at Council request with funds to be Carry Forward to 2018/19. Awaiting further direction.	
<b>589</b>	<b>KEYS - Application Review and Solution Remediation</b>	<b>\$70,000</b>
All Wards	Part of the enhancements identified are scheduled to occur in 2018/19.	
<b>593</b>	<b>Marie Wallace Reserve - Masterplan Implementation</b>	<b>\$416,876</b>
Dinsdale	<p>(1) Access road carpark - works completed.</p> <p>(2) Pedestrian bridge - survey and concept plans completed with approval received from Melbourne Water. Works to include the renewal of existing shared use pedestrian bridge as well as design of a new bridge between ovals. Design and construct documentation proposed to be tendered mid-July 2018.</p>	
<b>607</b>	<b>Ashton Road, FTG - Reconstruction</b>	<b>\$350,000</b>
Friberg	Stage 2 of Ashton Road works packaged with Stage 2 of Kingston Street. Construction nearing completion with asphaltting works anticipated to occur by mid-July 2018 with practical completion inspection to follow.	
<b>608</b>	<b>Kingston Street, FTG - Reconstruction</b>	<b>\$265,000</b>
Friberg	Stage 2 of Kingston Street road works packaged with Stage 2 of Ashton Road. Construction works essentially complete. Awaiting completion of Ashton Road works to arrange practical completion inspection anticipated for mid-July 2018.	



Project Number	Project Name	Total Approved Budget
<b>630</b>	<b>Early Years Hubs - Bayswater</b>	<b>\$5,925,571</b>
Dinsdale	(1) Works progressing, but inclement weather causing critical element delays. Steelwork 80% completed with roofing to commence by early July.  (2) Hub carpark - Geotech investigation has commenced with detailed design due to be completed by end August 2018. Aim to commence construction by early 2019.	
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation</b>	<b>\$430,000</b>
Tirhatuan	Knox Construction appointed and car park works essentially completed with final line-marking to be installed.	
<b>660</b>	<b>Mountain Highway (No. 598), Bayswater Drainage - Design</b>	<b>\$15,015</b>
Dinsdale	Project completed (design).	
<b>664</b>	<b>Stormwater Harvesting Program Development</b>	<b>\$92,961</b>
All Wards	Work is currently underway to provide solutions for Eildon and Batterham Reserves.	
<b>667</b>	<b>Dobson Creek Catchment - Streetscape Water Sensitive Urban Design</b>	<b>\$186,587</b>
Chandler	Stage 2 - Project has been delayed. Project is minor renewal works and will not impact the program. It is scheduled to be completed end of November 2018.	
<b>668</b>	<b>Knox Active Aging Management System (KAAMS)</b>	<b>\$36,266</b>
All Wards	Project completed.	
<b>675</b>	<b>Public Art Project</b>	<b>\$160,858</b>
All Wards	No further public artworks will be delivered this financial year, with the remaining funds to be Carry Forward.	
<b>689</b>	<b>Lewis Park, Wantirna South Oval 1 Renewal</b>	<b>\$700,000</b>
Dinsdale	Fence installation is complete. Extra work is required to level area around cricket wicket.	
<b>708</b>	<b>Cricket run ups and goal squares</b>	<b>\$44,000</b>
All Wards	Program for 2017/18 completed.	
<b>710</b>	<b>Colchester Reserve Rugby Pitches</b>	<b>\$17,160</b>
Chandler	Project completed.	
<b>716</b>	<b>Early Years Hubs - Wantirna South</b>	<b>\$13,511,821</b>
Scott	Inclement weather has slowed extent of works being carried out simultaneously. Construction program will be reviewed to ensure delivery date remains achievable.	

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>717</b>	<b>Knox Central Package</b>	<b>\$8,085,000</b>
Dinsdale	Residual funding from the Operations Centre land acquisition to remain allocated to the project.	
<b>718</b>	<b>Bulk Replacement of Street Lights with LED</b>	<b>\$500,000</b>
All Wards	Project completed.	
<b>721</b>	<b>Eildon Park Reserve (Pavilion upgrade), Rowville</b>	<b>\$97,600</b>
Taylor	Project completed.	
<b>724</b>	<b>Knox (Interim) Library</b>	<b>\$674,215</b>
Dinsdale	Awaiting confirmed start date from Westfield.	
<b>725</b>	<b>Placemakers Site - Design</b>	<b>\$222,263</b>
Dobson	Project to be Carry Forward.	
<b>727</b>	<b>Knox Community Arts Centre - Outdoor Furniture</b>	<b>\$9,517</b>
Dinsdale	Project completed.	
<b>733</b>	<b>Preschool Office/Storage - Minor Works</b>	<b>\$50,000</b>
All Wards	Project completed.	
<b>735</b>	<b>Family &amp; Children Services Buildings Door Jamb Protectors</b>	<b>\$25,000</b>
All Wards	Project completed.	
<b>737</b>	<b>Meals on Wheels site reconfiguration - Stage 2</b>	<b>\$50,000</b>
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months. Funds to be Carry Forward.	
<b>746</b>	<b>Revegetation Plan</b>	<b>\$100,000</b>
All Wards	All planting works for 2017/18 have been completed.	
<b>747</b>	<b>Chandler Park, Boronia - Masterplan Implementation</b>	<b>\$57,128</b>
Chandler	Project completed.	
<b>751</b>	<b>Tim Neville Arboretum - Lake Structure Upgrade</b>	<b>\$141,750</b>
Dobson	Lake shelter installation to occur early July 2018.	

Project Number	Project Name	Total Approved Budget
<b>752</b>	<b>Mountain Gate Shopping Centre Reserve - Implementation</b>	<b>\$154,425</b>
Friberg	Contractor has been awarded. Works to begin in July 2018.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan</b>	<b>\$300,000</b>
Dobson	This project is currently out to tender.	
<b>757</b>	<b>Carrington Park, Knoxfield - Masterplan</b>	<b>\$88,644</b>
Friberg	Carry Forward remaining budget required. Open space and Leisure to implement site works in 18/19 financial year.	
<b>761</b>	<b>Dandenong Creek Gateways - Strategic Road Corridors Revegetation</b>	<b>\$95,795</b>
All Wards	Currently preparing site specific design responses.	
<b>769</b>	<b>Mint Street Wetland System - Stage 2a</b>	<b>\$364,038</b>
Collier	Project completed.	
<b>771</b>	<b>Colchester Road, Boronia – Wetland and Raingarden</b>	<b>\$40,000</b>
Chandler	Project completed.	
<b>773</b>	<b>Suffern Avenue (Waldheim Street) Wetland</b>	<b>\$368,345</b>
Dinsdale	Project completed.	
<b>785</b>	<b>Printer Upgrade</b>	<b>\$43,000</b>
All Wards	Multi Function Printer device rollout completed. Carry Forward \$43,000 to accommodate rollout of remaining automated faxing receipt initiative to be delivered in 2018/19.	
<b>786</b>	<b>Microsoft Office 365</b>	<b>\$200,000</b>
All Wards	MS Office 365 rollout 95% completed (only Councillors remaining). Carry Forward \$200,000 to accommodate rollout of supporting business productivity tools including Skype for Business, Yammer to be delivered in 2018/19.	
<b>787</b>	<b>Website Redevelopment</b>	<b>\$0</b>
All Wards	Project closed – Incorporated into project #945.	
<b>788</b>	<b>Network Drive Migration</b>	<b>\$225,000</b>
All Wards	Network drive migration (G: drive) 10% completed. Carry Forward \$200,000 to accommodate remaining activities to be delivered in 2018/19.	

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>789</b>	<b>Facilities Booking Review/Upgrade</b>	<b>\$71,300</b>
All Wards	Car, Internal Meeting and Function Room Booking system project 5% completed. Carry Forward \$68,300 to complete remaining activities scheduled to be delivered in 2018/19.	
<b>791</b>	<b>Computer Lease</b>	<b>\$120,000</b>
All Wards	Project completed.	
<b>792</b>	<b>PC/Device Rollout Lease</b>	<b>\$280,000</b>
All Wards	Project completed.	
<b>793</b>	<b>Non Leased Software and Hardware</b>	<b>\$120,000</b>
All Wards	Non Leased Software and Hardware initiative 65% completed. Carry Forward \$57,000 to accommodate remaining initiatives to be delivered in 2018/19.	
<b>794</b>	<b>Switch Replacement Program (Leased)</b>	<b>\$250,000</b>
All Wards	Switch Replacement program 25% completed. Carry Forward \$164,000 to accommodate rollout of remaining replacement activities to be delivered in 2018/19.	
<b>796</b>	<b>Park Crescent, Boronia - Reconstruction</b>	<b>\$383,040</b>
Baird	Project completed.	
<b>798</b>	<b>Woodvale Road, Boronia - Reconstruction</b>	<b>\$114,240</b>
Baird	Project completed.	
<b>799</b>	<b>Windermere Drive, Ferntree Gully - Reconstruction</b>	<b>\$305,446</b>
Friberg	Project completed.	
<b>800</b>	<b>Smithfield Square, Wantirna - Reconstruction</b>	<b>\$281,205</b>
Collier	Project completed.	
<b>801</b>	<b>Sasses Avenue, Bayswater - Reconstruction</b>	<b>\$344,202</b>
Dinsdale	Project completed.	
<b>802</b>	<b>Erica Avenue, Boronia - Reconstruction</b>	<b>\$70,725</b>
Baird	Project completed.	
<b>803</b>	<b>Macquarie Place, Boronia - Reconstruction</b>	<b>\$270,289</b>
Chandler	Project completed.	



Project Number	Project Name	Total Approved Budget
<b>804</b>	<b>Dorset Road (169), Boronia - Flood Mitigation</b>	<b>\$97,000</b>
Baird	Project completed.	
<b>806</b>	<b>Cash Fues Place Wetland System - Design</b>	<b>\$60,765</b>
Collier	Project completed.	
<b>809</b>	<b>Bayswater Activity Centre Streetscape Improvements</b>	<b>\$1,620,411</b>
Dinsdale	Streetscape works are nearing completion. There are some minor defect works to be completed.  The works associated with the undergrounding of the power lines is progressing well. It is expected power poles and overhead wires will be completely removed in August 2018.  The 'Aeroplane Boy' sculpture has been installed.	
<b>812</b>	<b>Asset Management System</b>	<b>\$20,000</b>
All Wards	Asset Management initiative 2% completed. Initial planning in progress. Carry Forward \$20,000 to accommodate remaining initiative to be delivered in 2018/19.	
<b>813</b>	<b>Information architecture design and planning</b>	<b>\$280,000</b>
All Wards	Information Architecture design and planning approximately 5% completed. Carry Forward \$280,000 to accommodate continued development of datasets and data mappings to be delivered in 2018/19.	
<b>814</b>	<b>Standard Operating Environment Upgrade</b>	<b>\$130,336</b>
All Wards	Standard Operating Environment established for new devices. Carry Forward \$130,000 to accommodate rollout of Windows/10 to existing devices across the Council to be delivered in 2018/19.	
<b>815</b>	<b>Pathway Smartclient implementation</b>	<b>\$90,000</b>
All Wards	Project closed – Project being reported under #977.	
<b>816</b>	<b>ePathway Payment enhancements/extension</b>	<b>\$80,000</b>
All Wards	Project closed – Project being reported under #977.	
<b>817</b>	<b>WAN Network Enhancements</b>	<b>\$50,000</b>
All Wards	Project completed.	
<b>818</b>	<b>DRP Update and full test</b>	<b>\$0</b>
All Wards	Project closed – Incorporated into project #1026.	

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>819</b>	<b>IT Security Audit (policies &amp; procedures)</b>	<b>\$50,000</b>
All Wards	IT Security Audit 5% completed. Carry Forward \$45,000 to accommodate extensive system(s) penetration testing to be delivered in 2018/19.	
<b>820</b>	<b>Mobile phone refresh (iPhone)</b>	<b>\$20,000</b>
All Wards	Mobile phone refresh ongoing replacement. Carry Forward \$20,000 to accommodate planned replacements to be delivered in 2018/19.	
<b>821</b>	<b>Storage</b>	<b>\$60,000</b>
All Wards	Project completed.	
<b>822</b>	<b>Security, Email Filtering and Firewall</b>	<b>\$57,581</b>
All Wards	Security, Email and Filtering 5% completed. Carry Forward \$57,000 to accommodate remaining initiatives to be delivered in 2018/19.	
<b>823</b>	<b>Computer Room AC &amp; UPS</b>	<b>\$200,000</b>
All Wards	Computer Room upgrade 90% completed. Air-conditioning and Uninterrupted Power Supply (UPS) works completed at Civic Centre Computer room. Carry Forward \$70,000 to accommodate planned improvement works for 2018/19.	
<b>825</b>	<b>Microsoft Licensing (True Up)</b>	<b>\$150,000</b>
All Wards	MS True Up completed for 2017/18. Carry Forward \$200,000 to accommodate preparation and True Up contingency for 2018/19.	
<b>826</b>	<b>Microsoft SQL Licence</b>	<b>\$220,000</b>
All Wards	MS SQL Licence fees 5% completed. Carry Forward \$220,000 to accommodate licencing for databases and software required for ICT Strategy initiatives to be delivered in 2018/19.	
<b>827</b>	<b>Intranet Update (2018/9)</b>	<b>\$615,000</b>
All Wards	Intranet Upgrade/Replacement project 1% completed. Carry Forward \$615,000 to accommodate rollout of remaining initiative to be delivered across 2018/20.	
<b>829</b>	<b>Knox Community Art Centre, Bayswater</b>	<b>\$10,000</b>
Dinsdale	Project completed.	
<b>830</b>	<b>Park Ridge Reserve, Rowville - Oval Renewal</b>	<b>\$56,500</b>
Taylor	Project completed.	
<b>831</b>	<b>Templeton Reserve, Wantirna - Oval Renewal</b>	<b>\$38,000</b>
Collier	Project completed.	

Project Number	Project Name	Total Approved Budget
832	<b>Knox Gardens Reserve, Wantirna South - Oval 2 Renewal</b>	<b>\$14,788</b>
Scott	Project completed.	
833	<b>Knox Gardens Reserve, Wantirna South - Tennis Court Renewal</b>	<b>\$294,000</b>
Scott	Leisure and club consulted on design. Contractor appointed and anticipate construction commencement in late July 2018 with surface works expected to be undertaken in October/November 2018 subject to suitable ambient temperature.	
834	<b>Oversowing of Sports Fields</b>	<b>\$30,000</b>
All Wards	Program for 2017/18 completed.	
837	<b>Westfield (Permanent) Library - Design</b>	<b>\$200,000</b>
Dinsdale	Awaiting outcomes of discussions with Westfield.	
838	<b>Bayswater Community Hub - Scoping</b>	<b>\$120,000</b>
Dinsdale	EMT meeting 5 April discussed status of the current activities occurring with Bayswater Activity Centre and opportunities for enhanced coordination.  Current activities related to this site include: <ul style="list-style-type: none"> <li>- Capacity assessment of potential of four sites for Multipurpose Community Facility</li> <li>- Community planning and engagement regarding Multipurpose Community Facility</li> <li>- Public art installation</li> <li>- Grade separation finalisation works</li> <li>- Bayswater Business precinct transformation project.</li> </ul> To be reported to Council in September 2018 for further direction.	
839	<b>Preschool Bathroom Upgrades - Bena Angliss Preschool</b>	<b>\$222,000</b>
All Wards	Project completed.	
842	<b>Knox Athletics - Hammer Throw Cage Upgrade</b>	<b>\$56,549</b>
Friberg	Project packaged with discus cage. Athletics Club have requested construction commencement be delayed until the period 6 June to 20 July 2018.  Contract works underway with discus cage project expected to be completed by end of August.	
844	<b>Score Boards - Design and Installation</b>	<b>\$390,000</b>
All Wards	Approved projects have been commenced and all but one completed by the end of June. Some Carry Forward required.	
845	<b>Carrington Park Leisure Centre - Basketball Rings</b>	<b>\$35,000</b>
Friberg	Project completed.	

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>846</b>	<b>Knox Gardens Reserve - Lower Oval Shelters</b>	<b>\$39,015</b>
Scott	Project completed.	
<b>847</b>	<b>Boronia Basketball Stadium - Safety Padding</b>	<b>\$36,000</b>
Baird	Project completed.	
<b>849</b>	<b>Repurposing Scoping of Facilities from Hub Projects.</b>	<b>\$93,550</b>
All Wards	Scoping the future use of Family and Children's Services Child Care Centres is tracking late with low impact due to other early years priorities. Once scoping is complete, information will go to Council for further advice mid-late 2018.	
<b>851</b>	<b>Senior Citizens Centres - Facilities Development Plan</b>	<b>\$60,000</b>
All Wards	Project completed.	
<b>853</b>	<b>Aimee Seebeck Hall, Amenities Design</b>	<b>\$20,000</b>
Taylor	Project completed.	
<b>854</b>	<b>Knox Community Gardens/Vineyard Pergola Upgrade</b>	<b>\$10,000</b>
Dinsdale	Knox Community Gardens Group informed Council officers that the upgrade to the pergola is no longer required.	
<b>860</b>	<b>Bergins Road, Rowville - Fowler Road to Kalimna Court Footpath</b>	<b>\$125,000</b>
Taylor	Project completed.	
<b>862</b>	<b>Burwood Highway Shared Path - Traydal Close to Knox School</b>	<b>\$137,900</b>
Collier	Decking to be installed in 2018/19.	
<b>866</b>	<b>Ferntree Gully Village Square - Masterplan Implementation</b>	<b>\$183,585</b>
Dobson	On hold. Design subject to future development plans at the site, following Council purchase of adjoining land.	
<b>867</b>	<b>Knox Regional Netball Centre, Ferntree Gully - Masterplan</b>	<b>\$131,872</b>
Dobson	Feasibility study to be presented to EMT in August 2018.	
<b>868</b>	<b>H V Jones, Ferntree Gully Masterplan Implementation</b>	<b>\$143,000</b>
Friberg	Draft masterplan to seek additional consultation phase.	



Project Number	Project Name	Total Approved Budget
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Review</b>	<b>\$177,000</b>
Friberg	Council Report is currently being prepared.	
<b>871</b>	<b>Energy Performance Audit for Community Buildings</b>	<b>\$418,636</b>
All Wards	Additional information is being sought by Officers on a number of initiatives proposed through the Energy Performance Contract, resulting in a delay in the final Detailed Facility Study being presented to Council. It is anticipated that this will now be brought to Council in September 2018.	
<b>874</b>	<b>Fulham Road, Rowville Reconstruction</b>	<b>\$125,000</b>
Tirhatuan	Project complete.	
<b>875</b>	<b>Parkhurst Drive, Knoxfield Reconstruction</b>	<b>\$120,000</b>
Dinsdale	Detailed design completed. Carry Forward of funding required for this project to the 2018/19 financial year as it is packaged with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting.	
<b>876</b>	<b>Eastgate Court, Wantirna South Reconstruction</b>	<b>\$295,000</b>
Dinsdale	Project nearing completion with some Carry Forward required.	
<b>877</b>	<b>Rosehill Street, Scoresby Reconstruction</b>	<b>\$530,000</b>
Tirhatuan	Contract works completed.	
<b>878</b>	<b>Alma Avenue, Ferntree Gully Reconstruction</b>	<b>\$330,000</b>
Dobson	Contract packaged with Winwood Drive and Helene Court projects. Contract works completed.	
<b>879</b>	<b>Winwood Drive, Ferntree Gully Reconstruction</b>	<b>\$398,000</b>
Dobson	Contract packaged with Alma Avenue and Helene Court projects. Contract works completed with practical completion inspection imminent.	
<b>880</b>	<b>Helene Court, Boronia Reconstruction</b>	<b>\$337,000</b>
Chandler	Contract packaged with Winwood Drive and Alma Avenue projects. Contract works completed.	
<b>884</b>	<b>Glenfern Road Footpath - Burwood Highway to Brenock Park Drive</b>	<b>\$36,961</b>
Dobson	Project completed.	
<b>886</b>	<b>Schultz Reserve - Internal Pavilion Upgrades (Female Friendly)</b>	<b>\$100,000</b>
Collier	Project completed.	

Project Number	Project Name	Total Approved Budget
888	<b>Batterham Reserve Floodlighting Upgrade</b>	\$200,000
Chandler	Project completed.	
889	<b>Wally Tew Reserve Floodlighting Upgrade</b>	\$200,000
Dobson	Project completed.	
891	<b>Henderson Road Bridge - Preconstruction</b>	\$545,900
Friberg	(1) Bridge works - Melbourne Water have agreed in-principle to concept design. (2) Valleyview Drive LATM: Concept being developed. Survey due by early July 2018 and detailed design to follow.	
907	<b>JW Manson Reserve WSUD - Construction</b>	\$240,793
Collier	Council is undertaking an internal process to acquire the land through the Planning Department. Once the process is completed the delivery of the project can proceed through the Stormwater Department.	
923	<b>679 Boronia Road - Service Road, Wantirna - Reconstruction</b>	\$10,000
Collier	Project deferred indefinitely to allow for scoping and complex title investigations.	
924	<b>Cherrington Square, Wantirna - Design</b>	\$15,000
Collier	Detailed design completed with minor modifications to off-street parking design underway following resident feedback. It is proposed to package project with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting.  Works to be carried out over the 2018/19 financial year.	
925	<b>1101 Burwood Hwy, Ferntree Gully - Design</b>	\$5,000
Dobson	Project completed (design).	
926	<b>Windermere Drive, Ferntree Gully - Design</b>	\$25,000
Friberg	Detailed design complete.	
927	<b>Selman Avenue, Ferntree Gully - Design</b>	\$30,000
Dobson	Detailed design completed and feedback provided by VicRoads. This project will be packaged with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting.  Works to be carried out over the 2018/19 financial year.	

Project Number	Project Name	Total Approved Budget
928	<b>Barmah Drive, Wantirna - Design</b>	<b>\$5,000</b>
Collier	Detailed design complete.	
929	<b>Albert Avenue, Boronia - Design</b>	<b>\$55,000</b>
Chandler	Detailed design completed. This project will be packaged with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting. Works to be carried out over the 2018/19 financial year.	
930	<b>Forest Road, Ferntree Gully - Design</b>	<b>\$40,000</b>
Dobson	Detailed design complete.	
931	<b>Underwood Road, Ferntree Gully - Design</b>	<b>\$30,000</b>
Dobson	Detailed design completed. This project is packaged with other road renewal projects as a single tender. Recommendation for appointment to be presented to July 2018 Council meeting. Works to be carried out over the 2018/19 financial year.	
932	<b>Burwood Highway - service road, Ferntree Gully - Design (1)</b>	<b>\$10,000</b>
Dobson	Scope of detailed design extended with design Carry Forward into 2018/19.	
933	<b>Burwood Highway - service road, Ferntree Gully - Design (2)</b>	<b>\$5,000</b>
Dobson	Scope of detailed design extended with design Carry Forward into 2018/19.	
934	<b>Sheraton Cres, Ferntree Gully - Design</b>	<b>\$20,000</b>
Friberg	Detailed design complete.	
935	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$250,000</b>
Tirhatuan	Contract works well underway with majority of works expected to be completed by end of July 2018 with surfacing deferred to October/November 2018 when ambient temperatures are more suitable. Discussions underway with club to increase club contribution so as to enable additional works to be included.	
936	<b>Carrington Park Reserve - Tennis Court Renewals</b>	<b>\$155,000</b>
Friberg	Contractor appointed with works expected to start 23 July 2018 and be completed by mid-August 2018.	
937	<b>Kings Park Baseball Diamond - Safety Fencing</b>	<b>\$60,000</b>
Dobson	Project funds to be Carry Forward for works in July/August 2018.	

Project Number	Project Name	Total Approved Budget
938	<b>Kings Park Reserve - Drainage Renewal Works Oval #1</b>	\$150,000
Dobson	Project completed.	
939	<b>Millers Reserve - Oval Renewal - Design</b>	\$15,000
Chandler	Project completed (design).	
940	<b>Wally Tew Reserve - Cricket net renewals - Design</b>	\$10,000
Dobson	Funding will be carried over into 2018/19 and combined with delivery funding.	
941	<b>Knox Regional Netball Centre - Court Renewals</b>	\$20,000
Dobson	Detailed design completed for the eastern courts.	
942	<b>Tree Management</b>	\$100,000
All Wards	Works to be carried out as required.	
943	<b>Early Years Security Keypads</b>	\$30,000
All Wards	Project completed.	
944	<b>Knox Central (Operations Centre Relocation)</b>	\$500,000
Dinsdale	Planning application has been lodged. Aiming for detailed design completion in late July 2018 in preparation for construction tender.  Remediation and assessment works (relating to contaminated soil at current Centre) are progressing on site in conjunction with an independent environmental auditor.	
945	<b>ICT - Website Redevelopment (Part of Project 787)</b>	\$860,500
All Wards	Request to Carry Forward funds as project will recommence in 2018/19 with an RPQ/RFP planned.	
946	<b>Boronia Precinct Planning</b>	\$390,000
Baird	Transport study has been delayed and will run beyond the current financial year. Stage 1 has been completed and further resource cost will be incurred throughout stage 2 Strategy Development.	
947	<b>Knox Skate &amp; BMX Park - New Youth Pavilion</b>	\$75,000
Friberg	Concept design and cost plan is being prepared for 2018/19 SRV application.	
948	<b>Modular Building Program (Modern Construction Systems)</b>	\$550,000
All Wards	Contractor is progressing for 2018/19 completion of Batterham and Knox Gardens pavilions. Building permit has been issued and construction off site is well underway.	



<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>949</b>	<b>The Basin Neighbourhood House Redevelopment at The Basin Primary School</b>	<b>\$500,000</b>
Chandler	Priority list of fittings, furniture and equipment quoted. Carry Forward required.	
<b>950</b>	<b>Family &amp; Childrens Services Buildings &amp; Facilities</b>	<b>\$270,000</b>
All Wards	Project completed.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$220,000</b>
All Wards	Construction at Stud Park (Rowville) well underway with majority of works completed. Some Carry Forward required.	
<b>952</b>	<b>HV Jones Reserve Floodlighting Upgrade</b>	<b>\$250,000</b>
Friberg	Project complete.	
<b>953</b>	<b>Schultz Reserve - New Floodlighting</b>	<b>\$150,000</b>
Collier	Project complete.	
<b>954</b>	<b>Knox BMX Track - New Storage &amp; Start Gate Structure</b>	<b>\$200,000</b>
Friberg	Funds to be Carry Forward to allow project to be delivered in new financial year.	
<b>955</b>	<b>Gilbert Park Skate Park Lighting</b>	<b>\$25,000</b>
Friberg	Project completed.	
<b>956</b>	<b>Knox Athletics Track - Discus Cage Upgrade</b>	<b>\$75,000</b>
Friberg	Project packaged with Hammer-Throw cage. Athletics Club have requested construction Commencement be delayed until the period 6 June to 20 July.  Contract works underway with Discus project prioritised and expected to be completed by late July.	
<b>957</b>	<b>Kings Park - New Floodlighting (Oval 2) - Design</b>	<b>\$2,000</b>
Dobson	Project completed (design).	
<b>958</b>	<b>Liberty Avenue Reserve - New Floodlighting - Design</b>	<b>\$2,000</b>
Taylor	Project completed (design).	
<b>959</b>	<b>Rowville Community Centre - Lighting Upgrade</b>	<b>\$50,000</b>
Taylor	Project completed.	

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>960</b>	<b>Knox Regional Netball Centre Improvements to Outdoor Amenities</b>	<b>\$150,000</b>
Dobson	Project completed.	
<b>961</b>	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>	<b>\$200,000</b>
Dobson	The project is on hold. Waiting for revised masterplan from Leisure Services and Open Space & Landscape team.	
<b>962</b>	<b>Knox Regional Sports Park Signage</b>	<b>\$130,000</b>
Scott	Concept design is completed. New location has been confirmed. Awaiting authority consent (VicRoads) to proceed to request for quotation. Funds to be Carry Forward to allow delivery of project in the new financial year.	
<b>963</b>	<b>Family &amp; Children Services - Site Master Plans - Stages 1 &amp; 2</b>	<b>\$50,000</b>
All Wards	Project complete.	
<b>964</b>	<b>Relocate Preschool Bag Lockers</b>	<b>\$32,000</b>
All Wards	Project complete.	
<b>965</b>	<b>Billoo Park Preschool - Toilet and Storage Upgrade Design</b>	<b>\$10,000</b>
Collier	Project to be placed on hold until the childcare has relocated to the new Hub and then revisit the facility to scope works.	
<b>966</b>	<b>Alexander Magit Preschool - Verandah Replacement Design</b>	<b>\$10,000</b>
Friberg	Project completed (design).	
<b>967</b>	<b>Goodwin Estate Preschool - Verandah Replacement Design</b>	<b>\$10,000</b>
Chandler	Project completed (design).	
<b>968</b>	<b>Flamingo Preschool - Verandah Replacement Design</b>	<b>\$10,000</b>
Collier	Project completed (design).	
<b>969</b>	<b>Orana Neighbourhood House Kitchen Upgrade</b>	<b>\$5,000</b>
Dinsdale	Funds to be Carry Forward to complete delivery phase of project in the new financial year.	
<b>970</b>	<b>Bayswater Scout Hall at Marie Wallace</b>	<b>\$150,000</b>
Dinsdale	Project implementation subject to provision of a State Government Grant.	

Project Number	Project Name	Total Approved Budget
<b>971</b>	<b>Mountain Highway, The Basin Footpath (Basin Primary School)</b>	<b>\$10,000</b>
Chandler	Project completed.	
<b>972</b>	<b>Mountain Highway, The Basin Footpath (Dorrigo Drive)</b>	<b>\$40,000</b>
Chandler	Project completed.	
<b>973</b>	<b>Mountain Highway, The Basin Footpath (Wicks Road and Basin Shops)</b>	<b>\$340,000</b>
Chandler	Project complete.	
<b>974</b>	<b>Bergins Road right turn lane</b>	<b>\$150,000</b>
Taylor	Project completed.	
<b>975</b>	<b>AV Equipment for Function Rooms</b>	<b>\$150,000</b>
All Wards	Function Room AV upgrade project 25% completed. RFP completed and report provided to Council. Carry Forward \$127,000 to accommodate rollout of equipment, consulting and services to be delivered in 2018/19.	
<b>976</b>	<b>iChris - Chris21 Upgrade</b>	<b>\$117,400</b>
All Wards	iChris (Payroll) Upgrade project 0% completed. Carry Forward \$117,000 to accommodate rollout of initiative to be delivered in 2018/19.	
<b>977</b>	<b>Pathway Online Applications / Permits / Registrations</b>	<b>\$127,000</b>
All Wards	Pathway Online Applications program of works approximately 25% completed. Carry Forward \$241,000 to accommodate rollout of remaining Online initiatives to be delivered in 2018/19.	
<b>978</b>	<b>Microsoft Exchange Upgrade</b>	<b>\$150,000</b>
All Wards	MS Exchange (Cloud) completed. Carry Forward \$150,000 to accommodate planned Exchange related improvements to be delivered in 2018/19.	
<b>979</b>	<b>GIS Phase 3</b>	<b>\$200,000</b>
All Wards	LIDAR Data Capture project is expected to be started in June/July 2018. An RFQ for Vicmap Swapover Project is out to bidders with expected start date in late July 2018. Scoping of 3D GIS Boronia Pilot is underway.	
<b>981</b>	<b>Applications Support - Mobile Computing &amp; Information Integrity (EFT) (2018/19)</b>	<b>\$90,000</b>
All Wards	Mobile computing and Information Integrity 10% completed. Carry Forward \$90,000 to accommodate remaining Mobile computing initiatives including device replacements to be delivered in 2018/19.	

Project Number	Project Name	Total Approved Budget
982	<b>Anne Road, Knoxfield LATM</b> Friberg Contractor is preparing the design.	\$10,000
983	<b>Stewart Street LATM</b> Chandler Traffic devices on all three roads completed and threshold treatments at the intersections with Dorset Road about to start	\$90,000
984	<b>Napoleon Road, Lysterfield Shared Path</b> Taylor Concrete works 50% complete and expected to be finalised shortly. Remaining works will then be the retaining walls and fencing.	\$200,000
985	<b>Napoleon Road, Lysterfield, Shared Path 4 - Design</b> Taylor Detailed design between Catalpa Close and bus-stop on Napoleon Road completed with design review to follow. Plans sent to Traffic & Transport, Public Transport Victoria (PTV) and bus companies and awaiting feedback.	\$10,000
986	<b>Boronia Road Activity Centre Bike Parking</b> Baird Project completed.	\$1,500
987	<b>Wayfinding Signage for Cyclists</b> All Wards Signage currently being manufactured by Contractor.	\$5,000
988	<b>Marie Wallace Bicycle Repair Station</b> Dinsdale Project completed.	\$3,000
989	<b>George Street, Scoresby Bicycle Improvements</b> Scott Project complete.	\$139,000
990	<b>Tyner Rd, Wantirna South New School Crossing</b> Scott Project completed.	\$28,000
991	<b>Wellington Road, Rowville Footpath Connection</b> Tirhatuan Project completed.	\$40,000
992	<b>Karoo Rd, Rowville Footpath Connection</b> Friberg Project completed.	\$25,000



Project Number	Project Name	Total Approved Budget
993	<b>Ferntree Gully Road, Scoresby Footpath Connection</b> Tirhatuan Design completed.	\$10,000
994	<b>Picketts Reserve, Ferntree Gully Masterplan Implementation</b> Baird Project completed.	\$100,000
995	<b>Peregrine Reserve, Rowville - Masterplan Implementation</b> Taylor Council Report is currently being prepared.	\$45,000
996	<b>Arcadia Reserve, Rowville - Masterplan Implementation</b> Tirhatuan Project completed.	\$100,000
997	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b> Scott Planting completed along Llewellyn Park Drive. Revegetation planting scheduled for July 2018.	\$100,000
998	<b>Templeton Reserve, Wantirna - Masterplan Implementation</b> Collier Project completed.	\$170,000
999	<b>Lewis Park, Wantirna South - Masterplan</b> Dinsdale Draft masterplan due to Council for internal review early 2018/19.	\$200,000
1000	<b>Stud Park Reserve, Rowville - Masterplan</b> Tirhatuan Consultants engaged to undertake detailed documentation.	\$40,000
1001	<b>Scoresby Village Reserve - Masterplan</b> Tirhatuan Consultants engaged to undertake detailed documentation.	\$20,000
1002	<b>RD Egan Lee Reserve, Knoxfield</b> Scott The RD Egan Lee draft masterplan has been sent out to stakeholders and local residence for consultation and review.	\$45,000
1003	<b>Wantirna Reserve - Masterplan</b> Collier Project is on hold. Awaiting confirmation of land management with Parks Victoria prior to exhibiting the draft masterplan.	\$50,000
1004	<b>Knox Park, Knoxfield - Relocation of Playground</b> Friberg Project completed.	\$20,000

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1005</b>	<b>Neighbourhood Green Streets</b>	<b>\$50,000</b>
All Wards	Open Space team to undertake site specific plans.	
<b>1006</b>	<b>Bush Boulevards</b>	<b>\$50,000</b>
All Wards	Open Space team to undertake site specific plans.	
<b>1007</b>	<b>Koolunga Reserve (Catchment 910) - Feasibility</b>	<b>\$50,000</b>
Dobson	Concept design underway. Detailed design is scheduled for 2018/19.	
<b>1008</b>	<b>Mont Albert to Forest Roads (catchment 910) - Feasibility</b>	<b>\$20,000</b>
Dobson	Parks Victoria has responded with a request for a site meeting to assess the project application. Meeting is scheduled for 23 August 2018. The progress of the project is based on Parks Victoria's response after the site meeting.	
<b>1009</b>	<b>Talking Tanks Initiative - Flood Protection</b>	<b>\$30,000</b>
All Wards	Flood modelling to date is showing it is very difficult to mitigate flooding in this catchment without a combination of tanks on site, network upgrades, pumps and detention basins. Knox has many catchments similar to this one where traditional methods of flood mitigation is not possible. Flood risk will increase in these areas due to further infill development and climate change.  Stage 1 modelling is now complete. Stage 2 modelling of a combination of options is now underway in partnership with South East Water.	
<b>1010</b>	<b>Dam Condition Audit &amp; Concept Design Solutions</b>	<b>\$50,000</b>
All Wards	An internal review found that the additional retarding basins within the municipality do not meet the ANCOLD definition of a large dam and thus no dam condition audits are required at these sites.	
<b>1011</b>	<b>The Basin Triangle Public Toilet - Installation of Change Table</b>	<b>\$3,500</b>
Dobson	Project completed.	
<b>1013</b>	<b>Marie Wallace Bayswater Solar Panel Installation</b>	<b>\$40,910</b>
Dinsdale	Project completed.	
<b>1014</b>	<b>Batterham Reserve Solar Panel Installation</b>	<b>\$12,513</b>
Chandler	Project completed.	
<b>1015</b>	<b>Tormore Reserve Solar Panel Installation</b>	<b>\$40,910</b>
Baird	Project completed.	

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1016</b>	<b>Kings Park Solar Panel Installation</b>	<b>\$89,091</b>
Dobson	Awaiting on the club to complete verandah project before solar panels can be installed. The solar panel works will need to be Carry Forward into the new financial year.	
<b>1024</b>	<b>ICT - Information architecture design and planning (Part of Project 813) (2018/9)</b>	<b>\$0</b>
All Wards	Project closed – Incorporated into project #813.	
<b>1025</b>	<b>ICT - Pathway Smartclient implementation (Part of Project 815)</b>	<b>\$0</b>
All Wards	Project closed – Incorporated into project #815.	
<b>1026</b>	<b>ICT - DRP Update and Full Test (Part of Project 818)</b>	<b>\$140,000</b>
All Wards	Disaster Recovery Update and Full Test 75% completed. Knox Disaster Recovery centre relocated to South Melbourne and operational. Carry Forward funding to accommodate full DR testing and validation to be delivered in 2018/19.	
<b>1027</b>	<b>Integrated Agenda &amp; Minutes Management system</b>	<b>\$80,000</b>
All Wards	Integrated Agenda and Minutes Management system 65% completed. Carry Forward \$64,000 to accommodate completion of initiative to be delivered in 2018/19.	
<b>1028</b>	<b>ICT - Intranet Upgrade (Part of Project 827) (2018/9)</b>	<b>\$0</b>
All Wards	Project closed – Incorporated into project #827.	
<b>1029</b>	<b>ICT - iChris - Chris21 upgrade (Part of Project 976)</b>	<b>\$0</b>
All Wards	Project closed – Incorporated into project #976.	
<b>1030</b>	<b>ICT - Microsoft Exchange Upgrade (Part of Project 978)</b>	<b>\$0</b>
All Wards	Project closed – Incorporated into project #978.	
<b>1031</b>	<b>ICT - Data Integration - Spatial (2018/9)</b>	<b>\$70,000</b>
All Wards	Data Integration (Spatial) initiative 0%. Carry Forward \$70,000 to accommodate rollout of remaining initiative to be delivered in 2018/19.	
<b>1032</b>	<b>ICT - CRM Citizen Portal for Web</b>	<b>\$65,000</b>
All Wards	CRM Citizen Portal for Web 0% completed. Carry Forward \$65,000 to accommodate rollout of remaining initiative to be delivered in 2018/19.	
<b>1033</b>	<b>ICT - CMS Integration and Portal (2018/9)</b>	<b>\$160,000</b>
All Wards	CMS Integration and Portal 0% completed. Carry Forward \$160,000 to accommodate rollout of remaining initiative to be delivered in 2018/20.	

Project Number	Project Name	Total Approved Budget
<b>1034</b>	<b>ICT - CRM Pilot, Enterprise Solution</b>	<b>\$1,100,000</b>
All Wards	CRM Pilot and Enterprise Wide Solution 0% completed. Carry Forward \$1,100,000 to accommodate initiative to be delivered in 2018/20.	
<b>1035</b>	<b>ICT - Payment Gateway</b>	<b>\$150,000</b>
All Wards	Payment Gateway initiative 0% completed. Carry Forward \$150,000 to accommodate development of remaining initiative to be delivered in 2018/20.	
<b>1036</b>	<b>ICT - HR System Enhancements</b>	<b>\$300,000</b>
All Wards	HR System Enhancements initiative 5% completed. Preparation of Business Case currently underway. Carry Forward \$270,000 to accommodate rollout of the remaining program of works to be delivered in 2018/20.	
<b>1037</b>	<b>ICT - Key Project Initiation Documentation</b>	<b>\$145,500</b>
All Wards	Key Project Initiation documentation initiative 5% completed. Carry Forward funding to accommodate investigation and analyse of key projects to be delivered in 2018/19.	
<b>1038</b>	<b>ICT - Business Strategy and Benefits Identification</b>	<b>\$75,000</b>
All Wards	Business Strategy and Benefits Identification consulting and documentation completed by Pario Consulting. Carry Forward \$15,000 to accommodate supporting activities to be delivered in 2018/19.	
<b>1039</b>	<b>ICT - IT Network Security Evaluation and Upgrade (2018/9)</b>	<b>\$554,000</b>
All Wards	Network Security Evaluation and upgrade 0% completed. Carry Forward \$554,000 to accommodate remaining initiative to be delivered in 2018/19.	
<b>1040</b>	<b>Dandenong Creek Amenity Improvements</b>	<b>\$50,000</b>
All Wards	Installation of gym stations scheduled for early July 2018.	
<b>1041</b>	<b>11 Nathan Street, Ferntree Gully - Flood Mitigation</b>	<b>\$97,000</b>
Dobson	Project completed.	
<b>1045</b>	<b>Egan Lee Reserve - Pavilion Upgrades (Female Friendly)</b>	<b>\$3,000</b>
Scott	Application to SRV was successful. Council has secured \$100,000 for this project.	
<b>1046</b>	<b>Scoresby Recreation Reserve - Pavilion Lift Installation</b>	<b>\$34,460</b>
Tirhatuan	Project completed.	
<b>1047</b>	<b>Colchester Reserve Safety Fencing</b>	<b>\$5,800</b>
Chandler	Project completed.	



<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1052</b>	<b>Coonara House Solar Panels</b>	<b>\$13,636</b>
Dobson	Project completed.	
<b>1053</b>	<b>Eildon Park - New Shade Structure</b>	<b>\$26,227</b>
	Project completed.	
<b>1054</b>	<b>Knox Regional Sports Park - Masterplan</b>	<b>\$150,000</b>
Scott	Community consultation complete. Report to go to Council in August/September 2018 for finalisation of masterplan.	
<b>1063</b>	<b>Sasses Reserve Safety Fencing</b>	<b>\$20,500</b>
Dinsdale	Project completed.	
<b>1068</b>	<b>Rowville Recreation Reserve - Multipurpose Community Workshop</b>	<b>\$350,000</b>
Taylor	The design development is on hold until the overall master planning of the site is complete. This will allow Council officers to investigate possibilities in combining Council projects for a better long-term outcome.	
<b>1071</b>	<b>Park Ridge Reserve Floodlighting Timer</b>	<b>\$940</b>
Taylor	Project completed.	
<b>1084</b>	<b>Goal Post Relocation Project</b>	<b>\$80,228</b>
All Wards	Project completed.	
<b>1097</b>	<b>Wally Tew Reserve - Changing Places Facility</b>	<b>\$200,000</b>
Dobson	Detailed design expected to commence early July 2018.	
<b>1098</b>	<b>Batterham Park, Oval 2 - Floodlighting Relocation</b>	<b>\$75,000</b>
Chandler	Project expected to be completed end of July 2018.	
<b>1104</b>	<b>Boronia CCTV System Installation</b>	<b>\$39,200</b>
Baird	Project will be delivered in the new financial year and will require funds to be Carry Forward.	
	<b>Total:</b>	<b>\$92,698,102</b>

**ALL WARDS****11.2 ASSEMBLIES OF COUNCILLORS**

**SUMMARY:** *Manager Governance and Strategy (Phil McQue)*

*This report provides details of Assembly of Councillors for the period 12 June 2018 to 2 July 2018, as required under section 80A(2) of the Local Government 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.

**COUNCIL RESOLUTION**

**MOVED: CR. LOCKWOOD**

**SECONDED: CR. TAYLOR**

That Council

1. Note the written record of Assemblies of Councillors as attached to this report.
2. Note that Councillor Taylor advised he did not attend the Knox Community Safety, Health and Wellbeing Advisory Committee on 14/6/2018 and that the record of assembly be updated accordingly.
3. Incorporate the records of the Assemblies, with the above change, into the minutes of the meeting.

**CARRIED**

## Complete this Section

Date of Assembly: 12/6/2018

Name of Committee or Group (if applicable): CEO Performance Evaluation Committee

Time Meeting Commenced: 5.00pm

## Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Peter Lockwood

Cr Darren Pearce

## Name of Members of Council Staff Attending:

Tony Doyle

## Matters Considered:

1. Confirmation of Minutes – Meeting held 8 April 2018
2. CEO Key Performance Indicators Report to 30 June 2018

## Any conflict of interest disclosures made by a Councillor attending: \*Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Tony Doyle

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

Date of Assembly: 12/6/2018

Name of Committee or Group (if applicable): Special Issues Briefing

Time Meeting Commenced: 7.41pm

## Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Tony Holland

Cr Jake Keogh

Cr Lisa Cooper

Cr Peter Lockwood

Cr Darren Pearce

Cr Jackson Taylor

Cr Nicole Seymour

Cr Adam Gill

## Name of Members of Council Staff Attending:

Tony Doyle

Kerry Irwin (Item 1)

Ian Bell

Samantha Stanton (Item 2)

Tanya Clark

Corrie Considine (Item 2)

Michael Fromberg

Jude Whelan (Item 3)

Kathy Parton

Carlee Vanderberg (Item 3)

Paige Kennett

Angela Morcos (Item 3)

Ralph Anania

Angela Mitchell (Item 5)

## Matters Considered:

1. Bayswater Football Club
2. Victorian Child Safe Standards and the Reportable Conduct Scheme
3. Proposed Trading Names for Council's New Early Years Hubs
4. Draft Meeting Procedure and Use of Common Seal Local Law 2018
5. Lease – 72 Francis Crescent, Ferntree Gully (Illoura House)

## Any conflict of interest disclosures made by a Councillor attending: \*Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Complete this Section

Date of Assembly: 14/6/2018

Name of Committee or Group (if applicable): Knox Community Safety, Health &amp; Wellbeing Advisory Committee

Time Meeting Commenced: 9.00am

## Name of Councillors Attending:

Cr John Mortimore, Mayor

## Name of Members of Council Staff Attending:

Kathy Parton

Lisette Pine

Yvonne Rust

Tony Justice

Rosie Tuck

Samantha Spooner

## Matters Considered:

1. Boronia Structure Plan Presentation and Discussion
2. Proposal to Develop a Mental Health Forum
3. Planned Yearly Schedule for Safety, Health and Wellbeing Department
4. Update of Advisory Committee Recruitment
5. Organisation and Community Member Updates

Any conflict of interest disclosures made by a Councillor attending: \* Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Lisette Pine

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

Date of Assembly: 26/6/2018

Name of Committee or Group (if applicable): Knox Multicultural Advisory Committee

Time Meeting Commenced: 6.30pm

## Name of Councillors Attending:

Cr Peter Lockwood

## Name of Members of Council Staff Attending:

Joan Pepi

Joy Temple

Peter Johnston

## Matters Considered:

1. National Disability Insurance Scheme
2. The Project - Cultural Diversity Short Films - Feedback
3. Reports from Knox Multicultural Advisory Committee Members
4. Knox City Council Community Access and Equity Implementation Plan Report

## Any conflict of interest disclosures made by a Councillor attending: \* Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

## Name of Person Completing Record:

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## Complete this Section

Date of Assembly: 28/6/2018

Name of Committee or Group (if applicable): Early Years Advisory Committee

Time Meeting Commenced: 6.30pm

## Name of Councillors Attending:

Cr Adam Gill

Cr Lisa Cooper

## Name of Members of Council Staff Attending:

Vicki Kindilien

Robyn Renkema

Janine Brown

## Matters Considered:

1. Confirmation of Minutes of Previous Meeting
2. Together for Equality and Respect Strategy 2017
3. Reform in the Child and Family Services System
4. Early Years Advisory Committee Round Table Discussion
5. Increase in Mental Health Issues for our (Early and Middle Years) Children

## Any conflict of interest disclosures made by a Councillor attending: \* Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Beck Wright

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Complete this Section

Date of Assembly: 2/7/2018

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.35pm

## Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Peter Lockwood

Cr Darren Pearce

Cr Nicole Seymour

## Name of Members of Council Staff Attending:

Tony Doyle Sam Stanton (Item 1)

Ian Bell Kathy Parton (Item 2)

Michael Fromberg Tanya Clark (Item 3)

Julia Oxley Yvonne Rust (Item 3)

Kerry Stubbings Judy Chalkley (Item 4)

Phil McQue Robbie Leslie (Item 4)

Paige Kennett

## Matters Considered:

1. Leading on Gender Equity in Knox's Workforce
2. Family Violence and Gender Equity Implementation Plan 2018-2021
3. Boronia Renewal Project – Progress/Update
4. Knoxfield/Carrington Park Senior Citizens Centre Scoping Analysis and Concept Design
5. Knox Basketball Inc Cost Benefit Analysis

## Any conflict of interest disclosures made by a Councillor attending: \* Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



**12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN****12.1 NOTICE OF MOTION – NO. 82**

**MODIFY PUBLIC CONSULTATION PROCESS ON MILLERS  
HOMESTEAD, BORONIA**

**COUNCIL RESOLUTION**

**MOVED: CR. LOCKWOOD**

**SECONDED: CR. PEARCE**

**That Council resolve:**

- 1. To note that the public consultation for period for Proposed Amendment C171 (rezoning of Millers Homestead) is for six weeks rather than the statutory four weeks;**
- 2. That we extend consultation to include community feedback on potential uses for Millers Homestead;**
- 3. That we contact the residents of Melrose Court, Dorrigo Drive, Gilja Court, Tathra Court, Clover Court, Jarrah Court, Bambil Court, Bogan Court, Casuarine Avenue, Hovea Court, Karri Court, Eugenia Court and Shalimar Court inviting them to make submissions; and**
- 4. That we undertake to consider all submissions received during the consultation, except those made anonymously, and be guided by those submissions when making its decision on Proposed Amendment C171.**
- 5. Note that a written commitment to residents near Millers Homestead to undertake a wide circulation of information when dealing with issues affecting the homestead was given in 18 August 2005;**
- 6. Note that there is already overwhelming community opposition to proceeding with the amendment process, especially from those residents directly affected, that is, living adjacent to Millers Homestead;**
- 7. To receive a report in November 2018 on the community interaction with Council regarding Millers Homestead over the past 25 years, noting an attempt to change the planning scheme to allow receptions in 1996 and usage of the Homestead by U3A in 2005; and**
  - This report include usage of Millers Homestead by the Council and the community since 1997;**
  - This report include complaints made by community members over the past 5 years in relation to Millers Homestead; and**

- This report include any past reports to Council on potential uses of Millers Homestead.
8. That after the C171 amendment process is concluded Council establishes a process to keep the community informed through such things as public meetings, focus groups and regular information dissemination, assisting Council to determine the future productive use of Millers Homestead, including social, environmental and economic considerations.

#### PROCEDURAL MOTION

MOVED: CR. PEARCE  
SECONDED: CR. TAYLOR

That Councillor Lockwood be permitted an extension of time under Clause 47 of the Meeting Procedure and Use of Common Seal Local Law 2018.

CARRIED

THE MOTION WAS CARRIED

**13. SUPPLEMENTARY ITEMS****ALL WARDS****13.1 PUBLIC TRANSPORT ADVOCACY**

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

*This report provides Council with an opportunity to review its current advocacy public transport position in the lead up to the state election and in view of recent public transport announcements by both the State and Federal Government. The report proposes key advocacy themes and presents a public transport network vision to inform advocacy approaches.*

**RECOMMENDATION**

That Council

1. note the funding of \$3m in the State Government budget funding for the delivery of a feasibility study for a light rail option from Caulfield to Rowville, via Dandenong Road and Wellington Road and passing Monash University;
2. note the State Government study is currently proposing that the light rail project be delivered in two stages, the first terminating at Blackburn Road and the second at Rowville;
3. note \$475m funding in Federal budget allocated towards a 'Rowville Rail' project connecting Huntingdale station, Monash University and Rowville, with \$23m to be allocated over the four year forward estimates period;
4. Endorse the attached advocacy brochure (Appendix A) as the basis of a future vision for transport in Knox;
5. Writes to the Premier of Victoria and Member for Mulgrave, Hon Daniel Andrews MP supporting any proposed investment in public transport in Knox and stating:
  - Council's desire for the Rowville Rail project to be delivered as a heavy rail solution in line with Council's long standing advocacy position;
  - that any proposed delivery approach should ensure that the project is delivered in one stage to Rowville to achieve maximum patronage and fully realise economic growth potential in Melbourne's east; and
  - that Rowville Rail represents one of many public transport priorities across Knox and neighbouring municipalities to support delivery of a sustainable transport network in Melbourne's east;
6. Writes to the Hon. Paul Fletcher, Minister for Urban Infrastructure and Cities, acknowledging the funding commitment for Rowville Rail and calling for the immediate establishment of a cross Government working group to deliver on requirements of heavy rail solution to Rowville; and

7. Continues to work with State Government departments and bus operators to advocate for bus service improvements across Knox.

## **1. INTRODUCTION**

Knox Council has a strong history in public transport advocacy and a well regarded reputation for its public transport advocacy approaches, noting that the desire to have better public transport offerings in Melbourne's East is stronger than ever. Council has also played a strong leadership role for public transport advocacy through the Eastern Transport Coalition, recognising that significant public transport initiatives cross municipal boundaries and therefore require a strategic regional approach.

A key challenge for Knox when determining advocacy priorities is to filter through the numerous suitable projects in order to determine priority. This in part is informed by two strategic positions of Council:

1. Public Transport advocacy remains a key objective in Council's Community and Council Plan, identifying key initiatives such as Knox Tram, Rowville Rail and improved bus services, in addition to a more general call for improved sustainable transport infrastructure and services.
2. Council also considers annually a report on Major Transport, which assess and ranks Council priorities, noting that the most recently endorsed list includes Rowville Rail, Knox Tram and the Dorset Road extension as the top priorities.

With a State Government election looming, there also exists an opportunity to escalate and align Council's Public Transport advocacy to priorities articulated by Government.

Transport Infrastructure spending is clearly on the agenda of both political parties including recent announcements regarding provision of additional commuter parking around train stations and a \$3m investment to explore the feasibility of delivering a light rail link from Caulfield Station to Rowville via Dandenong and Wellington Roads. Through the Eastern Transport Coalition, the Government has also expressed an interest in smaller scale programs including rail station upgrades incorporating minor works and bus service enhancements, which may incorporate new routes, the extension of operating hours and the provision of innovative bus services.

Given the above, it is proposed that near term advocacy efforts give immediate focus to delivery of a strategic transport vision for the east of Melbourne, supported by Rowville Rail and the Knox Tram as key east-west transport spines, Springvale Road and Stud Road as the key north-south spines accompanied by better bus services. This strategic transport vision is outlined in the attached advocacy document (Appendix A).

## **2. DISCUSSION**

### **2.1 Current Government Priorities**

As the Victorian State Government has essentially operated without a formal transport plan to guide investment across the last ten years, the only true gauge



of Government's position on Rowville Rail has been through direct approaches with elected representatives through both Council and the ETC. Over the last 4-5 years, the Government response when pressed on Rowville Rail has remained consistent, namely that at best, it represents a longer term aspiration of Government, noting that delivery of the Melbourne Metro project and the Level Crossing Removal Program remain the top priorities.

When the current Government established Infrastructure Victoria to assess infrastructure priorities across both metropolitan Melbourne and Regional Victoria, the Rowville Rail project was considered, however ultimately disregarded. It was again seen as a longer term priority, noting that a lower order transit solution, namely bus rapid transit or light rail might be deemed more appropriate. It's to be noted that growth areas remained a higher strategic priority in the current Infrastructure Victoria landscape, directly influencing the priority of projects. Recent work completed by the Victorian Planning Authority around the Monash Employment Cluster, identified the need for Wellington Road to support a higher order transit solution, but stopped short of suggesting a heavy rail solution.

The ETC has broadened its advocacy approach in recent times, having spent many years giving focus to higher order transport solutions such as Rowville Rail and Doncaster Rail, with only limited success. The most recent ETC strategy document calls for a more holistic approach to sustainable transport initiatives, giving a strong focus to better buses, highlighting gaps in service provision, frequency and duration of services, as well as supporting infrastructure.

It also targets better transport interchanges, some priority strategic road improvement projects in addition to road space allocation and a range of active transport (walking, cycling and shared paths) initiatives.

State Government has been generally welcoming of this broader approach to advocacy as it typically provides them with a wider platform from which they can align projects to programs. In recent dialogue with ETC, the Minister of Public Transport's office have conveyed an interest in pursuing the following themed opportunities:

- Station upgrades – incorporating typically minor scale works which may incorporate upgraded for passengers, lighting and security, enhancement to station environs and provision of bicycle cages.
- Bus enhancements – noting that there is currently no appetite from Government to deliver a bus review for Melbourne. This is due in part to the time and expense in achieving such an outcome. There is interest in innovation in the field of bus servicing, noting that this may include the utilisation of smaller bus fleets and/or on demand services.
- The Government has expressed a desire to not lose or change existing bus routes or services and have indicated that if a new route was to be proposed, there would need to be a valid business case to support its justification. It has been stated that enhanced frequency and duration of services in the off peak/weekend period is easier to respond to compared with the provision of entirely new services, which require significant capital expenditure.

- Use of technology to achieve transport outcomes.

## **2.2 Rowville Rail**

Knox Council was instrumental in getting the Rowville Rail project on the Victorian State Government radar. Two studies were originally commissioned by Knox. The first in 2004, a prefeasibility study, co-written by Professor Peter Newman and Bill Russell, explored at strategic level the relative merit of bringing a heavy rail solution to Rowville. Included in the study was a review of the relative merits of various light and heavy rail routes to Rowville. Two heavy rail options were originally examined, one along the Wellington Road corridor from Huntingdale Station to Stud Park via Monash University along the Wellington Road corridor and a second being the extension of the Glen Waverley Rail line. The study concluded that a heavy rail along the Wellington Road corridor was feasible.

Following extensive lobbying from Council and the community, the State Government, in 2011, commissioned a feasibility study. Known as the Rowville Rail Stage 1 study. This study was released in March 2012 for public consultation and specifically concentrated on the feasibility of a heavy rail service along the Wellington Road corridor.

At the same time as the State Government was undertaking the Rowville Rail Stage 1 study, Council commissioned a complementary study, known as The Rowville Rail Project Economic Impact Study. This study provided advice on the likely economic and employment impacts that could be expected for the City of Knox if the proposed Rowville Rail Project was constructed.

The work considerably raised the profile of Rowville Rail as a concept, and provided a strong foundation for the subsequent advocacy efforts undertaken by Council.

Both directly through Council and as part of the Eastern Transport Coalition (ETC), there have been repeated calls for Government to progress design development for the Rowville Rail project, with only limited success in recent times.

To this end, considerable advocacy work was undertaken, seeking that Government progress via a Stage 2 report for detailed design development to be led by the Department of Transport. However when it was ultimately delivered in 2015, led by PTV, the work essentially re-packaged previous analysis undertaken through earlier reports.

In April 2018, the Victorian State Government announced a \$3m investment for design and planning works to examine alignments, park and ride options, stop locations, cost and travel time benefits in delivering a light rail connection between Caulfield Station and Rowville via Dandenong Road and Wellington Road. Under this proposal, Stage 1 would link Caulfield Station to Monash University's Clayton campus via Chadstone Shopping Centre with Stage 2 connecting Monash University at Blackburn Road to Rowville via Waverley Park.

In an ETC meeting held at Monash Council on April 19, Transport for Victoria (TfV) representatives provided an overview of the work undertaken to date and near term works expected to be completed. The TfV representatives indicated strongly that the incorporation of both planning and design works are to be expedited, which provides a strong indication of the desire of Government to progress the project. They also indicated that delivery of a light rail solution would not preclude delivery of a heavy rail solution into the future.

In delivering its proposed 2018/19 budget, the Federal Government announced \$475m towards the Monash rail link. Of the funds committed, only \$23m will be spent in the next 4 years for planning and pre-construction work associated for the project. The Federal Urban Cities and Infrastructure Minister has identified that the proposed contribution should consider supporting a heavy rail, rather than light rail solution.

Recent announcements dictate that it is timely that Council formalise its advocacy position in relation to recent announcements regarding Rowville Rail. The current context provides opportunity for Council to consider Rowville Rail as part of a whole of network approach, incorporating other key priority public transport corridors, including light rail proposals and the identification of supporting bus servicing improvements. This network approach responds to both the existing and the proposed land use context within Knox and surrounding municipalities.

### **2.3 Knox Tram**

The original Burwood Highway tram line was constructed to Warrigal Road in 1916 and has had three extensions since that time. It was extended to Middleborough Road in 1978, to Blackburn Road in 1993 and then to Vermont South in 2005.

The extension of the tram line to Knox was first examined as part of the Scoresby Corridor Environmental Effects Statement in 1998. One of the recommendations from this study was for the tram line to be extended to Knox City Shopping Centre.

The route 75 tram was extended from Blackburn Road to Vermont South Shopping Centre in July 2005. As part of this project, the Knox Transit Link was launched. This is a bus service to and from Westfield Knox which meets every tram at the Vermont South interchange.

A tram to Knox would be beneficial in providing a seamless trip for commuters between Westfield Knox and other key destinations along Burwood Highway including Deakin University, Tally Ho Business Park and numerous schools and retirement villages. Children and older residents are often reliant on public transport for their independence so this connection is important.

The Knox Tram continues to be a priority for Council in its advocacy work.

### **2.4 Better Buses – Bus servicing priorities**

Council Officers have identified a number of bus route improvements/new services which would form the basis for advocacy with the State Government in the run-up to the State Election. Initial conversations have been held with

Ventura Buses, who operate the majority of current services within Knox. To date, Ventura have been generally supportive of the proposals, noting that discussions are generally conceptual in nature.

It is important to ensure that our public transport network can keep up with the demand but also provide alternative forms of transport that uses less road space to minimise the need for future road upgrades. To provide a viable alternative option, Knox is seeking to advocate for the following bus improvements:

**a) Improve the span of hours and frequency of all bus services** to at least meet a consistent service level being a maximum frequency of every 40 minutes for all routes, with operational hours of:

- 6:00 am – 9:00 pm on Weekdays
- 8:00 am – 9:00 pm on Saturday
- 9:00 am – 9:00 pm on Sunday

Some of Knox's bus routes with poor frequency or hours of service are underutilised with some services having one or two passengers per trip. The poor usage is largely due to commuter frustration of bus services being infrequent and unreliable. A number of bus routes within Knox fail to meet minimum service aspirations as prescribed by the State. Commuter feedback received by Ventura Buses highlighted that commuters are willing to walk further distances in order to catch more reliable and frequent services (maximum 15 minute wait between services) with longer hours of services.

It is clear that providing a bus route through a residential area to provide network coverage is insufficient. Services must be competitive against private vehicle use. As a start, underperforming or bus services that do not meet the minimum level of service should be assessed. Some routes to be assessed include the 740, 745, 757, 758 and 768 services, with opportunity to explore different servicing models.

**b) Route Proposal 1 - Glen Waverley to Stud Park via Eastlink** - Establish a new bus service to improve employee access to key industrial/commercial hubs in the Scoresby, Knoxfield and Rowville Precinct.

This incorporates establishing a new route to improve employee access to key industrial/commercial hubs in the Scoresby, Knoxfield and Rowville Precinct by linking to a train line and reducing travel time along Wellington Road during peak hour.

The route aims to provide a connection from the Glen Waverley train station to Stud Park Shopping Centre via High Street Road, Eastlink and Wellington Road. The service can provide public transport access to Caribbean Business Park and potentially provide an alternative option via Stud Road to provide a connection to the Knoxfield industrial precinct in the afternoon supporting Glen Waverley bound trips.

- c) **Route Proposal 2 - Stud Park to Bayswater Station via Henderson Road & Scoresby Road** - Establish a new route - between Bayswater Station and Stud Park via Henderson Road - utilising the proposed bridge construction, improving access between Bayswater Activity Centre, the Bayswater Business precinct and Rowville.

This route aims to address the service gap along Scoresby Road which services industrial, commercial and residential uses. The route provides an alternative north south connection to support Knox's Public Transport network. The route proposes to connect Bayswater and the Stud Park Shopping Centre via Scoresby Road, Ferntree Gully Road, Henderson Road, Kelletts Road and Stud Road. This will improve access for employees in the Bayswater Business Precinct and the Rowville/Knoxfield Industrial Precincts as well as improving off peak access for the elderly within our community to services and facilities.

- d) **Route Proposal 3 - The Bayswater Shuttle** Trial a Bayswater shuttle service to reduce 2-5km trips between the activity centre and the surrounding residential area/Bayswater Business Precinct.

This incorporates investigating and funding the trial of a shuttle bus service in the Bayswater/Boronia area to address the need for a "last mile" public transport service in lieu of the 745 service. The shuttle service aims to utilise two shuttle buses and service the wider Bayswater Business Precinct, including the Bayswater activity centre.

The Bayswater Train Station is a popular Park and Ride facility in Knox. However, the majority of commuters parking their cars at Bayswater train station live 3 – 5km away. It is proposed that if a mode shift can be accomplished using the Bayswater Shuttle, the park and ride can increase the current catchment as commuters from Bayswater North and Wantirna can utilise the car parking facilities.

This will minimise car parking demand within the local streets adjacent to the Bayswater Activity Centre. It will also improve access for students and elderly as the shuttle buses are more personalised.

Approximately 33% of employees in the Bayswater Business Precinct live within the same or adjacent suburb. The proposed route could provide a high frequency transport service that can compete against the car.

## 2.5 Advocacy Approach

In developing its advocacy position, it is appropriate that any discussion about key transport elements, such as Rowville Rail, Knox Tram and Better Buses be seen in the context of a wider network vision for eastern Melbourne which benefits not only Knox, but also surrounding municipalities. This enables a stronger economic case to be built for key proposals when viewed at this sub-regional level.

It is therefore appropriate to develop a consolidated document which outlines public transport priorities in an integrated manner. This includes development of a sub-regional network map, supplemented with key messages for both State and Federal Government about the specific role public transport provision can



play in delivering on economic growth, land use integration and community cohesion aspirations.

The proposed advocacy document is intended to work both as a standalone document in addition to integrating with Council's wider advocacy agenda. A draft copy of the document is presented as an attachment in Appendix A.

With the recent announcement of the proposed rail proposals to Rowville Rail along the Wellington Road corridor, it is appropriate for Council to revisit its position with regard to Rowville Rail. Council has a long standing position advocating for heavy rail as its preferred solution for Rowville and the majority of the Knox community are generally supportive of this approach. The challenge as it currently stands is one of timing. The State Government is currently exploring its light rail proposals and it is equally necessary for Council to be part of these discussions.

At its core, Council should be welcoming any significant investment in Public Transport in Melbourne's east and articulate its desire to engage with both State Government and Federal Governments on this matter to ensure that any proposal developed provides direct and long term benefit to Knox.

Noting that both current proposals incorporate a Phase 1, which deliver rail only to the Monash University precinct as a first stage, with connections to Rowville to come later, Council needs to advocate strongly to ensure that the project be planned and delivered as one project. If a light rail solution were deemed to be the preferred solution, it is possible that lower costs could deliver this outcome. Making the economic case for this outcome is essential to the success of the advocacy approach.

The approach for buses targets a more general appeal for better servicing across Knox through extended operating hours and more frequent servicing, coupled with a call for specific route enhancements across Knox.

### **3. CONSULTATION**

The advocacy document was developed through a collaborative approach between the traffic and transport and marketing teams, with input from EMT, City Planning and preliminary input from Councillors. Key details relating to current planning projects at the State level were provided through recent Eastern Transport Coalition meetings.

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

Transport services affect the quality of life of residents and it is therefore important that there are transport choices and sustainable transport options available.

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

The Traffic and Transport unit has an operational budget capacity to support public transport advocacy to the amount of \$10,000. The approach also considers the need to engage a specialist transport consultant to provide support to Council on the provision of strategic transport advice. Additional costs to produce content, including a booklet would be considered within the

context of Marketing and Customer services current budget capacity. It is anticipated that the total cost of the work could be in the order of \$25,000 to \$30,000.

## **6. SOCIAL IMPLICATIONS**

Transport provides opportunities for all members of the community to access employment, education and other local services and activities, thereby improving community capacity and minimising social isolation.

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

Having the ability to move around easily adds to our health, wellbeing, connection and interaction with others. It enables people to access employment, socialise with family and friends, and access to healthy food. It also has an economic benefit for the municipality.

Goal 3 — We can move around easily.

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

In addressing this goal, the Community and Council Plan identifies the following Council initiatives:

- 3.1.3 Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.
- 3.1.5 Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.

Knox is significantly car-dependent, particularly in the southern area which has poor access to public transport services whereby almost 75 per cent of Knox residents travel to work by car, compared with a metropolitan average of 64 per cent.

## **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 – (Ian Bell) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – (Matthew Hanrahan) - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Knox Council has a well regarded reputation for public transport advocacy and given recent government interest in the delivery of dedicated public transport routes, it is timely that Council's current advocacy position be refreshed. All

levels of Government are already aligned on removing barriers to jobs, education and economic development. With this shared commitment, and compelling evidence of the benefits for everyone, getting the transport system right should be as simple as joining the dots.

## **10. CONFIDENTIALITY**

There are no matters of confidentiality associated with this report.

### **COUNCIL RESOLUTION**

**MOVED: CR. LOCKWOOD**

**SECONDED: CR. PEARCE**

That Council:

1. Note the funding of \$3m in the State Government budget funding towards planning and design for a rail option from Caulfield to Rowville, via Dandenong Road and Wellington Road and passing Monash University;
2. Note the State Government study is currently proposing that the light rail project be delivered in two stages, the first terminating at Blackburn Road and the second at Rowville;
3. Note the \$475m funding beyond 2022 stated in the Federal Budget papers allocated towards a "Monash Rail" project connecting Caulfield and Monash University with \$23m to be allocated over the four year forward estimates period
4. Endorse the attached advocacy brochure (Appendix A) as the basis of a future vision for transport in Knox;
5. Writes to the Premier of Victoria and Member for Mulgrave, Hon Daniel Andrews MP supporting any proposed investment in public transport in Knox and stating:
  - Council's desire for a heavy rail solution between Huntingdale and Rowville in line with Council's long standing advocacy position;
  - That any proposed delivery approach should ensure that the project is delivered in one stage to Rowville to achieve maximum patronage and fully realise economic growth potential in Melbourne's east; and
  - That Rowville Rail represents one of many public transport priorities across Knox and neighbouring municipalities to support delivery of a sustainable transport network in Melbourne's east;
  - That Council's transport vision as outlined in its advocacy brochure includes delivery of a Knox Light Rail connection along Burwood Hwy from Vermont South to Upper Ferntree Gully as a Stage 2 implementation priority;

6. **Writes to the Hon. Paul Fletcher, Minister for Urban Infrastructure and Cities, acknowledging the funding commitment for Monash Rail and calling for the immediate establishment of a cross Government working group to deliver on requirements of heavy rail solution to Rowville; and**
7. **Continues to work with State Government departments and bus operators to advocate for bus service improvements across Knox.**

**CARRIED**

Official Minutes of Knox City Council



## Linking communities

The proposed transport vision for Melbourne's east connects major destinations for jobs, education retail and entertainment and will be a big step towards achieving the Victorian Government's aim to achieve '20-minute neighbourhoods'.

The key educational precincts of Monash, Deakin and Swinburne will be directly connected by proposed networks.

Key activities centres with higher density residential and retail hubs like Knox Central and employment hubs like Bayswater Business Precinct, Scoresby-Rowville-Knoxfield Employment Hub (incorporating Caribbean Park), Knox Central, Wantirna Health Precinct, Monash Employment Cluster and Dandenong South will also be stimulated by a priority public transport offering.

The benefits will likewise flow to retail hubs, housing developments and transport interchanges. Combined, these essential transport links will help generate more significant investment throughout Melbourne's east.

The proposed network links are designed to connect with the metropolitan rail network, providing the opportunity for seamless, high quality interchanges for passengers, enhancing connections across Melbourne and maximising the utility of the existing transport infrastructure.

## Key requirements for public transport

Knox needs a next-generation public transport systems that supports residential and economic growth. This means:

- Effective interchanges with other transport modes (trains, trams, buses, cycling).
- Dedicated transport corridors (unrestricted by other traffic movement).
- Grade separation between road and rail services.
- High-speed vehicles.
- Quality station environments.
- Greater spacing between stations.
- Supportive technology solutions.

The area's capacity for employment and economic growth is under threat because of transport issues that can be easily fixed. All it would take is a collaborative effort between all tiers of government to properly plan and invest.

All levels of government are already aligned on removing barriers to jobs, education and economic development. With this shared commitment, and compelling evidence of the benefits for everyone, getting the transport mix right in Knox should be a simple as joining the dots. Council looks forward to discussing options with all stakeholders, including State and Federal governments.

## Delivering the vision

A step by step approach is needed to deliver Knox's transport vision.

### STAGE 1

Deliver rail along Wellington Road to Rowville as one integrated project, utilising \$475m in Federal Government funding

### STAGE 2

Extend the Knox Tram (light rail) to Upper Ferntree Gully station, directly serving Knox Central

### STAGE 3

Deliver light rail along Stud Road, connecting Dandenong with the Bayswater Business Precinct. Deliver light rail along Springvale Road.

## Help build a better Knox

# KNOX

your city



# Public Transport: A vision for the East

Knox needs a next generation public transport system that connects more people with jobs, education, business and health precincts. A more effective system throughout eastern Melbourne will enable the area to become an employer of choice and encourage economic growth.

## Overview

Commuters in Knox and throughout Melbourne's east are car captives - forced to use their cars because the public transport offering is minimal.

The lack of public transport connectivity between Knox and Monash contributes significantly to the rapidly increasing congestion on freeways and arterial roads.

Knox and six other local government members of the Eastern Transport Coalition advocate on behalf of a million people in Melbourne's east. We are ready to work with local, state and federal stakeholders to develop a next generation transport system throughout Melbourne's east.

## Economic growth

More significantly, traffic snarls are stifling economic growth and preventing the area from becoming an employer of choice.

Knox and neighbouring Monash make up an industry, education and retail powerhouse that generates over \$26.9 billion for the state and national economies, with strong aspirations for further growth.

Current significant employment hubs in the municipality of Knox includes Bayswater Business Precinct (30k), Scoresby-Rowville-Knoxfield Employment Hub including Caribbean Park (19k) and Wantirna Health Precinct (4k).

The municipality of Monash is one of the biggest employers in all Melbourne, and more than half of all employees travel from either within Monash or from municipalities to the east (Knox) and southeast. Delivering a rail solution that stops at Monash University will actually leave half the passengers behind.

## Education

Students at Monash University, Swinburne University and TAFEs travel from every direction, creating demand for a system that serves all areas of Knox and connects to their homes beyond.

## A new vision

Council's vision is for a series of new rail-based public transport routes and coordinated, frequent bus services that link to provide a network grid to connect with existing train lines and Melbourne's CBD.

Realising Rowville Rail (Wellington Road) and the Knox Tram (Burwood Highway) projects will fill the gaps and reinforce the spine of dedicated east-west public transport corridors in Melbourne's east.

Heavy rail (trains) is the best long-term solution for the Wellington Road corridor in serving Monash University, the Monash Employment cluster and the Scoresby-Rowville employment precinct. The entire corridor to Rowville should be delivered as one project because travel is a two-way system and relies on ridership from all directions.

These projects plus future light rail services along Springvale Road and Stud Road will become the workhorse of public transport in the east, connecting with key heavy rail routes at Springvale and Dandenong (the Cranbourne/Dandenong corridor), Nunawading, Glen Waverley and either Bayswater or Upper Ferntree Gully (the Belgrave/Lilydale corridor).

Effective bus services are the final integral part of the network. High quality, frequently serviced bus routes capture strong patronage. Current wait times of 60 minutes, and sporadic weekend and evening services is not effective and is a barrier to those wanting to leave their car at home. Knox is calling on the State Government to provide more frequent services more often.

# KNOX

your city



Knox City Council  
511 Burwood Highway  
Wantirna South, VIC 3152  
[knox.vic.gov.au](http://knox.vic.gov.au)

T 9298 8000

E [knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au)

f [knoxccouncil](https://www.facebook.com/knoxccouncil)

t [knoxcc](https://twitter.com/knoxcc)

@ [knoxccouncil](https://www.instagram.com/knoxccouncil)

Interpreter  
131 450

National Relay Service  
133 677



### Employment

Key industry and employment hubs in and around Knox are inadequately serviced by public transport, in some cases stunting potential growth. These include:

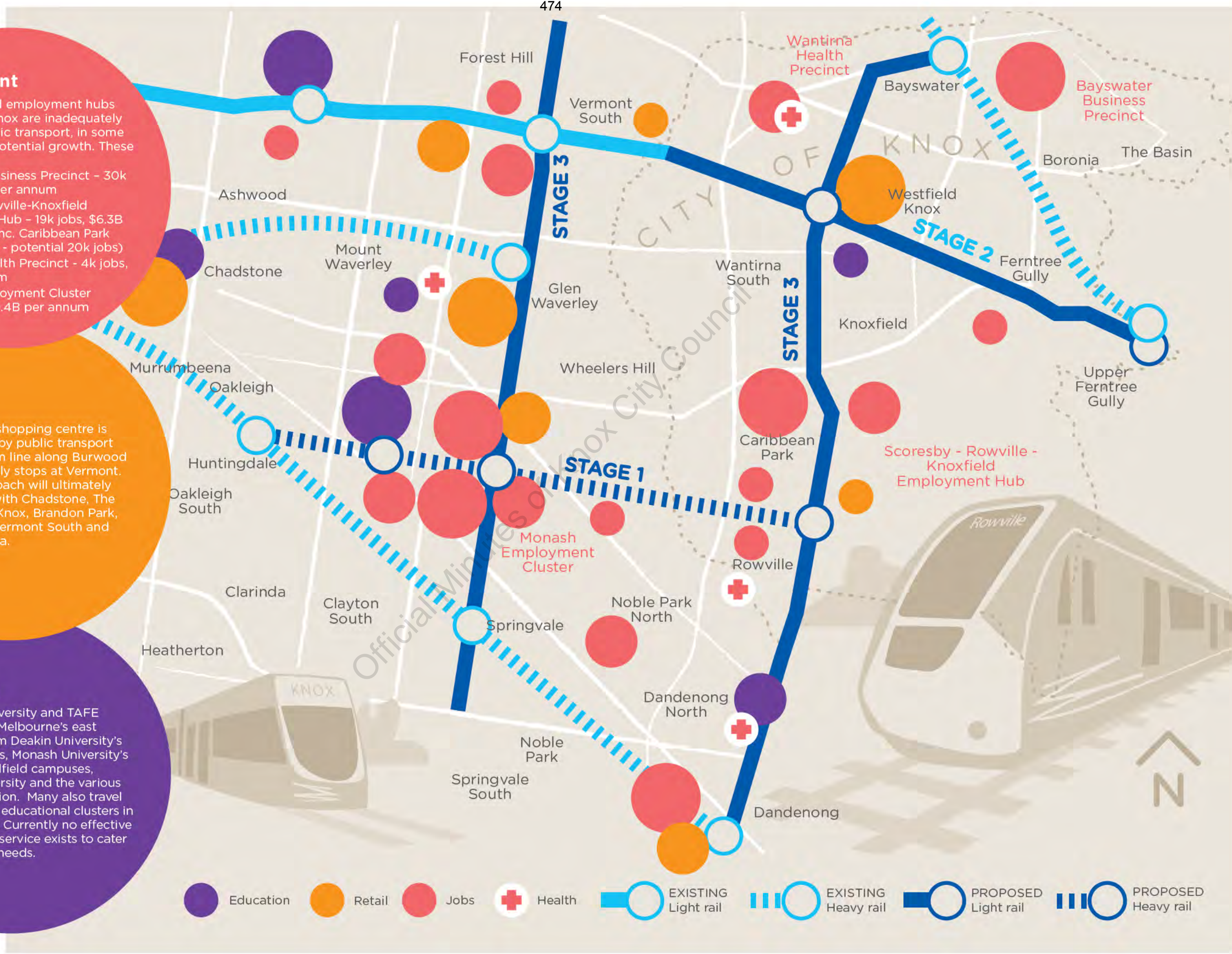
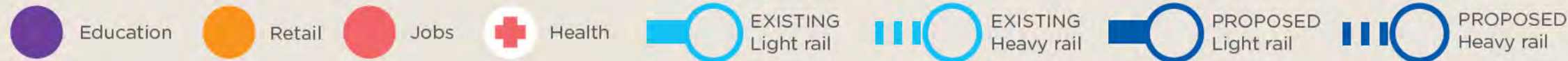
- Bayswater Business Precinct - 30k jobs, \$13.2B per annum
- Scoresby-Rowville-Knoxfield Employment Hub - 19k jobs, \$6.3B per annum (inc. Caribbean Park - currently 4k - potential 20k jobs)
- Wantirna Health Precinct - 4k jobs, \$1B per annum
- Monash Employment Cluster - 75k jobs, \$9.4B per annum

### Retail

Knox Westfield shopping centre is poorly serviced by public transport because the tram line along Burwood Highway currently stops at Vermont. A network approach will ultimately link customers with Chadstone, The Glen, Westfield Knox, Brandon Park, Burwood One, Vermont South and Dandenong Plaza.

### Education

Over 95,000 university and TAFE students across Melbourne's east travel to and from Deakin University's Burwood campus, Monash University's Clayton and Caulfield campuses, Swinburne University and the various TAFEs in the region. Many also travel through Knox to educational clusters in inner Melbourne. Currently no effective public transport service exists to cater for any of these needs.



Official Minutes of Knox City Council



**14. URGENT BUSINESS****14.1 URGENT BUSINESS**

Nil.

**14.2 CALL UP ITEMS**

Nil.

**15. QUESTIONS WITHOUT NOTICE**

Nil.

**MEETING CLOSED AT 9.18PM**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on  
Monday 27 August 2018

.....  
Chairperson