

# MINUTES



## Ordinary Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South

On

Monday 24 September 2018

The meeting commenced at 07:01 pm.

**PRESENT:**

Cr J Mortimore (Mayor)	Chandler Ward
Cr J Keogh (Deputy Mayor)	Dobson Ward
Cr P Lockwood	Baird Ward
Cr J Taylor	Collier Ward
Cr T Holland	Friberg Ward (arrived 7.05pm)
Cr L Cooper	Scott Ward
Cr D Pearce	Taylor Ward
Cr N Seymour	Tirhatuan Ward (arrived 7.03pm)
Mr T Doyle	Chief Executive Officer
Dr I Bell	Director – Engineering & Infrastructure
Ms J Oxley	Director - City Development
Mr M Fromberg	Director – Corporate Services
Ms K Stubbings	Director – Community Services
Mr P McQue	Manager, Governance and Strategy

**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.”**

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1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

Pursuant to Section 79 of the Local Government Act 1989 (the Act), Councillor Seymour declared an indirect interest because of receipt of an applicable gift pursuant to Section 78C of the Act in Item 10.7 - Minor Grants Applications 2018-19 on the grounds that she is the Scouts Victoria City of Knox District President. The City of Knox District Scouts have applied for a minor grant.

3 Confirmation of Minutes

**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

**Confirmation of Minutes of Ordinary Meeting of Council held on Monday 27 August 2018**

**CARRIED**

4 Petitions and Memorials

Nil.

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## 5 Reports by Councillors

### 5.1 Committees and Delegates

#### 5.1.1 Councillor Pearce

Councillor Pearce attended the following Meetings

- Rowville Knights Game Time Gala
- Women on the Go Business Breakfast Forum
- Knox Central Advisory Committee
- Silkwood Stars Child Care Celebration
- Knox District Scouts

#### 5.1.2 Councillor Taylor

Councillor Taylor attended the following Meetings

- Community Development Fund
- City Life Junior Football Club
- Wantirna Lions
- Knox Central Advisory Committee

#### 5.1.3 Councillor Lockwood

Councillor Lockwood attended the following Meetings

- Meals on Wheels Volunteer Registration Recognition Lunch
- Metropolitan Transport Forum
- EFL Third Division Final
- Eastern Raptors Presentations

#### 5.1.4 Councillor Mortimore

Councillor Mortimore attended the following Meetings

- Melbourne Boomers
- Meals on Wheels Volunteer Recognition Lunch
- Forest Road Pedestrian Crossing
- Waterlea at Rowville Official Start of Work Event
- Women on the Go Business Breakfast Forum
- Eastern Regional Group of Mayors, Councillor Representatives and CEOs Meeting
- Wattle Day Community Planting at Fairpark Reserve
- Emmaus College Debutante Ball
- Official Announcement by Deputy Premier of \$82 million grant for Knox Regional Sports Park
- Biodiversity Month Launch
- Public Transport Advocacy Speech

- Draft Masterplan - Community Information Evening
- Mayoral Interview with Radio Eastern FM
- Knox Active Ageing Advisory Committee
- Aston Community Awards
- Re-Opening of Alexander Theatre at Monash University
- Montana Residents Meeting
- Opening of Volunteer for Knox Community and Charity Volunteers
- Bayswater Bowls Club 30th Anniversary Celebration
- Internal Audit Tender Evaluation Panel
- Sustainable Communities National Summit
- Knox Central Advisory Committee
- One Tree Per Child School Planting Activity - Boronia Heights Primary School
- Site Visit to Wattrix
- Creating a Safer Boronia Reference Group Material
- Bayswater Activity Centre Event Opening
- 2018 EFL Grand Final Lunch

## 5.2 Ward Issues

### 5.2.1 Councillor Pearce (TAYLOR WARD)

Councillor Pearce advised he attended the Rowville Knights Gala Dinner which was a great event.

Councillor Pearce attended the 10th Anniversary Celebration for the Silkwood Stars Child Care Centre and displayed the Councillors and Gallery the hand made card he had received from the children.

### 5.2.2 Councillor Taylor (COLLIER WARD)

Councillor Taylor congratulated the Landscape Team for the unique playspaces they have been creating in Knox. Councillor Taylor advised he has received great feedback from residents in his ward and wanted to pass on his gratitude to the team.

Councillor Taylor discussed the extension of the 75 tram route to Upper Ferntree Gully which is included in the new transport advocacy document. Councillor Taylor has asked for Knox residents to speak to local members of Parliament, both state and federal, to advocate for the tram line. Councillor Taylor used the catchline "75 it's time it arrived"

### 5.2.3 Councillor Keogh (DOBSON WARD)

Councillor Keogh urged all Knox residents to support Jaidyn Stephenson who will be playing for Collingwood in the AFL Grand Final on Saturday. Jaidyn was raised in Knox and played junior football at the Ferntree Gully Football Club. He is the first player from the area since Liam Shiels of Hawthorn to play in an AFL Grand Final.

In relation to the Knox Regional Netball Centre in Ferntree Gully, local President Chris Marshall reached out regarding safety concerns surrounding Indoor Courts 17 and 18. This Netball Centre was once one of the best Netball Centres in the state but it appears other centres have now caught up. It is time to invest in a masterplan for the Netball Centre which is a prized icon of Knox and needs to be maintained at a good standard. It is an important set of coming months for the Netball Centre.

#### **5.2.4 Councillor Cooper (SCOTT WARD)**

Councillor Cooper stated that on September 10<sup>th</sup>, the State Government pledged \$82 million to refurbish the Knox Regional Sporting Park. The \$25 million in funding provided by the Council will mark the single biggest investment in a Knox sports facility which will include new Basketball Courts, a new gymnastics facility, a full size soccer pitch, pavilion extension and more 5 a side soccer pitches. This refurbishment will cater for the new Melbourne NBL Basketball team and upgrades facilities for the Melbourne Boomers WNBL team.

Councillor Cooper would also like to acknowledge the resignation of the Knox Basketball CEO Stephen Walter who has provided wonderful and dedicated service to the Knox Basketball organisation. We wish him well.

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## 6 Considering and Ordering Upon Officers' Reports Within the City Development Group

### 6.1 Report of Planning Applications Decided Under Delegation

**SUMMARY: Manager City Planning & Building, Paul Dickie**

#### RECOMMENDATION

**That the planning applications decided under delegation report (between 1 August to 31 August 2018) be noted.**

#### REPORT

Details of planning applications decided under delegation from 1 August to 31 August 2018 are attached. The applications are summarised as follows:

Application Type	No.
<b>Building &amp; Works: Residential</b>	5
<b>Other</b>	5
<b>Units</b>	29
<b>Subdivision</b>	15
<b>Tree Removal/Pruning</b>	14
<b>Single Dwelling</b>	3
<b>Covenant Removal</b>	2
<b>Change of Use</b>	1
<b>Easement Removal</b>	1
<b>Signage</b>	1
<b>TOTAL</b>	<b>76</b>



<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2018/6131	27 Woodvale Road BORONIA VIC 3155	Development of the land for two (2) double storey and one (1) single storey dwelling	28/08/2018 Approved
Baird	2018/9102	867-885 Mountain Highway BAYSWATER VIC 3153	Installation and use of a generator for the proposed new comms room located within Siemens compound	15/08/2018 Approved
Baird	2018/9124	19 Valerie Street BORONIA VIC 3155	Remove one (1) Eucalyptus nicholii	24/08/2018 Approved
Baird	2017/6715	Lot V14 Rankin Road FERNTREE GULLY VIC 3156	Section 24a (Vesting of Reserve) to vest the water reserve on LP 6506 and Reserve No 1 (Drainage purposes) on LP 53346 in the Knox City Council	9/08/2018 Approved
Baird	2018/6137	252 Dorset Road BORONIA VIC 3155	Use the land for a Restricted Recreation Facility (health, fitness and wellness centre)	23/08/2018 Approved
Baird	2018/6439	2 Unavale Crescent BORONIA VIC 3155	2 lot subdivision (Approved Unit Site)	2/08/2018 Approved
Baird	2018/6000	7 Vivienne Avenue BORONIA VIC 3155	Development of the land for three (3) double storey dwellings and removal of vegetation	9/08/2018 Approved
Baird	2018/6190	70 Edina Road FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling	30/08/2018 Approved
Baird	2017/6763	1 Iris Crescent & 8 Genista Avenue BORONIA VIC 3155	Development of the land for 14 double storey dwellings	10/08/2018 Notice of Decision
Baird	2018/6052	19 Sinclair Road BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwellings	1/08/2018 Refused
Baird	2018/6368	163 Dorset Road BORONIA VIC 3155	3 lot subdivision (Approved Unit Site)	29/08/2018 Approved
Baird	2018/6379	7 Browning Road BORONIA VIC 3155	Removal of easement	9/08/2018 Approved
Baird	2018/6229	33 Park Boulevard FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	22/08/2018 Approved

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2017/6632	227 & 229 Scoresby Road BORONIA VIC 3155	Development of two properties for five double storey dwellings and one single storey dwelling (total 6 dwellings), tree removal and altering access to category road 1 zone.	23/08/2018 Refused
Baird	2017/6775	29 Central Avenue BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	22/08/2018 Notice of Decision
Baird	2018/6025	47 Western Road BORONIA VIC 3155	Development of the land for two (2) double storey and one (1) single storey dwellings (total three dwellings)	15/08/2018 Approved
Baird	2018/6043	9 Farnham Road BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwelling (total three dwellings)	10/08/2018 Refused
Chandler	2018/6418	7 Camelia Crescent THE BASIN VIC 3154	Removal of two (2) Acacia melanoxylon	17/08/2018 Approved
Chandler	2018/9114	44 Dorrigo Drive BORONIA VIC 3155	Removal of Eucalyptus nicholii	8/08/2018 Approved
Chandler	2018/9125	7 Conyers Street THE BASIN VIC 3154	Remove one one (1) Quercus palustris	28/08/2018 Approved
Chandler	2018/6341	18 Locksley Place THE BASIN VIC 3154	Development of the land for a double storey dwelling	28/08/2018 Approved
Chandler	2018/6467	4 Stewart Street BORONIA VIC 3155	Removal of two (2) Hesperocyparis macrocarpa and one (1) Cupressus glabra	23/08/2018 Approved
Chandler	2018/9094	5 Robertson Crescent BORONIA VIC 3155	Steel garage within a tree protection zone	6/08/2018 Approved
Chandler	2018/6155	79 Arcadia Avenue THE BASIN VIC 3154	Development of a double storey dwelling to the rear of the existing dwelling	14/08/2018 Notice of Decision
Chandler	2018/6424	11 Thelma Avenue BORONIA VIC 3155	Removal of one (1) Phoenix canariensis	7/08/2018 Approved

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2018/6431	12 Cleve Avenue THE BASIN VIC 3154	Removal one (1) Cedrus deodara and pruning of one (1) Eucalyptus ovata	8/08/2018 Approved
Collier	2018/6192	536 Boronia Road WANTIRNA VIC 3152	Alteration of access to a Road Zone Category 1	23/08/2018 Notice of Decision
Collier	2018/6319	130 Cathies Lane WANTIRNA SOUTH VIC 3152	Variation of restrictive covenant P923361J to allow two dwellings on the land	8/08/2018 Approved
Collier	2017/6723	472 Mountain Highway WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings, alterations of access to Road Zone Category 1	23/08/2018 Notice of Decision
Collier	2018/6081	29 Selkirk Avenue WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	27/08/2018 Approved
Collier	2018/6306	13 Hadlow Drive WANTIRNA VIC 3152	3 lot subdivision (Approved unit site)	2/08/2018 Approved
Collier	2018/6367	25 Crestdale Road WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	24/08/2018 Notice of Decision
Collier	2018/6033	39 Alderford Drive WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	23/08/2018 Notice of Decision
Dinsdale	2018/6330	1 Neville Street WANTIRNA SOUTH VIC 3152	Development of two (2) dwellings (one (1) single storey and one (1) double storey) and associated works	23/08/2018 Notice of Decision
Dinsdale	2018/6334	22 Gertonia Avenue BORONIA VIC 3155	Six lot subdivision (approved unit site)	3/08/2018 Approved
Dinsdale	2018/9120	11 Rathmullen Road BORONIA VIC 3155	Two lot subdivision	16/08/2018 Approved
Dinsdale	2018/6189	18 Tate Avenue WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	9/08/2018 Approved
Dinsdale	2017/6799	8 Grandview Grove BAYSWATER VIC 3153	Development of the land for three (3) double storey and one (1) single storey dwelling (total 4 dwellings)	9/08/2018 Notice of Decision

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dobson	2018/6307	Glengollan 97 Underwood Road FERNTREE GULLY VIC 3156	Buildings and works (Alterations to existing independent living unit and carport) and tree removal	17/08/2018 Approved
Dobson	2018/9119	102 Blackwood Park Road FERNTREE GULLY VIC 3156	Remove one Eucalyptus bicostata	20/08/2018 Approved
Dobson	2018/6253	3 Butlers Road FERNTREE GULLY VIC 3156	Demolition of a dwelling and construction of a double storey dwelling	3/08/2018 Approved
Dobson	2018/9115	13 Francis Crescent FERNTREE GULLY VIC 3156	Removal of one (1) Cupressus sp	8/08/2018 Approved
Dobson	2018/6090	2 & 2A Francis Crescent FERNTREE GULLY VIC 3156	Development of the land for fifteen (15) two storey dwellings and vegetation removal	10/08/2018 Refused
Dobson	2018/6422	26 Butlers Road FERNTREE GULLY VIC 3156	Buildings and works for a second storey dwelling addition and carport	23/08/2018 Approved
Dobson	2018/6433	6 Opie Street FERNTREE GULLY VIC 3156	Remove one (1) Eucalyptus ovata	3/08/2018 Approved
Dobson	2018/9113	38 Alexander Crescent FERNTREE GULLY VIC 3156	Remove one Syzygium paniculatum	7/08/2018 Approved
Dobson	2018/6056	4 Chalmers Grove UPPER FERNTREE GULLY VIC 3156	Construction of a single storey dwelling and removal of vegetation	28/08/2018 Refused
Dobson	2018/6265	33 Finmere Crescent UPPER FERNTREE GULLY VIC 3156	Buildings and Works (Alteration and second floor addition to dwelling)	21/08/2018 Approved
Dobson	2017/6499	1,2,3 & 4/30 Lording Street & 1,1A,2 & 3 Storen Close FERNTREE GULLY VIC 3156	Use and development of sixteen (16) independent living units associated with existing retirement village and vegetation removal	6/08/2018 Notice of Decision
Dobson	2018/6404	11 Craig Avenue FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus botryoides (Southern Mahogany)	17/08/2018 Approved

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Friberg	2018/6171	10 Aitken Court FERNTREE GULLY VIC 3156	Single storey dwelling to the rear of the existing	23/08/2018 Approved
Friberg	2018/6112	62 Adele Avenue FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey and one (1) single storey dwellings (total of three dwellings)	8/08/2018 Approved
Friberg	2018/6273	848 Burwood Highway FERNTREE GULLY VIC 3156	Advertising Sign	29/08/2018 Approved
Friberg	2018/9118	107 Anne Road KNOXFIELD VIC 3180	2 lot subdivision	10/08/2018 Approved
Friberg	2018/6281	1772 Ferntree Gully Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings and alteration of access to a Road Zone Category 1	15/08/2018 Notice of Decision
Friberg	2017/6816	14 Latona Avenue KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings	21/08/2018 Approved
Friberg	2018/6182	21 David Street KNOXFIELD VIC 3180	Development of the land for two (2) double storey and one (1) single storey dwelling (Total three dwellings)	24/08/2018 Notice of Decision
Friberg	2018/6123	72 Adele Avenue FERNTREE GULLY VIC 3156	Construction of a double storey dwelling to the rear of existing dwelling	16/08/2018 Refused
Scott	2018/6077	11 Newry Close WANTIRNA SOUTH VIC 3152	Development of a double storey dwelling to the rear of the existing dwelling	15/08/2018 Notice of Decision
Scott	2018/6450	1 Hedgeley Close WANTIRNA SOUTH VIC 3152	2 lot subdivision (Approved unit site)	9/08/2018 Approved
Scott	2018/9121	68 Kathryn Road KNOXFIELD VIC 3180	Remove one Eucalyptus bicostata (Victorian Blue Gum)	16/08/2018 Approved
Scott	2018/6381	1,3,4,5 & 6/7 Tyner Road & 3 Henry Road WANTIRNA SOUTH VIC 3152	Six lot subdivision (Existing Dwellings)	31/08/2018 Approved

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Taylor	2018/9116	25 Harry Nance Close LYSTERFIELD VIC 3156	Front fence	8/08/2018 Approved
Taylor	2018/6389	8 Snowgum Close ROWVILLE VIC 3178	Construction of two (2) single storey dwellings on the land	30/08/2018 Approved
Taylor	2018/9126	11 Boyne Street ROWVILLE VIC 3178	2 lot subdivision	31/08/2018 Approved
Taylor	2018/6103	65 Major Crescent LYSTERFIELD VIC 3156	Four lot subdivision (in stages), Construction works for the subdivision, associated tree removal and removal of easement	9/08/2018 Notice of Decision
Taylor	2018/6005	1 Summit Road LYSTERFIELD VIC 3156	Use and development of the land for a Dwelling and ancillary outbuilding, development of a Machinery Shed, and associated works (earthworks)	24/08/2018 Approved
Tirhatuan	2018/6383	30 Arnold Drive SCORESBY VIC 3179	Two lot subdivision (Approved unit site)	31/08/2018 Approved
Tirhatuan	2018/9112	954 Stud Road ROWVILLE VIC 3178	Buildings and works	7/08/2018 Approved
Tirhatuan	2018/9131	18 Rosehill Street SCORESBY VIC 3179	2 lot subdivision (approved unit site)	31/08/2018 Approved
Tirhatuan	2018/6361	1102 & 1104 Stud Road ROWVILLE VIC 3178	18 lot subdivision (approved unit site)	16/08/2018 Approved
Tirhatuan	2018/6365	Stamford Park Est 980 Stud Road ROWVILLE VIC 3178	160 Lot subdivision (Approved Development Site)	17/08/2018 Approved
Tirhatuan	2018/6258	71 Timbertop Drive ROWVILLE VIC 3178	Variation to covenant M897722K to allow external walls of "lightweight construction with rendered finish"	9/08/2018 Approved
Tirhatuan	2018/9123	5 Gynea Avenue ROWVILLE VIC 3178	Remove one (1) Eucalyptus cephalocarpa	24/08/2018 Approved

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2018/9127	800 Wellington Road ROWVILLE VIC 3178	Buildings and works and dispensation of car parking	27/08/2018 Approved
Tirhatuan	2018/6211	709 Stud Road SCORESBY VIC 3179	Development of the land for four (4) three storey dwellings and alteration of an access to a Road Zone Category 1	15/08/2018 Approved

**Total: 76**

**RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Taylor**

**That the planning applications decided under delegation report (between 1 August to 31 August 2018) be noted.**

**CARRIED**

## 6.2 Stamford Park Land Subject to Inundation Overlay (LSIO) Removal

**SUMMARY: Strategic Planner, City Futures, David Cameron**

**The purpose of this report is to seek Council support to commence the process to remove the Land Subject to Inundation Overlay (LSIO) from the residential pad within the Stamford Park development at 980 Stud Road, Rowville.**

**As part of the Stamford Park residential development, extensive earthworks have elevated the residential pad above the applicable flood level in line with previously issued permits from Council, including a bulk earthwork permit and a residential development permit.**

**Council officers have been informed that the level of the earthworks to the residential pad are now in accordance with Melbourne Water's requirements, and the application of the LSIO to the residential pad is now a redundant planning control.**

**The removal of the LSIO from the residential pad will remove planning permit triggers that are no longer applicable to the land and avoid unnecessary lodgement of applications for planning permits in future.**

### **RECOMMENDATION**

**That Council:**

- 1. Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C172 as shown in Appendix B to this report.**
- 2. Subject to receiving authorisation from the Minister of Planning, place Amendment C172 on limited exhibition in accordance with Section 20(2) of the Planning and Environment Act (1987) for a period of at least one month.**
- 3. Subject to no submissions being received, or submissions being received that do not request any changes to the Amendment, adopt Amendment C172 (as shown in Appendix B) and submit the Amendment to the Minister for Planning for approval.**
- 4. Authorise the Director – City Development to make any minor changes to Amendment C172 provided these details are consistent with the intent of the Amendment as shown in Appendix B.**

### **1. INTRODUCTION**

The subject land of the Amendment (shown in Appendix A) is described in the Certificate of Title Lot 2 of Volume 9584 Folio 491, Volume 10284 Folio 878, and Volume 11048 Folio 749 Parish of Narre Warren (addressed as 980 Stud Road, Rowville). The extent of the site is shown in Appendix A. The title also contains a restriction precluding any building or construction works prior to filling the site in accordance with the Water Technology Pty Ltd report titled 'Stamford Park Stage 1 – Flood Assessment' (2009).



The subject site is at the western end of Emmeline Row, Rowville. The land is positioned adjacent to the Kingston Links Golf Course (currently subject to Knox Planning Scheme Amendment C142), situated to the west. The site consists of the Stamford Park development, containing an elevated residential pad with a connection to Emmeline Row, and the Stamford Park Homestead to the east of the lot.

The Stamford Park development site currently has a Land Subject to Inundation Overlay (LSIO) applied to the entire site. The site is currently vacant, although recent earthworks have occurred in line with an existing planning permit (P/2016/6579), in preparation for residential development envisaged in the Stamford Park Development Plan Report (endorsed on 15 February 2017) and the residential development permit issued by Council (P/2016/6768).

The proponent for this Amendment, Roberts Day Consultants (acting on behalf of Stockland), has requested an amendment to the Knox Planning Scheme to remove the LSIO from the residential pad within the Stamford Park estate.

## **2. DISCUSSION**

### **2.1 980 Stud Road, Rowville (Stamford Park estate)**

A responsibility of Council is to ensure that planning scheme controls within the Knox Planning Scheme are appropriately applied to land. This includes reviewing existing planning scheme controls and modifying (or removing) any redundant provisions that apply to sites within the municipality.

The Stamford Park residential development pad has been subject to extensive earthworks in preparation for future residential development, along with conditions applied by Melbourne Water towards the permitted construction of residential dwellings. The intent of the earthworks was to raise the level of the residential pad to an acceptable level above the adjoining flood-prone area (which included the guidance and approval of Melbourne Water), along with additional drainage works in the surrounding flood-prone area. Melbourne Water has confirmed that the earthworks undertaken meet the agency's requirements (as detailed in Appendix C), and that the removal of the LSIO as shown is suitable.

### **2.2 Removal of the LSIO**

The future residential site at 980 Stud Road, Rowville is affected by the LSIO, and is proposed to be removed through this Amendment. The purpose of the LSIO is to identify flood storage and flood fringe areas susceptible to a one in 100-year flood event, to ensure development minimises flood damage and does not cause significant flood level or velocity increase, and to ensure development maintains or improves river and wetland health.

With earthworks being finalised in accordance with Melbourne Water's requirements as the floodplain manager, the LSIO is now a redundant planning scheme control. If the LSIO was to be retained on the residential pad of the Stamford Park estate, there would be unnecessary planning permit triggers that requires additional resourcing from planning permit applicants, Melbourne Water and Council. Given these factors, it is recommended that Council seek authorisation from the Minister of Planning to prepare and exhibit Amendment C172 to the Knox Planning Scheme.

### 2.3 Consistency with Knox Planning Scheme policies

The proposed Amendment is supported by the following policies in the Knox Planning Scheme:

Clause	Policy Title	Policy response
11.03-6S	Regional and local places	Planning considerations specific to the Stamford Park redevelopment site can be better integrated.
12.03-1S	Water bodies and wetlands	Development on the residential pad of the Stamford Park redevelopment will be sited to consider waterways and ensure it does not impact a waterbody's capability to manage flood flow.
13.03-1S	Floodplain management	Land affected by potential flooding has been accurately identified.
15.01-1S	Urban design	Development will have a minimal impact on the surrounding natural environment in line with the existing residential development permit.
19.03-3S	Water supply, sewerage and drainage	As part of the recent earthworks, surrounding drainage measures were also provided to assist peak flows and treatment of stormwater.
19.03-4S	Stormwater	On-site stormwater measures at the Stamford Park estate will be undertaken.
21.06	Housing	The removal of the LSIO will remove unnecessary planning permit triggers for residential development and allow for an increased supply of housing.
21.09	Transport and infrastructure	This Amendment will ensure integrated water management and effective floodplain management for the site.
22.07	Development in residential areas and neighbourhood character	This Amendment will result in appropriate planning scheme controls by which to properly assess future residential development.

### 3. CONSULTATION

Consultation on the Planning Scheme Amendment will be undertaken for an exhibition period of at least one month to fulfil its statutory obligations under the Planning & Environment Act 1987 (the Act). Under section 20(2) of the Act, it is proposed that this exhibition will include notification to prescribed State Government Ministers, a notice in the Knox Leader, and a notice in the Victorian Government Gazette.

Another option would be to also directly notify all adjoining or abutting properties to 980 Stud Road, Rowville.

It is noted that Melbourne Water has consented to the LSIO being removed, that the removal of the LSIO has no further impact on surrounding sites and that it is considered an administrative issue (following the previous earthworks and development planning permits issued by Council). It is therefore recommended that exhibition occur in accordance with section 20(2) of the Act as described above, as direct notification to adjoining and abutting properties is considered unnecessary.

Subject to Council support to commence the Planning Scheme Amendment, it is envisaged that exhibition will occur between mid-November and mid-December 2018.

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

The proposed removal of the LSIO to 980 Stud Road, Rowville, has been preceded by substantial earthworks, including drainage works. The removal of the LSIO as a planning control within the Knox Planning Scheme will have no further impact to the site or surrounding properties in terms of environmental or amenity issues.

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

It is not considered that there will be any detrimental financial and economic implications as a result of the amendment. The amendment will, however, remove unnecessary planning permit triggers, and reduce planning permit applications and the associated fees.

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

No further social implications are expected as a result of the removal of the LSIO from the residential pad of the Stamford Park redevelopment.

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

The proposed removal of the LSIO from this property is consistent with, and will implement, the following objectives and strategies of Knox Community and Council Plan 2017-21, as outlined below:

Goal 2 - We have housing to meet our changing needs

Strategy 2.1 - Plan for a diversity of housing in appropriate locations.

#### **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.

Author – Strategic Planner, City Futures, David Cameron - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Manager, City Futures, Tanya Clarke - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The removal of the LSIO from 980 Stud Road, Rowville will result in the appropriate application of planning controls and will remove an unnecessary planning permit trigger from the site.

The changes are consistent with best practice for the application of planning scheme provisions, and Melbourne Water (as the relevant floodplain authority) has indicated it is satisfied to have the LSIO removed.

## **10. CONFIDENTIALITY**

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

## **RESOLUTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Pearce

**That Council:**

- 1. Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C172 as shown in Appendix B to this report.**
- 2. Subject to receiving authorisation from the Minister of Planning, place Amendment C172 on limited exhibition in accordance with Section 20(2) of the Planning and Environment Act (1987) for a period of at least one month.**
- 3. Subject to no submissions being received, or submissions being received that do not request any changes to the Amendment, adopt Amendment C172 (as shown in Appendix B) and submit the Amendment to the Minister for Planning for approval.**
- 4. Authorise the Director – City Development to make any minor changes to Amendment C172 provided these details are consistent with the intent of the Amendment as shown in Appendix B.**

**CARRIED**

## **Attachments**

- 1. Appendices - C172 [6.2.1]**

**APPENDIX A – Subject site**



Figure 1: 980 Stud Road, Rowville (Stamford Park development residential pad)

Official Minutes of Knox City Council

## **APPENDIX B – Proposed Amendment C172 Documentation**

*Planning and Environment Act 1987*

### **KNOX PLANNING SCHEME**

#### **AMENDMENT C172**

#### **EXPLANATORY REPORT**

##### **Who is the planning authority?**

This amendment has been prepared by the Knox City Council, which is the planning authority for this amendment.

The Amendment has been made at the request of Roberts Day Consultants acting on behalf of Stockland Development Pty Ltd.

##### **Land affected by the Amendment**

The Amendment applies to the land at 980 Stud Road, Rowville (the residential pad of the Stamford Park development).

##### **What the amendment does**

The Amendment proposes to delete the Land Subject to Inundation Overlay (LSIO) from the Stamford Park residential development area. The proposed deletion reflects recent earthworks and drainage works to the site at 980 Stud Road, Rowville to elevate the residential pad in relation to the surrounding flood plain.

##### **Strategic assessment of the Amendment**

##### **Why is the Amendment required?**

The recent completion of earthworks at Stamford Park has elevated the residential development pad. Melbourne Water has confirmed that the fill applied to the site meets its requirements, and has no objection to the removal of the LSIO.

Given the height of the fill applied to the residential development pad and the surrounding drainage works, the LSIO has become a redundant planning scheme provision over the site at 980 Stud Road, Rowville. The application of the LSIO to land above the applicable 1 in 100-year flood level has no further merit. If retained, the LSIO will result in unnecessary planning applications for a variety of works and this, in turn, will impose costs on residents through the lodgement of planning applications. Retention of a redundant planning scheme provision is not considered good planning practice.

##### **How does the Amendment implement the objectives of planning in Victoria?**

The amendment is consistent with the objectives of section 4(1) of the Planning and Environment Act (1987) by allowing for the fair, orderly, economic and sustainable use, and development of land. The amendment is also supported under section 12(1) of the Act, in that Council regularly review the provisions of the planning scheme for which it is a planning authority. Additionally, a planning authority may under section 12(2)(c) the Act do all things necessary to encourage and promote the orderly and proper use, development and protection of land in the area for which it is a planning authority.

##### **How does the Amendment address any environmental, social and economic effects?**

The purpose of the LSIO is to identify flood storage and flood fringe areas susceptible to a 1 in 100-year flood event, to ensure development minimises flood damage and does not cause significant flood level or velocity increase, and to ensure development maintains or improves river and wetland health. The LSIO is proposed to be removed from the elevated residential pad, and retained on the surrounding land within the site at 980 Stud Road, Rowville. The removal of the LSIO will not impact on surrounding residential properties, as additional drainage works have also been undertaken.

It is not considered that there will be any detrimental social or economic implications as a result of the amendment. The amendment will, however, remove unnecessary planning permit triggers, and reduce planning permit applications and the associated fees.

**Does the Amendment address relevant bushfire risk?**

The subject site is not within a Bushfire Management Overlay (BMO), and the removal of the LSIO will not have any impact any existing bushfire risk.

**Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The amendment is compliant with the Ministerial Direction on the form and content of the planning schemes under section 7(5) of the Planning and Environment Act (1987). The Amendment is also consistent with Ministerial direction No. 9 – Metropolitan Planning Strategy (as amended 30 July 2018) pursuant to section 12 of the Planning and Environment Act 1987 which requires planning authorities to have regard to the Metropolitan Planning Strategy.

**How does the Amendment support or implement the State Planning Policy Framework and any adopted State policy?**

The State Planning Policy Framework (SPPF) seeks to ensure the objectives of planning in Victoria, as set out in the Planning and Environment Act 1987, are fostered through appropriate planning policies and practices that integrate relevant environmental, social and economic factors in the interest of net community benefit and sustainable development.

The amendment is supported by the following strategies:

- 11.03-6S: Regional and local places

Planning considerations specific to the Stamford Park redevelopment site can be better integrated.

- 12.03-1S: Water bodies and wetlands

Development on the residential pad of the Stamford Park redevelopment will be sited to consider waterways and ensure it does not impact a waterbody's capability to manage flood flow.

- 13.03-1S: Floodplain management

Land affected by potential flooding has been accurately identified.

- 15.01-1S: Urban design

Development will have a minimal impact on the surrounding natural environment in line with the existing residential development permit.

- 19.03-3S: Water supply, sewerage and drainage

As part of the recent earthworks, surrounding drainage measures were also provided to assist peak flows and treatment of stormwater.

- 19.03-4S: Stormwater

On-site stormwater measures at the Stamford Park estate will be undertaken.

**How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The amendment is consistent with, and supports the direction of, Knox's Local Planning Policy Framework, and specifically the following aspects of the Municipal Strategic Statement.

- 21.06: Housing

The removal of the LSIO will remove unnecessary planning permit triggers for residential development and allow for an increased supply of housing.

- 21.09: Transport and infrastructure

This Amendment will ensure integrated water management and effective floodplain management for the site.

- 22.07: Development in residential areas and neighbourhood character

This Amendment will result in appropriate planning scheme controls by which to properly assess future residential development.

### **Does the Amendment make proper use of the Victoria Planning Provisions?**

The proposed removal of the LSIO reflected its redundant placement at 980 Stud Road, Rowville. As it no longer serves a purpose (confirmed through correspondence with Melbourne Water), with the site placed above the relevant floodplain, retention of the overlay would serve no purpose.

### **How does the Amendment address the views of any relevant agency?**

Melbourne Water, as the relevant floodplain management authority, has confirmed that following the completion of earthworks and additional surveys being undertaken on site, it has no objection to the removal of the LSIO from the residential development pad.

### **Does the Amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment will not have a significant impact on the transport system.

### **Resource and administrative costs**

The removal of the LSIO from the land will not have significant impact on the resource and administration costs of Knox City Council.

### **Where you may inspect this Amendment**

The Amendment is available for public inspection, free of charge, during office hours at the following places:

Council's Customer Service Building and Planning counter at the Knox Council Civic Centre, 511 Burwood Highway, Wantirna South, on weekdays from 8:30am to 5:00pm.

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at [www.delwp.vic.gov.au/public-inspection](http://www.delwp.vic.gov.au/public-inspection).

### **Submissions**

Any person who may be affected by the Amendment may make a submission to the planning authority. Submissions about the Amendment must be received by 17 December, 2018.

A submission must be sent to:

Email: [psaamendments@knox.vic.gov.au](mailto:psaamendments@knox.vic.gov.au)

Attention: submission to Amendment C172

Or by post (no stamp required):

City Futures, Knox City Council

Reply Paid 70243, WANTIRNA SOUTH VIC 3152

### **Panel hearing dates**

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: [insert directions hearing date]
- panel hearing: [insert panel hearing date] 24 of 212



*Planning and Environment Act 1987*

**KNOX PLANNING SCHEME**

**AMENDMENT C172**

**INSTRUCTION SHEET**

The planning authority for this amendment is the Knox City Council.

The Knox Planning Scheme is amended as follows:

**Planning Scheme Maps**

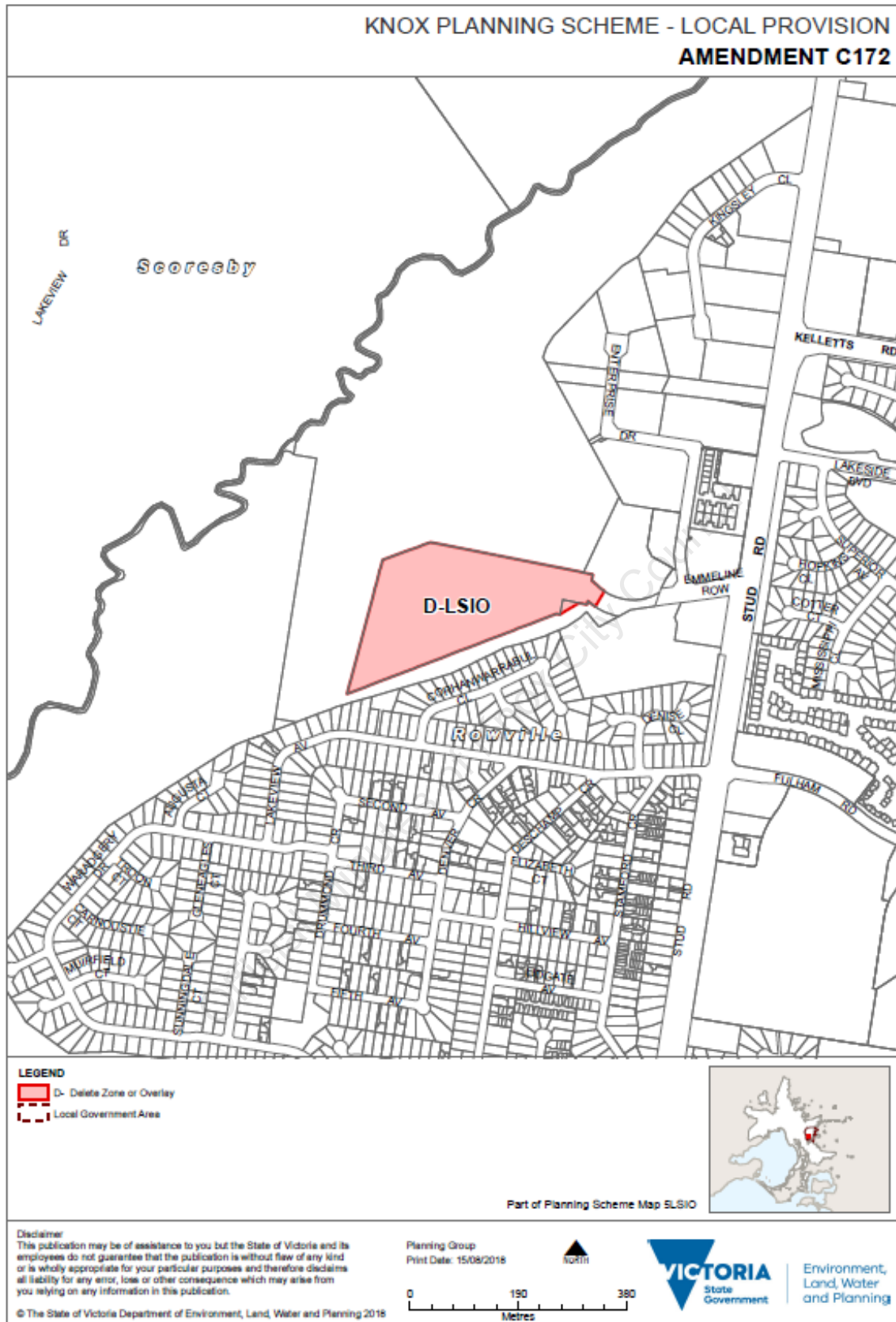
The Planning Scheme Maps are amended by a total of 1 attached map sheet.

**Overlay Maps**

1. Amend Planning Scheme Map No 5LSIO in the manner shown on the attached map marked "Knox Planning Scheme, Amendment C172".

End of document

Official Minutes of Knox City Council



**APPENDIX C – Melbourne Water correspondence**

13 April 2018

Anthony Msonda-Johnson  
Roberts Day  
Level 5, 411 Collins Street  
Melbourne VIC 3000

Dear Anthony,

**RE:** Review of feature and level survey plan

**Site location:** 980 Stud Road, Rowville

**Plan reference:** Job Number: 14339-108-06, Sheet: 1, Version: 1, Date: 16/11/2017

**Melbourne Water reference:** MWA-1014508

**Date referred:** 09/04/2018

Thank you for your email and submission of a feature and level survey plan for the Stamford Park development, as referenced above and attached to this letter.

The submitted feature and level survey plan indicates that the land has been filled in accordance with Melbourne Water's requirements relating to the approved development at 980 Stud Road, Rowville. Melbourne Water would therefore have no objection to the removal of the Land Subject to Inundation Overlay from the area that has been filled.

For further enquiries, please contact me on 9679 7410.

Regards,

A handwritten signature in black ink, appearing to read "Con Gantonas".

Con Gantonas  
Customer and Planning Services



## 6.3 Establishing Environmental Upgrade Agreements in Knox

**SUMMARY: Senior Program Lead - Sustainability, City Futures, Sam Sampanthar**

This report seeks Council endorsement to offer Environmental Upgrade Agreements to the non-residential sector in the City of Knox. An Environmental Upgrade Agreement (EUA) is a three-party agreement between a building owner (borrower), a financial institution (lender) and a local Council. A loan to the building owner for an environmental upgrade is repaid to the lender via the Council. The EUA links the loan to the building, enabling loan repayments to be made through a property charge, in the same way as rates are paid.

For Councils, apart from the benefits derived from increased economic activity within the municipality, offering an EUA financing mechanism has the potential to attract new local businesses and retain existing businesses.

### RECOMMENDATION

**That Council:**

- 1. Supports establishing Environmental Upgrade Agreements in the City of Knox for non-residential properties;**
- 2. Appoint a third-party administrator to support the delivery of Environmental Upgrade Agreements;**
- 3. Delegate to the Chief Executive Officer the power to enter into an Environmental Upgrade Agreement on behalf of the Council; and**
- 4. Delegate to the Chief Executive Officer the power to declare and levy an environmental upgrade charge.**

### 1. INTRODUCTION

An Environmental Upgrade Agreement (EUA) is an agreement between a non-residential property owner, a lender and local government that facilitates the financing of a building upgrade to improve its efficiency. EUAs allow for the tenants and building owners of commercial and industrial property to collaborate on energy, water and waste reduction projects that will reduce the impact to the environment and reduce operating costs. Unlike other alternative finance options, EUAs allow tenants to contribute financially to the project where it makes sense to do so and helps shape the project to best suit individual needs.

City of Melbourne was the first Australian municipality to offer EUAs in 2002. The program was administered by the Sustainable Melbourne Fund (SMF), who's role was to:

- Establish documentation including contracts and forms;
- Act as an intermediary to implement the program on behalf of Council; and
- Provide ongoing monitoring and reporting.

This type of finance arrangement was only available in the City of Melbourne, until September 2015, when legislation passed by the Victorian State Government (Local Government Legislation

Amendment Bill - Environmental Upgrade Agreements 2015), enabled all Victorian Councils to offer EUAs.

The legislation does not apply to residential properties - as described in Section 181A(1) of the act:

“...the primary parties may enter into an environmental upgrade agreement in respect of rateable land, with an existing building on it, that is entirely or predominantly used for non-residential purposes, to fund works that improve the energy, water or environmental efficiency or sustainability of the building on that rateable land.”

Since the change to the legislation, EUAs have been made available in 21 municipalities in Victoria including Monash, Yarra Ranges, Dandenong, Hobsons Bay, Brimbank, Wyndham, Maribyrnong, Mornington Peninsula, Moreland, Bendigo, Geelong, Shepparton, South Gippsland and Macedon Ranges.

The SMF, through the Better Building Finance (BBF) brand, provide Third Party Administrator services to local governments for the EUA program, engaging with the finance and property sectors as an intermediary for building owners. The BBF also help develop contract templates and facilitate the Environmental Upgrade Agreement between a lender, a borrower and the Council.

To date, 41 EUAs have been signed across Victoria with a total project value of \$24.2 Million. The Metropolitan Melbourne Councils (excluding the City of Melbourne) have so far signed 11 agreements with an average project cost of \$250,000. Another 17 agreements have been signed across regional Victoria. Approximately 55% of EUAs in Victoria involve Tenant contributions.

## 2. DISCUSSION

### 2.1 Benefits for the Knox business community

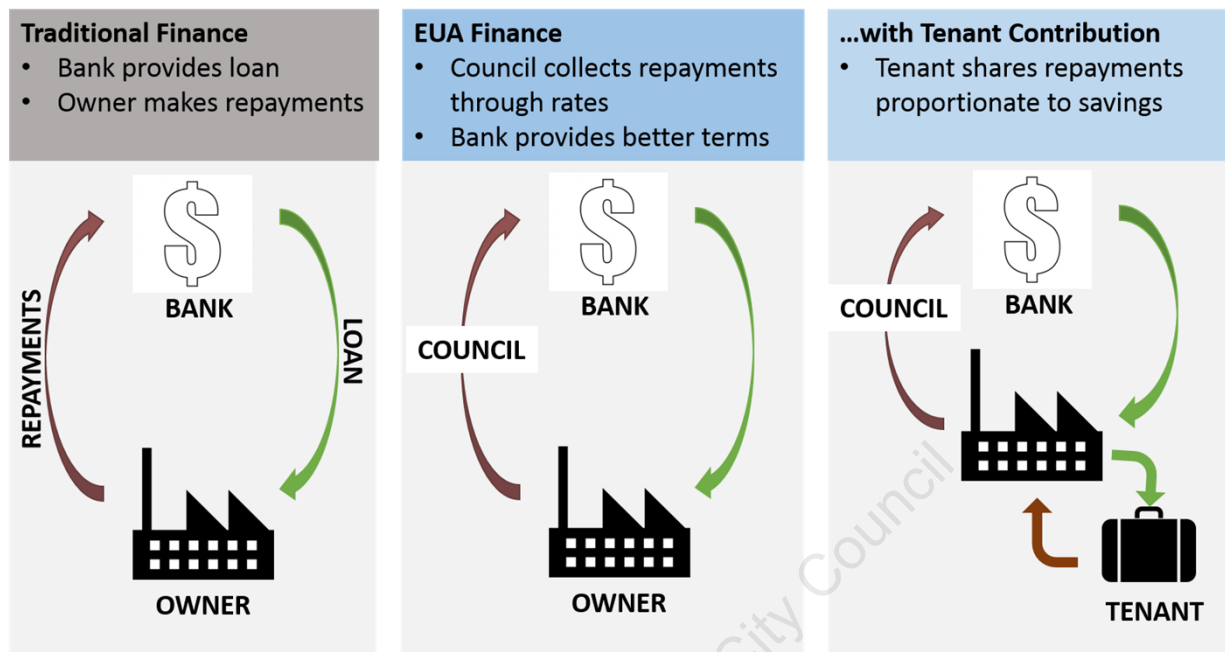
Through implementing EUAs, Council will be assisting non-residential ratepayers to access capital to improve their building efficiency. Upgrading buildings can result in local job creation and investment, improved environmental performance and an increased asset value.

Key benefits are outlined below:

- **Lower costs.** Upgrading buildings delivers savings on utility bills, driving down the overall operational costs for business. EUAs are a mechanism for building owners to access attractive finance for retrofitting or upgrading their facilities.
- **Reduced structural and market barriers.** EUA finance can overcome the split-incentive barrier (between owners and tenants) by enabling the costs and benefits to be shared with the building occupiers. This means that building owners and tenants can pay back the loan at the same time they are benefiting from the lower costs of a more resource efficient building. If ownership of the property changes, the new owners take up the loan or settle the outstanding loan through the sale process.
- **Reduced financial impact.** EUAs unlock private investment in local communities. As a consequence, there are negligible implications to local council budgets. In addition, the owners and tenants are not relying on government grants or contributions to implement projects.
- **Complementary.** EUAs can work with any grants/subsidies available for projects through state or federal government programs to enhance the business case for a building retrofit. As such, EUAs are a means of attracting government money into local communities.

## 2.2 How an EUA Works

As illustrated in Figure 1, under an EUA, Council acts as a collection agent using its statutory powers to levy council rates. The building owner can potentially access competitive loan terms (e.g. longer repayment period) from the lender. It also allows a tenant to contribute towards the repayments from the energy savings.



**Figure 1:** Repayment arrangements under an EUA (Source: Sustainable Melbourne Fund)

## 2.3 Potential projects and EUA opportunities in Knox

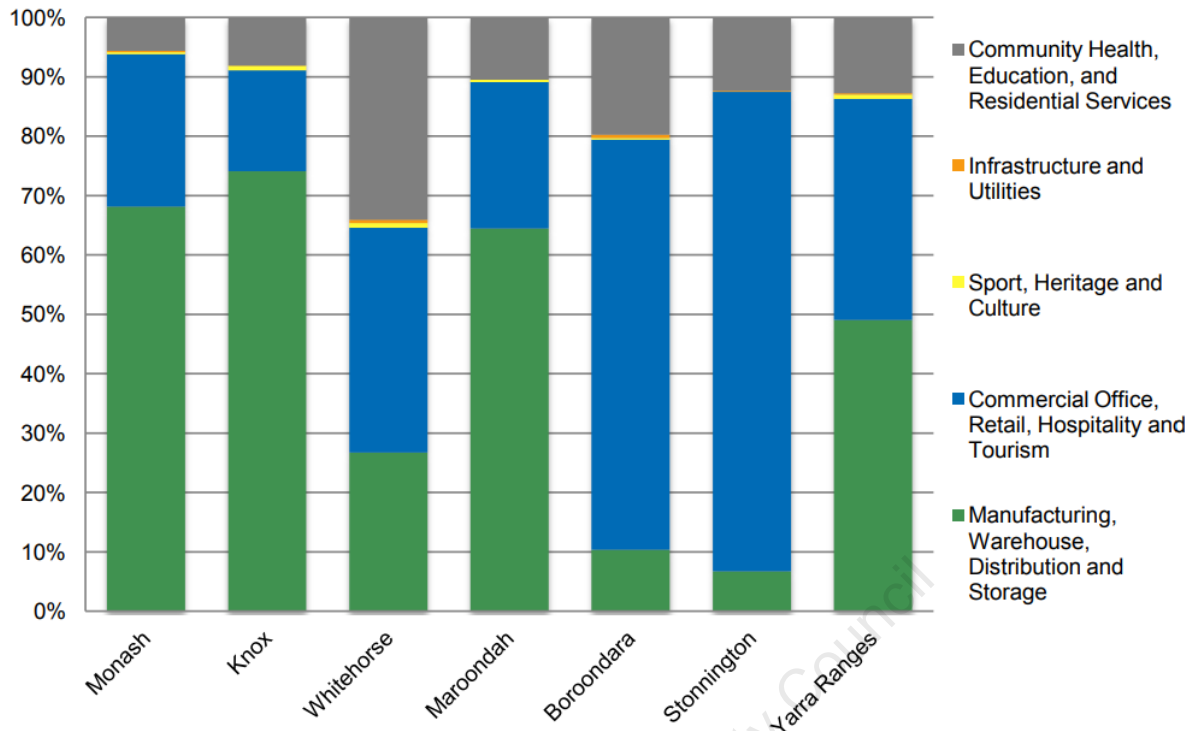
In the past two years, Council and SMF have collectively received five enquiries on the status and availability of EUAs in Knox. These enquiries have originated from building owners and solution providers (eg. Solar Installers). If all five enquires subsequently resulted in EUAs, it would have resulted in energy efficiency and solar projects amounting to nearly \$3.6 million.

Improving the efficiency of their business and reducing operating costs are the main drivers for these enquiries. These enquiries are likely to grow in number as additional councils start to offer EUAs in their jurisdiction and this type of financing becomes more common.

The Australian Industry Group's report "Energy Shock: No Gas, No Power, No Future?" (Source: aigroup.com.au, February 2017) estimates that the business community will pay an extra \$8.7 billion a year through rising energy prices, with manufacturing businesses that rely on both electricity and gas (e.g. food and chemical manufacturing) to be the most impacted. The report notes that energy efficiency along with productivity improvements and demand response will help with affordability.

Modelling carried out for the Eastern Alliance for Greenhouse Action (EAGA) shows that EUAs have the potential to unlock over \$160m in investments in the City of Knox. Figure 2 shows that the manufacturing sector in Knox is likely to be the largest subscriber to this type of financing. Over time, this level of investment and projects is expected to create over 2,800 jobs in the Eastern Melbourne region and 650 jobs in Knox. (Source: EAGA, *EUA Finance for the Regions*, 2013) The EUAs also enable ageing assets in Knox to be renewed by providing a financing mechanism for building owners to access.

### Investment opportunity owners within EAGA municipalities



**Figure 2:** Investment Opportunity by Industry Sector (Source: EAGA)

#### 2.4 The Role of Third-Party Administrator

If engaged as a third-party administrator, BBF can assist Council to develop the EUA application and administration process. The EUA application documentation and templates, including process flowcharts and contract templates currently in use in other municipalities could be adapted to Knox City Council requirements.

Beyond the initial set-up, as part of the Third-Party Administrator Services, BBF will process the applications including telephone support and liaise with the relevant EUA parties including Council departments to ensure all documentation is completed and the EUA executed.

#### 2.5 Cost to Council to Offer EUAs

Apart from the staff costs in executing the agreements, issuing invoices and remitting the payment to lenders, there are no costs involved in engaging BBF as the EUA third-party administrator. The annual staff costs are estimated to be no more than \$5,000 based on signing up to five EUAs per year.

#### 2.6 Potential Risks to Council

As per Section 181E of the Local Government Act, the Council is not liable for any unpaid Environmental Upgrade Charges. The Council will only be liable to pay the lender once a repayment has been collected. Should a building owner become insolvent, unpaid Environmental Upgrade Charges (EUC) will be considered equal to other rate charges and assume priority over other debt on the property. Any outstanding EUCs will not affect Council's balance sheet or liabilities, as Council is not liable for the debt nor entitled to the money received, it is an off-balance sheet transaction.

The EUA provisions of the Local Government Act requires Council to use its 'best endeavours' to recover non-payment of the EUC on behalf of the lenders. The Knox Payment Assistance Policy does not apply to non-residential rate payers; therefore, a new enforcement procedure would need to be implemented. This would include a process where Council would be obligated to sell a property to recover the unpaid EUC. Refer to Confidential Appendix A for the associated legal advice on this matter.

The Borrower is required to satisfy themselves that the proposed project will deliver the financial savings and aligns with their plans for their site. Better Building Finance (as the third party administrator) can review the project proposal to ensure a positive environmental outcome is demonstrated (e.g. energy or water savings.). The Council, Better Building Finance or the lender is not required to check if the proposed project (e.g. Solar) is going to deliver the projected savings as the project risk remains with the Building Owner.

An NPV analysis maybe carried out if it forms part of a borrower's decision-making process – this would be carried out by the borrower and not by Council, BBF or the Lender. The Council is not required to check if the proposed project and any financial analysis will suit the borrower and their future needs – the onus is on the borrower to ensure the project and the EUA finance is right for their business.

As per normal lending practices, all EUA applicants are subject to credit screening by the lenders. Council can also exclude any ratepayers with a poor history of rate payments from accessing this type of finance. To date, none of the 41 EUAs currently in place have seen a default that has required a Council to commence legal proceedings to recover the overdue charges.

### **3. CONSULTATION**

Council officers from Finance, Rates, Economic Development and Investments & Partnerships have been consulted. A phone survey with 13 of the 21 Victorian local governments was also carried out to better understand how EUAs have been operating in other municipalities in the past two years.

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

Through EUAs, local industries and businesses can reduce their electricity, gas and water usage, and see a reduction of waste to landfill.

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

It has been estimated that the staff time required to process quarterly invoices to recover the EUC is a maximum of \$5,000 per annum. This is based on receiving up to five new applicants a year. The Economic Development Team would promote EUAs as part of existing business engagement activities. Council can recover any reasonable costs incurred in the preparation of the EUA and enforcing the collection process.



## **6. SOCIAL IMPLICATIONS**

According to the *EUA Finance for the Regions Summary Report* (EAGA, December 2013), EUAs have the potential to create 2,800 new jobs across the Eastern Melbourne Metropolitan region and 650 jobs in Knox, resulting in social, economic and environmental benefits to the community.

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

Goal 5 - We have a strong regional economy, local employment and learning opportunities

Strategy 5.3 - Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business

## **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.

Author – Senior Program Lead, Sustainability, Sam Sampanthar - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Julia Oxley - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

Environmental Upgrade Agreements are a low-cost way to unlock significant private investment to improve the operational efficiency of commercial and industrial facilities. This type of financing allows businesses to invest in efficiency improvements – particularly where the buildings are tenanted, enabling businesses to share the cost and benefits of investing in efficiency improvements.

Modelling carried out for the Eastern Alliance for Greenhouse Action (EAGA, December 2013) indicates that EUAs can result in over \$160 million in investments and result in an additional 650 jobs in Knox.

## **10. CONFIDENTIALITY**

This report contains items of a confidential nature.

**RESOLUTION**

**MOVED:** Councillor Taylor

**SECONDED:** Councillor Lockwood

**That Council:**

- 1. Supports establishing Environmental Upgrade Agreements in the City of Knox for non-residential properties;**
- 2. Appoint a third-party administrator to support the delivery of Environmental Upgrade Agreements;**
- 3. Delegate to the Chief Executive Officer the power to enter into an Environmental Upgrade Agreement on behalf of the Council; and**
- 4. Delegate to the Chief Executive Officer the power to declare and levy an environmental upgrade charge.**

**CARRIED**

**Attachments**

Nil

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## 7 Public Question Time

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

Question Time commenced at 7.19pm.

The following questions were raised with Council:

Question 1 Phil Pavey	On 31 August 2018 I enquired to Knox City Council why the reserve in the middle of Ellerton Square had not been mowed for several months, advising it is overgrown with weeds. Council officer advised it should be mowed every 6 weeks, however the reserve has still not been mowed and I have not been advised when it will be done. Reserves in other squares around the neighbourhood are similarly overgrown. Why is Knox City Council not maintaining reserves in such residential streets/squares
Answer	<p>Director Bell advised that Herbert Contractors have been behind schedule since the commencement of mowing in 1 August 2018. There was a delay in the start due to finalising contract details.</p> <p>The contractor, Herbert Contractors, have maintained that they will be back on schedule by COB on Thursday 27 September 2018.</p> <p>This message was conveyed to Sam Jones in a meeting with Herbert Contractors on Wednesday 19 September 2018.</p> <p>City staff has spoke with Blake from Herbert Contractors earlier today who advised the following;</p> <p>Herbert Contractors are in that area of Ellerton Reserves and Ellerton Square Reserve, Wantirna and will prioritise those 2 sites today. They currently have 4 crews out in different areas catching up on all of the areas.</p> <p>After the initial mowing round and subsequent meetings, Herbert Contractors will be in a position to complete the contracted scheduled of work. Two more mowers have been added to ensure that the schedule is met.</p>
Question 2 Kevin Knox	Several years ago I donated to this Council an etching of the first Council chamber opposite Dorset Road on the condition it remain in the Gallery. Where is this memento today?
Answer	The Chief Executive Officer, Mr Doyle responded by stated the memento is on the wall in the foyer. It was originally in the storage area and then placed back on display in the foyer. If you are not satisfied with the location, I am happy to talk to you about it further with more prominence.
Question 3 Kevin Knox	I received a letter with 52 cents on it and another with 98 cents. This bulk postage is costing the ratepayer 56 cents extra and would total \$1040 a year. Who liaises with Australia Post in regards to this matter?

Answer	Director Fromberg advised that we constantly keep track of costs, the imprints are made by franking machines. I am not sure if this affects or indicates the cost. I will investigate and let you know through a reply electronically.
Question 4 Frank Sullivan	Knox ratepayers are in possession of an email sent to them from the Knox Basketball Association dated on the 5 <sup>th</sup> September 2018. This letter congratulated Knox Council for their pledge of \$25 million to help develop the State Basketball Centre. At what Council meeting was this money pledged? Is this in the Budget?
Answer	The Chief Executive Officer, Mr Doyle advised that this was listed in the Strategic Resource Plan adopted in the June 2018 Council Meeting, and it will be brought forward from future budgets.

Question Time Concluded at 7.31pm.

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## 8 Considering and Ordering Upon Officers' Reports Within the Engineering and Infrastructure Group

### 8.1 HV Jones Reserve Master Plan and Report

**SUMMARY:** Landscape Architect, Open Space & Landscape Design, Flora Lau

This report outlines the proposed Masterplan for HV Jones Reserve, Ferntree Gully and is presented for Council's consideration. The Draft Masterplan has been developed through broad community consultation and recommends a direction to guide future upgrades at the Reserve.

#### RECOMMENDATION

That Council:

1. Endorse the Draft Masterplan for HV Jones Reserve, Ferntree Gully;
2. note the carry forward of funding from the 2017/18 budget to undertake detailed site investigations, including detailed feature and level survey and geotechnical investigations, in the 2018/19 financial year;
3. note the allocation of funding for design documentation in the 2018/19 budget; and
4. refer the balance of funding for the implementation of HV Jones Reserve Masterplan to the future budget process for consideration.

#### 1. INTRODUCTION

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

This report outlines the status and use of HV Jones Reserve, the consultation process and the subsequent development of the Draft Masterplan.

#### 2. DISCUSSION

##### 2.1 Location

HV Jones Reserve is in Ferntree Gully, south of Burwood Highway. The Reserve is approximately 4.4 hectares and is bounded by Ashton Road to the north, Mountain Gate Drive to the east, Holme Road to the south and Kingston Street to the west. The site is surrounded by residential properties.

##### 2.2 Facilities

HV Jones Reserve consists of:

- a sports oval and ancillary structures including recently constructed scoreboard, floodlights and storage sheds;
- three (3) buildings including;

- a large sports pavilion located to the north of the oval;
- a community hall; and
- a smaller sports pavilion located adjacent to the tennis courts;
- three (3) asphalted carparks and associated driveways, offering a total of eighty-six (86) spaces.
- two (2) asphalt surface netball courts with floodlights;
- cricket practice nets;
- a water tank;
- four (4) tennis counts enclosed by cyclone fencing;
- a local playground; and
- concrete paths within the reserve.

The large sports pavilion has a public toilet attached which is accessible during game times. The public toilet is opened and closed by the sports clubs as a part of their tenancy arrangements and are not currently open at any other time.

### **2.3 Use of the Reserve**

HV Jones Reserve is classified as a Local Open Space (Knox Open Space Plan 2012 – 2022) which serves the local neighbourhood and has a place based relationship, generally family and neighbours, whereas local open space is usually designed to accommodate a maximum of three (3) groups.

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

- the Mountain Gate Cricket Club;
- the Boronia Soccer Club (currently 13 teams);
- the Mountain Gate Netball Club (the Club trains at the reserve on Thursday evenings);
- a tennis pavilion, currently leased to Axxess Ability - a disability service provider who provides day support services for adults with an intellectual disability, including educational, sporting and recreational, both within the tennis pavilion and in the wider community. The tenancy agreement expires on 31 December 2022; and
- the HV Jones Community Hall consisting of a main room that seats a maximum of 80 people and also contains kitchen facilities and toilets. The hall is managed by Knox Gardens Community Group Incorporated on behalf of Knox City Council. The facility is available for hire and provides a venue for community groups and individuals.

The Reserve was home to the Mountain Gate Tennis Club, prior to amalgamation of the club with Reta Matthews Reserve, Ferntree Gully.

In addition to organised activities, the Reserve supports passive recreational activities such as:

- informal sports in the open grass space;
- people walking dogs; and
- families using the playground.

### **2.4 Planning Provisions**

HV Jones Reserve is zoned *Public Park and Recreation Zone (PPRZ)* and is not affected by any planning overlays.

## **3. CONSULTATION**

The consultation process is an important aspect of the revised masterplan and offices wanted to ensure that all officers, key stakeholders and community members were kept in the loop and had the opportunity to participate in the development of the masterplan as it evolved. Consequently,

the masterplan process has taken longer than anticipated, however the significant investment in consultation provides a solid framework to ensure future planning and design is in line with the collective vision for the site from Council, key stakeholders and the local community's perspectives.

### **3.1 Internal Consultation**

Consultation was held with Council staff during May 2017, to identify key issues, strengths of the Reserve and potential design opportunities.

### **3.2 Phase One Community Consultation**

The initial phase of Community consultation for the HV Jones Reserve was held in June 2017 and was programmed and undertaken in conjunction with the public consultation for the Knox Regional Netball Centre Masterplan.

In June 2017, a bulletin (refer Appendix B) with an attached survey questionnaire was sent to approximately 1,115 nearby households. The survey questions were targeted at identifying how people used the two (2) sites.

The bulletin and the survey were available for the broader community on Council's website, emailed to user groups and published on social media.

The bulletin included an invitation to two (2) community consultation events, at the Knox Regional Netball Centre on Friday 23 June 2017 and Saturday 24 June 2017. At these events, the Ward Councillors, Council staff and Council's consultant met with approximately forty (40) reserve users.

During the consultation, Council received fifty-one (51) written responses and one hundred and seventy-three (173) responses through the online survey.

A summary of the feedback from the community consultation is provided in Appendix B.

An additional consultation event was held on 14 June 2017 at the Knox City Council Civic Centre. The Ward Councillor, Council staff and Council's consultant met with representatives from the Reserve user groups to discuss how HV Jones Reserve could be better used and developed to better meet the needs of park users.

Key stakeholder representatives in attendance included Boronia Soccer Club, Mountain Gate Cricket Club, Axess Ability, Mountain Gate Netball Club and the Hall Keeper of the Community Hall.

Key issues related to HV Jones Reserve identified by users are outlined as follows:

#### **Organised Recreation, Oval and Pavilion**

- The Mountain Gate Cricket Club trains during the week. The installation of new lights to the oval would allow training on more evenings. The Cricket club also uses Windermere Reserve for training and games.
- Anticipate future growth in female cricket. Currently 55 children are involved in the Milo Cricket program.
- The existing Pavilion is not suitable to service the growing needs of female participation in sports. Alternative structures have been suggested by the clubs to provide sufficient facilities for current and future growth and demand.
- The Boronia Soccer Club has seven (7) senior teams and five (5) junior teams and attracts people from outside the Knox municipality, eg Ringwood, Cranbourne, etc. The Club believes they are popular because they keep their membership affordable.
- Training at the Reserve for the Soccer Club was at capacity prior to the installation of floodlights.
- The Boronia Soccer Club and the Mountain Gate Netball Club share site amenities and facilities.

- There was consensus from all user groups that the turf is fantastic. The clubs' managers ensure they rotate key activities to maintain the condition of the turf.

#### **Traffic and Parking**

- Car parking provision is considered inadequate at the peak time of Friday evening and during weekends in the morning. All groups are competing for parking spaces and sometimes results in groups using bollards to reserve spaces for their users. The sporting clubs have tried to manage the shortage by advising the Community Hall of their upcoming events.
- Nearby residents identified parking and congestion along neighbouring streets as an issue and a number of respondents are concerned that cars often park across driveways, blocking access.

#### **Tennis Courts and Pavilion**

- The tennis courts have been under-utilised and received minimal maintenance since the departure of the Mountain Gate Tennis Club.
- The community expressed an interest in redeveloping the tennis courts into a multi-sports area with an all-weather synthetic surface – to be made available for use by both the clubs and the public. Popular suggestions included a hit-up wall, hot shots court and a half-court basketball court.
- The tennis pavilion is currently leased to Axxess-Ability. The tenant agreement expires in 2022. Axxess-Ability provides day support services for adults with an intellectual disability and its clients are, mostly, from the Knox area. The organisation currently operates Monday to Friday, 9am to 3pm.

#### **Community Hall**

- The building is very popular and frequently used.
- The majority of the hall users only use the facility and rarely use the Reserve.

#### **Netball Courts**

- The Netball Club trains Thursday evenings. Lighting is adequate but they would like to see an upgrade in the future. Council's audit shows the lights and the court surface do not meet current standards.

#### **Playground**

- It was agreed by all of the Reserve user groups that the existing playground is poorly located due to its proximity to roads and driveways.
- A number of Reserve users requested that the playground be enhanced to provide facilities that can be used by children of all ages.

#### **Other matters**

- Reserve users requested improved provision of amenities such as public toilets, exercise stations, seats, shelters, drinking fountains, picnic tables, bins, dog bins and barbeques.
- Another popular suggestion was to enhance the Reserve by planting understory vegetation for aesthetics and more trees to attract wildlife.

### **3.3 Initial Draft Masterplan**

The community feedback was integrated into the design of an initial Draft Masterplan – April 2018 (refer to Appendix C).

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



The Draft Masterplan identifies provisions to support the Reserve's current uses and future uses, improve access into and through the Reserve, upgrades the playground and improves the overall parkland amenity.

The Draft Masterplan - April 2018 (Appendix –C) was distributed by email to representatives of the user groups. The Draft Masterplan was exhibited on site, on Council's website and social media. Four-hundred and three (403) copies of the Draft Masterplan were also distributed to households in the neighborhood.

The post on Facebook has reached 1,119 Facebook users and attracted a total 15 Likes, 3 Comments and 5 Shares.

Council received twenty-two (22) written responses to the Draft Masterplan – April 2018.

A drop-in meeting, was held at the Council Civic Centre on the 22 May 2018 and residents and user group representatives were invited to attend and present their views, discuss their concerns and gauge support for the features identified in the Plan. The Ward Councillor was also in attendance.

Twenty-two (22) members of the community attended.

A summary of the feedback from the community consultation, including comments received by written responses and discussions at the drop-in meeting is provided in Appendix B.

### **3.4 Revised Draft Masterplan**

Following comments received, the initial Draft Masterplan was revised and published – July/August 2018 (refer to Appendix A).

The revised Draft Masterplan considers and includes recommendations provided by the community, where appropriate and feasible and maintains the key landscape features supported by the community.

The Draft Masterplan, July/Aug 2018 was emailed to representatives of the user groups and residents on 16 July 2018; was displayed at several locations on site; published on Council's website and copies were distributed to four-hundred and three (403) neighbouring households.

Council received thirteen (13) written responses and one (1) phone response to the Draft Masterplan – July/Aug 2018. These are available for review in detail in Appendix B.

In summary, less than 5% of respondents still had concerns regarding;

- The preference for two public tennis courts – not support by Council Tennis Facility Strategic Plan April 2012.
- Location of additional carparking within the reserve – to be addressed at the detailed design phase.
- Opportunity to fence the playground – to be addressed at the detailed design phase.
- Expansion of the pavilion – the building footprint is shown on the Masterplan as an indication, as development and implementation of this facility is separate from the scope of this Masterplan.

Where immediate actions were possible – eg. noise complaints from water tank systems, Council officers have addressed this and adjusted the timing of pumps.

#### 4. ENVIRONMENTAL/AMENITY ISSUES

The implementation of this project will have a long-term positive effect on the local amenity and environment by improving the quality of open space.

The Plan will provide improved access and enhance the space for important passive and active recreation and lifestyle opportunities for Knox residents and others.

Additional indigenous and native planting will increase biodiversity, attract bird life and add to the much-loved character of Knox.

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

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

#### 5. FINANCIAL & ECONOMIC IMPLICATIONS

A staged implementation approach is recommended for the delivery of the HV Jones Draft Masterplan as part of the Capital Works Program.

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

##### HV JONES COST ESTIMATE AND STAGING

<b>Stage 1</b> <b>2018/19</b>	Detail design and documentation for the key items in the draft Masterplan, including arborist report and geotechnical assessment.  (Excluding the carparks and the change rooms, toilets and storage facility.)	<b>\$50,000</b>
<b>Stage 2</b> <b>2019/20</b>	Construction of the new playground and multisports area including: <ul style="list-style-type: none"> <li>• Resurface public tennis court</li> <li>• Playground</li> <li>• Shelter</li> <li>• Drinking fountain</li> <li>• Park Furniture</li> <li>• Table tennis table</li> <li>• Outdoor exercise stations</li> <li>• Fencing</li> <li>• Paths</li> <li>• Landscaping – Trees and garden beds</li> </ul>	<b>\$550,000</b>

<b>Stage 3 2020/21</b>	<b>Construction of path networks.</b>	<b>\$60,000</b>
	Installation of satellite outdoor exercise stations x 2.	\$40,000
	Provision of park furniture, signage and amenities.	\$20,000
	Design of proposed carparks.	\$10,000
	Landscaping including establishment of new garden beds and tree planting.	\$20,000
<b>SUB-TOTAL</b>		<b>\$150,000</b>
<b>Stage 4 2021/22</b>	Carpark upgrade including associated lighting and landscaping.	\$250,000
	Netball Courts upgrade including line marking for netball.	\$260,000
	Netball Courts lighting design and upgrade	\$100,000
	Change rooms, toilets and storage facilities design and upgrade (\$650,000).	N/A
<b>SUB-TOTAL</b>		<b>\$610,000</b>
<b>TOTAL</b>		<b>\$1,360,000</b>

Annual maintenance costs are expected to marginally increase, following capital improvements.

A cost estimate prepared, as part of the Masterplan process, indicates a total of approximately \$1,360,000 excluding GST, including design and project management fees (3%) and a contingency allowance (10%), is required to implement the open space and landscape components of the Draft Masterplan as proposed. The costing is consistent with projects of this nature.

It should be noted that these costs exclude funding for change rooms, toilets and storage facilities design and upgrade. This would be subject to a separate budget process.

Funding has been carried forward from the 2017-18 financial year of \$131,560 which will be used to complete the master planning process with surplus funds directed to Stage 1 implementation works.

Council has approved a budget of \$50,000 in the 2018/19 Capital Works Budget which will be used to fund detailed design and documentation of proposed landscape works, following adoption of the Draft Masterplan.

Funding for the implementation will largely be sourced through Council's Open Space Reserve – which is funded through developer contributions. There will also be opportunities to seek external funding for the delivery of some of the active recreation elements (such as netball lighting).

Council's forward Capital Works Program has identified funding of \$500,000 over 2019/20 and 2020/21 to progress the implementation of the masterplan. It is noted however that this will be subject to Council consideration and approval as a part of the budget process.

## **6. SOCIAL IMPLICATIONS**

Public open spaces are increasingly valued and necessary, particularly given higher-density development across the municipality.

The local community has a strong sense of ownership of HV Jones Reserve and the site has the ability to support a diverse variety of user groups.

HV Jones Reserve provides a valuable opportunity for the community to interact and engage in passive and active recreation amenity.

The engagement process undertaken by Council has provided an opportunity for interested community members to interact and participate in a process that has resulted in the revised, 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 – Flora Lau, Landscape Architect - Open Space and Landscape Design – In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

The HV Jones Reserve Masterplan has been developed in consultation with the local community, Council staff and users, who have indicated their general 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 image of Knox is enhanced and maintained for current and future generations.

## **10. CONFIDENTIALITY**

There are no confidentiality issues with this report.

**RESOLUTION**

**MOVED:** Councillor Holland

**SECONDED:** Councillor Pearce

**That Council:**

- 1. Endorse the Draft Masterplan for HV Jones Reserve, Ferntree Gully;**
- 2. note the carry forward of funding from the 2017/18 budget to undertake detailed site investigations, including detailed feature and level survey and geotechnical investigations, in the 2018/19 financial year;**
- 3. note the allocation of funding for design documentation in the 2018/19 budget; and**
- 4. refer the balance of funding for the implementation of HV Jones Reserve Masterplan to the future budget process for consideration.**

**CARRIED**

**Attachments**

- 1. H. V Jones Reserve - Draft Masterplan - Appendix A [8.1.1]**
- 2. HV Jones Reserve - Draft Masterplan - Appendix B - Consultation Summary [8.1.2]**
- 3. H. V Jones Reserve - Draft Masterplan - Appendix C [8.1.3]**

Official Minutes of Kinross City Council

# Draft Masterplan HV JONES RESERVE, FERNTREE GULLY

VERSION B - FOR COMMUNITY CONSULTATION - JUL/ AUG 2018



Have your Say

In April 2018 we engaged with the community on their ideas to improve HV Jones Reserve. We've had an excellent response from the community. Thanks to everyone who provided feedback.

In response to the feedback, a revised proposal has been developed which aims to respect these views, whilst improving the useability and appearance of the Reserve.

Key changes include:

1. Provision of additional seating
2. Provision of additional carpark along the Kingston Street
3. Provision of three outdoor exercise stations
4. A revised design of the proposed playspace/ recreation area including the removal of a half basketball court
5. Inclusion of basketball linemarking and reversible basketball/netball towers at the netball courts
6. Additional storage adjacent to the proposed change rooms

The Revised Draft Masterplan for HV Jones Reserve will be on public exhibition during July / Aug 2018. You can provide your feedback by:

EMAIL [OpenSpace@knox.vic.gov.au](mailto:OpenSpace@knox.vic.gov.au)  
CALL (03) 9298 8000

MAIL Attention: Landscape Team  
Knox City Council  
Reply Paid 70243  
Wantirna South Vic 3152

VISIT Knox City Council Civic Centre  
511 Burwood Hwy,  
Wantirna South

All feedback received by **13 August 2018** will be considered before the Draft Masterplan is presented to Council for adoption. If adopted, it is likely that the project will be implemented in stages as funds become available in Council's capital works budget. It is anticipated that works will commence in the 2019/20 financial year.

## DRAWING KEY

- Existing trees
- Proposed trees
- Existing concrete path
- Proposed Granitic sand path
- Proposed concrete path
- Lawn
- Garden beds
- Proposed outdoor exercise stations
- Proposed playspace
- Proposed fitness track
- Existing Cyclone fencing. Investigate Renewal
- Oval floodlights
- Lights to be retained / upgraded or removed to suit proposed recreational use
- Proposed seat
- Existing / proposed barriers e.g. bollards, boulders



## PROPOSED WORKS

- 1 Remove existing playground
- 2 Retain and resurface the existing tennis court. Modify gate to allow public access.
- 3 Remove the existing en tout cas tennis courts including fencing. Establish new playspace and recreation area.
- 4 Rationalise, upgrade or remove existing lighting around tennis courts to suit proposed recreational uses.
- 5 Renew and consolidate park barriers overtime. Replace existing log and mesh fencing with bollards, seating, boulders and planting where suitable.
- 6 Renew existing netball court surface and upgrade lighting. Establish multi-purpose courts with netball and basketball linemarkings and reversible basketball / netball towers.
- 7 New change rooms and toilets including a storage cage to service demand in sports participation.
- 8 Extension to car park including new driveway to improve circulation. Layout is indicative, subject to engineering design.
- 9 Provide additional paths to improve access within the reserve and connect to the existing neighbourhood footpath network. Provide seating along path.
- 10 Provide three outdoor exercise stations within the reserve. Equipment to cater to a range of ages and fitness levels and abilities.
- 11 New seats to be installed for reserve users and spectators.
- 12 New 90 degree indented parking bays along Kingston Street. Number of spaces and configuration to be determined by engineering design.
- 13 New playspace with a variety of equipment including swings and slides, nature play elements and feature trees.
- 14 New shelter with picnic tables and drinking fountain.
- 15 Proposed recreation area with an outdoor table tennis table, outdoor exercise station and fitness trail using thermoplastic linemarkings



Example of an outdoor exercise station  
Photo source: urbanplay.com.au



Example of an outdoor table tennis table.  
Photo source: POPP



Example of a recently renewed neighbourhood playground  
Photo source: City of Knox



Example of a park shelter  
Photo source: GR Design&Construct



Example of thermoplastic playground markings  
Photo source: Project Playgrounds Australia

## **HV Jones Reserve Draft Masterplan**

### **Community Consultation**

#### **Stage 1 Consultation**

The initial phase of Community consultation for the HV Jones Reserve was held in June 2017 and was programmed and undertaken in conjunction with the public consultation for the Knox Regional Netball Centre Masterplan.

In June 2016, a bulletin with an attached survey questionnaire was sent to approximately 1,115 nearby households. The survey questions were targeted at identifying how people used the two reserves.

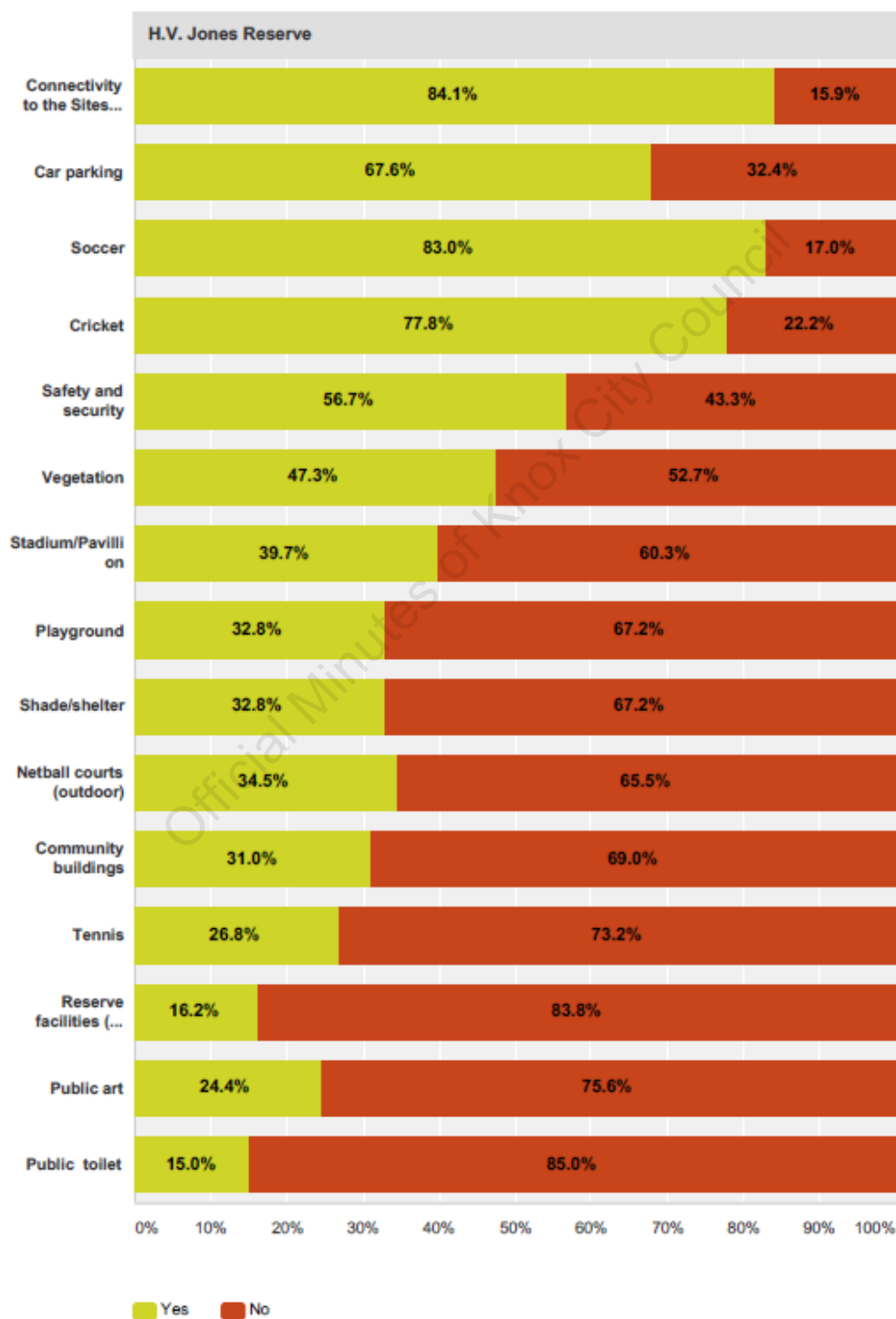
The bulletin and the survey were available for the broader community on Council's website, emailed to usergroups and was also published on social media.

The bulletin included an invitation to two (2) community consultation events, at the Knox Regional Netball Centre on Friday 23 June 2017 and Saturday 24 June 2017. At these events, the Ward Councillors, Council officers and Council's consultant met with approximately forty (40) reserve users.

Council received fifty-one (51) written responses and 173 responses through the online survey. Refer to the following pages for a summary of the survey results.

**Q1 In the table below, please indicate if you are satisfied with the following aspects of the reserve(s). Select 'Yes' if you are satisfied and 'No' if you believe there is room for improvement and leave blank if unknown.**

Answered: 169 Skipped: 2



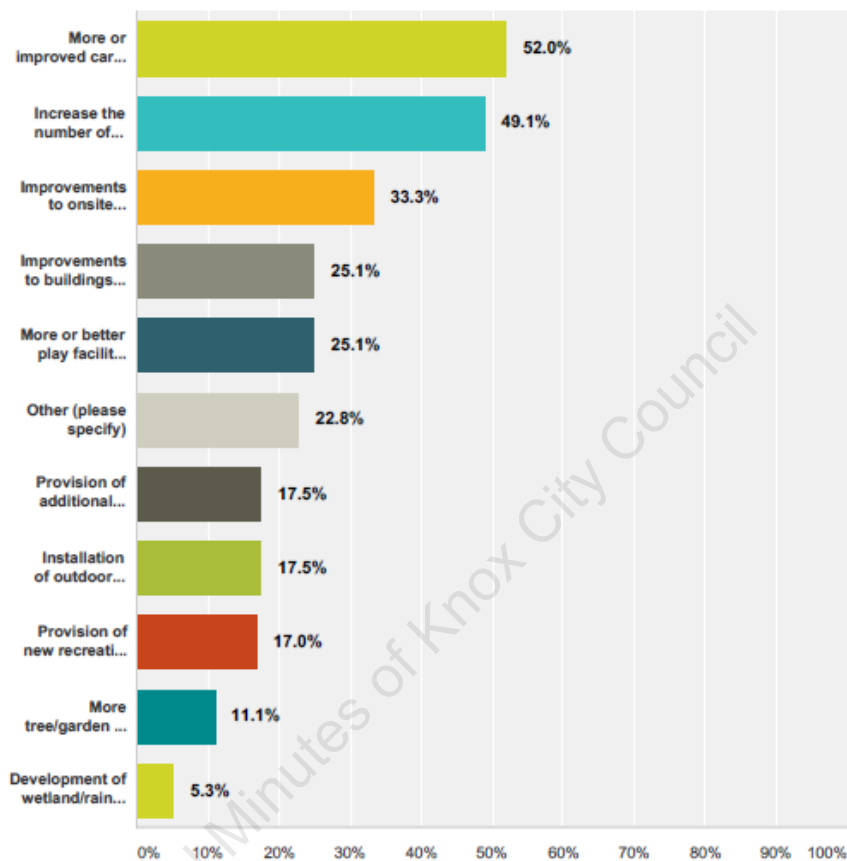


<b>H.V. Jones Reserve</b>			
	<b>Yes</b>	<b>No</b>	<b>Total</b>
Connectivity to the Sites (How easy it is to get to the site? Is the site well connected to the surrounding neighbourhood via shared path / footpath)	<b>84.1%</b> 58	<b>15.9%</b> 11	69
Car parking	<b>67.6%</b> 46	<b>32.4%</b> 22	68
Soccer	<b>83.0%</b> 44	<b>17.0%</b> 9	53
Cricket	<b>77.8%</b> 42	<b>22.2%</b> 12	54
Safety and security	<b>56.7%</b> 38	<b>43.3%</b> 29	67
Vegetation	<b>47.3%</b> 26	<b>52.7%</b> 29	55
Stadium/Pavillion	<b>39.7%</b> 23	<b>60.3%</b> 35	58
Playground	<b>32.8%</b> 22	<b>67.2%</b> 45	67
Shade/shelter	<b>32.8%</b> 21	<b>67.2%</b> 43	64
Netball courts (outdoor)	<b>34.5%</b> 19	<b>65.5%</b> 36	55
Community buildings	<b>31.0%</b> 18	<b>69.0%</b> 40	58
Tennis	<b>26.8%</b> 15	<b>73.2%</b> 41	56
Reserve facilities (Eg. seating, picnic facilities, drinking fountains, bins)	<b>16.2%</b> 11	<b>83.8%</b> 57	68
Public art	<b>24.4%</b> 11	<b>75.6%</b> 34	45
Public toilet	<b>15.0%</b> 9	<b>85.0%</b> 51	60

#	Other (please specify)	Date
1	Should never have allowed outdoor netball courts, major noise pollution, whistle every 2 sec, constant screams and shouts! I think of shift workers, medical staff, people who save the life of many who bring them total miseries.	7/4/2017 9:54 AM
2	Extend Dorset Road through and give the Netball Centre its own dedicated entrance from Dorset Road. Increase the size of the car park along the new entrance. Stop netballers parking in side streets such as Segarta Circuit.	6/30/2017 3:57 PM
3	Nice gardens were laid out at the new parking bays on Kingston Road, HV Jones Reserve but they have no planting other than the previously existing trees. Native planting here would greatly benefit the area.	6/30/2017 10:49 AM
4	We need more traffic lights on Burwood highway to get in and out and we need more sealed parking at the netball courts themselves.	6/28/2017 8:30 PM
5	Make an indoor Tennis Centre.	6/27/2017 2:11 PM
6	Toilets for sporting clubs are enough not for just anyone as it will attract fools. Shade/Shelter, NO, Youth will hang out and drink!	6/27/2017 2:08 PM
7	Beautiful oval well done!! Now keep the rest of the grounds looking good as well.	6/27/2017 1:53 PM
8	Car parking at netball is far from satisfaction	6/27/2017 1:45 PM
9	The Reserve needs more paths around eastern and southern sides - along with more vegetation and pathways.	6/27/2017 11:51 AM
10	Safety - more fences so dogs have less risk of running on the road.	6/27/2017 10:04 AM
11	BAN Parking in Segarta Circuit	6/27/2017 10:01 AM
12	HV Jones Netball court is in terrible condition.	6/27/2017 9:49 AM
13	Paths wrecked by gum trees.	6/27/2017 9:45 AM
14	Bins need improvement at both sites.	6/27/2017 9:28 AM
15	Hot water required in shower.	6/13/2017 8:41 AM
16	The site is home to several thousand netball players every week, and needs improvement and expansion	6/12/2017 9:56 PM
17	Car parking is ridiculous, particularly in the winter month when the grassed area is no longer available	6/11/2017 6:21 PM
18	4 indoor courts would be ideal for the demand	6/10/2017 8:33 PM
19	H V Jones needs better netball courts, community basketball court and community tennis courts.	6/9/2017 4:44 PM
20	Something really needs to be done about the car parking at the netball centre. It's dangerous because of all the cars and not feasible to park on the grass during the wetter months.	6/9/2017 2:51 PM
21	car parking is horrible you usually end up parking on the large grass area and get bogged. Netball is a winter sport and there isn't enough shelter so when it rains which is a lot you usually get wet because of lack of shelter	6/9/2017 1:01 PM
22	It would be great if the gravel car park could be extended or paved. Countless cars get bogged parking on the grass during Saturday winter season. There just aren't enough car parks.	6/9/2017 8:21 AM
23	The grassed area that is used for parking on Saturdays needs to be asphalted and made into a proper car park as it gets very muddy and boggy in winter	6/9/2017 8:11 AM
24	It is very difficult getting in and out of the centre on Saturday morning. Traffic trying to get out of the car park gets extremely backed up and is very slow.	6/9/2017 12:07 AM
25	Cracks on the netball courts need to be fixed, more seating needs to be available for spectators	6/8/2017 11:00 PM
26	Better holes in the ground for the netball rings to sit in at Knox netball centre as when we play they can be off of centre	6/8/2017 10:54 PM
27	Knox Regional Netball outdoor courts need more shelter. To have 20 - 30 people watching their kids play netball this past summer in the Saturday afternoon heat all huddled under a single shelter is ridiculous just to get out of the harmful UV rays. Australia is the skin cancer capital isn't it? I think there should also be some sort of shelter over some of the outdoor courts. I don't know how that would work or what sort of structure but I noticed glare on court plus again the UV rays etc. The shelters that are open both sides do nothing in the rain so they are pointless.	6/8/2017 10:43 PM
28	It would be great if there were more indoor netball courts.	6/8/2017 10:23 PM
29	Currently convicted paedophile lives opposite HV Jones who throws eggs when any parties at community centre are occurring.	6/8/2017 10:03 PM
30	HV Jones Reserve- Shading needed at playground and please complete the fencing to make it fully gated. No public toilets is a shame. Tennis and netball courts there are completely neglected.	6/8/2017 8:59 PM
31	The new drainage however has been fantastic for the oval.	6/8/2017 3:19 PM
32	The location of the park is not convenient. Children using the park when attending sporting events at the oval have to go behind the building & are out of sight. The park needs an up grade.	6/8/2017 5:32 AM
33	Liquor licence hours- the liquor licence hours attached to the reserve clubs are excessive for a residential area. The clubs using the pavillion have liquor serving hours greater than many restaurants at the mountain gate shops and are more reflective of night club hours (i.e 3am closure) which creates noise issues.	6/6/2017 7:46 PM

**Q2 Please select up to three of the following potential reserve improvement works that you would most like to see implemented at one or more of the reserves.**

Answered: 171 Skipped: 0



Answer Choices	Responses
More or improved car parking	52.0% 89
Increase the number of indoor netball courts at the Knox Regional Netball Centre stadium	49.1% 84
Improvements to onsite sporting facilities	33.3% 57
Improvements to buildings and pavilions	25.1% 43
More or better play facilities for children	25.1% 43
Other (please specify)	22.8% 39
Provision of additional paths and seating through the reserves	17.5% 30
Installation of outdoor exercise equipment	17.5% 30
Provision of new recreation opportunities aimed at teenagers and young adults	17.0% 29
More tree/garden bed planting	11.1% 19

Development of wetland/rain gardens		5.3%	9
Total Respondents: 171			
#	Other (please specify)	Date	
1	This person chosen more than 3 options Installation of outdoor exercise equipment Support people who use HV Jones Reserve daily for exercising	7/5/2017 4:26 PM	
2	No more outdoor courts, put buildings and pavilions (if you must build) in industrial area. Preserve and regenerate what little native bushland we have for wildlife.	7/4/2017 9:54 AM	
3	This survey was completed by a resident using the paper version. The resident has chosen more than three options. These are the additional options selected - Improvements to buildings and pavilions More tree/garden bed planting Development of wetland / raingardens More or improved car parking	7/4/2017 9:42 AM	
4	Specific change and meeting rooms for umpires separate to players and coaches	6/27/2017 3:28 PM	
5	The person who filled out the survey selected more than three options: - Installation of outdoor exercise equipment - More or improved car parking	6/27/2017 1:45 PM	
6	Nothing	6/27/2017 12:22 PM	
7	The person who filled out the survey selected more than three options: - More tree/garden bed planting - Development of wetland/rain gardens - Provision of additional paths and seating through the reserves - Installation of outdoor exercise equipment - More or improved car parking	6/27/2017 12:09 PM	
8	The person who filled out the survey selected more than three options: - More or better play facilities for children - More tree/garden bed planting - More improved car parking	6/27/2017 12:01 PM	
9	The person who filled out the survey selected more than three options: - Provision of additional paths and seating through the reserves	6/27/2017 11:47 AM	
10	The person who filled out the survey selected more than three options: - Improvements to onsite sporting facilities - More or better play facilities for children - Provision of new recreation opportunities aimed at teenagers and young adults - More tree/garden bed planting - Development of wetland/raingardens - Provision of additional paths and seating through the reserves	6/27/2017 9:58 AM	
11	Rubbish bins for soccer/cricket	6/27/2017 9:45 AM	
12	The person who filled out the survey selected more than three options: - Provision of additional paths and seating through the reserves - More or improved car parking	6/27/2017 9:40 AM	
13	The person who filled out the survey selected more than three options. - Improvements to buildings and pavilions - More or better play facilities for children - Development of wetland/rain gardens - Installation of outdoor exercise equipment	6/27/2017 9:38 AM	
14	More seating and shade	6/22/2017 7:11 PM	
15	More shelter for outdoor courts at Knox Regional Netball Centre	6/14/2017 10:45 AM	
16	permanent standing netball goal posts (these are always locked away and prevent netballers shooting the way basket ballers can do at many other outdoor basketball centres)	6/13/2017 8:41 AM	
17	Shade areas on outdoor courts (knox netball) + aircon/better ventilation in indoor courts (Knox netball)	6/12/2017 9:18 PM	
18	Bitumen the grassy area at Knox Regional Netball Stadium for car parking! You can only park there if you have a four wheel drive! And you need to park there as there is not enough parking available.	6/11/2017 9:52 AM	
19	Cooling in the inside netball courts New floors to the inside netball courts	6/9/2017 4:16 PM	
20	Improved netball courts at hv jones	6/9/2017 12:37 PM	
21	Netball Courts in Ferntree Gully should have a wider scope for shelter and indoor provisions for all games during the cold and wet weather.	6/9/2017 10:31 AM	
22	More undercover standing/seating areas for families to watch their players. Both for shade and protection from rain.	6/9/2017 10:02 AM	
23	It would be great if the public toilet and showers could be upgraded. They are well overdue, the ladies toilets really struggle with the high usage amounts each weekend and the showers don't warm up so you only use them if you are really desperate.	6/9/2017 8:21 AM	
24	Free access public tennis courts at hv jones	6/9/2017 8:08 AM	
25	More seating and shelter at each outdoor court	6/9/2017 7:12 AM	
26	Fix up the Tennis Courts	6/9/2017 12:16 AM	
27	Improved car access out of the venue.	6/9/2017 12:07 AM	

28	Fix cracks in current outdoor courts	6/8/2017 11:00 PM
29	The indoor netball Centre is well & truly over due for air conditioning of some sort . The current fans are useless making netball during the warmer months not enjoyable	6/8/2017 10:59 PM
30	Shelter next to courts	6/8/2017 10:52 PM
31	Courts outside need to be fixed. There are cracks & holes. Also the nets on the rings would be awesome; like at jells park.	6/8/2017 10:16 PM
32	Better change rooms for privacy.	6/8/2017 9:44 PM
33	Please gate/secure the playgrounds and add some shade!	6/8/2017 8:59 PM
34	Installation of more floodlights @ hv jones reserve for sport at night	6/8/2017 3:13 PM
35	In the afternoons in cricket season the sun beams in under the sheltered area of the building at HV Jones. Working in the canteen you are blinded by the sun & there is no shade under the front of the building. If we could look at options to improve this situation that would be great.	6/8/2017 5:32 AM
36	Ideally there should be a plan that involves the inclusion of all netball courts to be indoors. Currently basketball courts have been built around knox that give the sport an advantage over netball. It would be great to see netball given the same opportunities. Particularly with the growing decline in girls participating in team sports. With a state of the art facility for netball, the stadium could have more uses throughout the week. For example Futsal, more training facilities and other sporting activities. By having indoor courts, it would increase the participation rates as the weather is a huge deterrent to girls playing netball as well as parents allowing them to play. It would also give knox the premier netball facility in the state.	6/7/2017 10:04 PM
37	Hv jones needs a play ground nearer the pavilion where kids xan be supervised while game is on	6/7/2017 9:31 PM
38	Tennis courts retained. This existing infrastructure has been left to go to ruin without community consultation. Liquor licence hours reduced and oval / grass area made alcohol free zone after dusk.	6/6/2017 7:46 PM
39	Remove dangerous trees from the entrance at Knox Regional Netball Centre and plant trees elsewhere to replace.	6/6/2017 11:46 AM

### Q3 What would you like to see if the HV Jones Reserve tennis courts were re-developed?

Answered: 57 Skipped: 114

#	Responses	Date
1	Due to the changing dynamics of the area there are increased dwellings and increase population with young families - developing it as an expanded playground with BBQs, picnic tables etc will see more people able to enjoy this great reserve. Newman Park in Perkins Street in Traralgon is a wonderful example.	7/5/2017 4:26 PM
2	Demolish all man-made structures and give back to wildlife what they deserve. Knox City Council excels in 'Garden for Wildlife', please continue on that direction, do not lower your standard. Say 'no' to development.	7/4/2017 9:54 AM
3	Up to Council	7/4/2017 9:42 AM
4	Exercise station, or move netball court into onticar tennis court. Keep artifical tennis court as free tennis court for the community. It already has a sepearte gate.	6/30/2017 7:48 PM
5	A hit and giggle tennis court to be kept, it is possibly an appropriate area for outdoor exercise equipment.	6/30/2017 10:49 AM
6	open for general public use, very few courts available for impromptu use	6/27/2017 3:25 PM
7	Multi-use for basketball and netball.	6/27/2017 2:19 PM
8	Indoor Tennis Centre for region or a NEW additional public swimming pool for graving population.	6/27/2017 2:11 PM
9	More courts - better access for non-members to play casually. Indoor courts.	6/27/2017 2:03 PM
10	- To be accessible without need for key to use - BBQ facilities and shaded area	6/27/2017 1:58 PM
11	Improvement of ground/dirt on tennis courts.	6/27/2017 1:56 PM
12	I would like to see the courts being used. What a waste. The used to be used a all the time 4 - 5 times a week.	6/27/2017 1:53 PM
13	Better playground.	6/27/2017 1:38 PM
14	Better playground.	6/27/2017 12:29 PM
15	Soccer Pitches all weather surfaces.	6/27/2017 12:23 PM
16	I am a grandmother with grown up grand children but I have a 5yr old daughter permanently living with me. I would like to know that should could hear the Netball Centre where we hear games being played on Saturdays, but don't know the state of them. Sincerely Wendy Crinstead	6/27/2017 12:22 PM
17	Extend the playground significantly (as per FTG near Library)	6/27/2017 12:16 PM
18	Through 2 rows parked especially on renn near lane access to courts	6/27/2017 12:12 PM
19	- Keep Tennis Courts - Improve playground and more equipment - BBQ's with Table and Chair Seating - Shaded areas/shelters - Basketball Court also cricket pitch	6/27/2017 12:09 PM
20	Easy access and information on how they can be used/hired.	6/27/2017 11:52 AM
21	A really good play area for young children.	6/27/2017 11:51 AM
22	More courts, possibly different playing surface.	6/27/2017 11:47 AM
23	Open up whole corner for a community garden club. Building facilities are all ready there	6/27/2017 11:42 AM
24	Decent playground	6/27/2017 9:54 AM
25	Outdoor BBQ area. Upgrade the children's playground	6/27/2017 9:53 AM
26	Would be great for the local community use especially at a low cost to use.	6/27/2017 9:49 AM
27	Picnic area with shaded benches, seats, BBQ playground area and exercise equipment.	6/27/2017 9:45 AM
28	Grassed soccer or sporting area	6/27/2017 9:38 AM
29	More bins, but otherwise money is better spent elsewhere.	6/27/2017 9:28 AM
30	I would like to see the tennis courts developed into 2 basketball courts and a netball court for the kids of the area to use. There are no outdoor basketball or netball court in this area where kids can go and enjoy with other kids without having to pay. As basketball and netball are extremely popular in this area i believe this will help with the kids development and gives them something to do.	6/24/2017 9:14 AM

31	Don't know much about the tennis courts	6/22/2017 9:40 AM
32	Better seating and shelter	6/10/2017 8:33 PM
33	Yes	6/10/2017 1:26 PM
34	Yes	6/9/2017 7:50 PM
35	Community tennis courts, community basketball courts.	6/9/2017 4:44 PM
36	No. I think they could be used for a bigger playground or potentially more parking.	6/9/2017 12:37 PM
37	NA	6/9/2017 9:23 AM
38	Basketball courts	6/9/2017 8:32 AM
39	Free access public tennis courts	6/9/2017 8:08 AM
40	Improve tennis courts. Maybe one basketball court. Improve netball courts, also leave netball rings/poles out!	6/9/2017 7:42 AM
41	N/a	6/9/2017 7:34 AM
42	Ability to use them frequently Clearer lines	6/9/2017 7:32 AM
43	I would be disappointed if the tennis courts were removed. If they did it would be great if they could at least leave the synthetic grass court and make it available to the public.	6/9/2017 12:16 AM
44	Community events to bring in families who don't play regular sport. Connections with existing clubs at the reserve.	6/9/2017 12:08 AM
45	Better traffic flow and car parking.	6/9/2017 12:07 AM
46	Not Applicable to me Not sure where these are	6/8/2017 11:39 PM
47	N/A since I don't play here	6/8/2017 10:54 PM
48	Don't redevelop - keep them and allow public access Basketball court Dog park	6/8/2017 10:03 PM
49	Public access tennis courts	6/8/2017 8:54 PM
50	Basketball courts no fee to use. Outdoor exercise equipment. Youth need things to do sport is great all round.	6/8/2017 6:25 PM
51	Either tennis courts, futsal court, a vigger and better playground	6/8/2017 3:19 PM
52	Public access to the courts	6/8/2017 1:40 PM
53	Better courts, nice greenery. Secure fencing.	6/8/2017 1:22 PM
54	Our family isn't involved in tennis. It's just sad to see the area look so run down & unkept.	6/8/2017 5:32 AM
55	A large fenced playground	6/7/2017 9:31 PM
56	A bigger playground and one public access tennis court.	6/6/2017 11:58 PM
57	Two to three hard surface (i.e rebound surfaces not tar) tennis courts. Open to public. One option is to follow inner city examples and let a cafe let the old club house in exchange for operating courts.	6/6/2017 7:46 PM

### Q4 Please list any other comments or ideas about these reserves that you would like to share.

Answered: 60 Skipped: 111

#	Responses	Date
1	It seems a good time to overhaul H V Jones. If the lighting is better in current tennis court than current netball courts, move netball into onticar tennis court. Keep artifical tennis court as a free tennis court for community. Rip out playground equipment and install excercise station. Move playground closer to soccer/cricket area. Add additional pod for female change rooms adjacent to current pavillion and then playground adjacent to that. It will need to be fenced. Change current netball court into additional parking. Improve and open toilets at the end of the pavillion. Or demolish current pavillion and rebuild it bigger.	6/30/2017 7:48 PM
2	Both areas are under utilised when sport is not being played, probably because of lack of facilities. Dog poo bins and occasional drinking fountains for walkers and their dogs along the bike track would be well appreciated by the many people who use the bike track.	6/30/2017 10:49 AM
3	existing Netball facility is good but no additions to indoor courts since original build. I believe to maintain and improve Knox's regional netball influence newer and better indoor facilities are required. Having better change facilities and gym or weights rooms for elite players etc. would help	6/27/2017 3:25 PM
4	Please consider the rate payers here. We don't want a street full of cars that we can't work, we don't want idiots hanging around because there is shelter for them to do so, or toilets that can be used to inject!!	6/27/2017 2:08 PM
5	Netball patrons parking on Mountain Gate Dv on Sat/Sun should be cleared as was done on Kevin Av. It is dangerous to exit driveways as you can be completely blind.	6/27/2017 2:00 PM
6	Living in Socarta CCT, it is a weekly hassle having Netballers over running our street for car parks.	6/27/2017 1:45 PM
7	Please do something to stop cars parking in Segarta Circuit on Saturdays residents find it difficult to pass.	6/27/2017 12:12 PM
8	The tennis courts are "Rundown". "Some" Functions held in the community hall don't respect the fact that the site is located in a "Residential Area". - Namely loud music is sometimes play at midnight. - Screaming/honing of people leaving the function held their.	6/27/2017 12:01 PM
9	We back onto netball courts, hence when there is heavy rain the courts flood and so does our backyard.	6/27/2017 11:54 AM
10	Ban Parking in Segarta Circuit. It is very dangerous on a Saturday.	6/27/2017 11:45 AM
11	No seating available near Club and Community Centre.	6/27/2017 11:42 AM
12	Somedays a lot of rubbish - coffee cups plastic bottles, wrappings etc. Accumulate on either side of the walking bike track alongside the courts after weekends!	6/27/2017 10:07 AM
13	Please stop parking in Segarta Circuit	6/27/2017 10:01 AM
14	Stop planting large gum trees that constantly drop their branches	6/27/2017 9:45 AM
15	A local to the netball courts 8 avoid dog-walker, we often see rubbish after netball families have finished. Wind blows bottles & rubbish throughout the area. Perhaps put those speakers to good use & remind people to take home their rubbish. And leave plenty of room either sides of our driveways.	6/27/2017 9:28 AM
16	More carparking needs to be available at the netball courts. The parking in the surrounding streets (especially Segarta Circuit) needs to be monitored and policed with people illegally parking on both sides of the road on Saturdays.....extremely dangerous and an accident waiting to happen with all the pedestrians from the netball courts.	6/25/2017 4:21 PM
17	Netball courts at Mountain District should have more indoor courts. We have the biggest complex and maybe if we had more indoor courts we would attract representative netball which would mean a lot more money & plus we have the biggest area. I would be looking to make court 17&18 indoor and possibly remove the playground and make it outdoor or make it an indoor playground. Good for parents to watch them as most opens play indoor anyway	6/22/2017 9:40 AM
18	The Knox netball court needs to reopen the other exits as there is far too much traffic in and out of one gate. The access through the residential streets is a reasonable compromise, and those residents I assume have either previously resisted or complained and had that access removed.	6/13/2017 1:31 PM
19	Please look at having at least a few goal rings permanently mounted at the netball centre so that the outdoor courts can be used by individuals as recreation areas as well, perhaps courts 17 & 18, . Kids that live close would be happy to be able to walk to the courts and shoot goals in their own time.	6/12/2017 7:58 PM



20	I have seen a FB post regarding seating between the courts at KRN. PLEASE NO. The umpires need this space to run. It's hard enough with people walking through when the game is on. I have been using this space as a player, coach, umpire and 'Mum' for 8 years. My biggest issue is usually spectator space & shelter from the elements. When you're standing still watching the wind is bitter in the winter and there just isn't enough under cover space for everyone. Inside the new seating area is nice, but the 'stadium' seats are hard and VERY cold to sit on. They don't encourage spectators at all. Also, to have food & HOT drinks available for evening games would be awesome.	6/12/2017 9:21 AM
21	More shaded seating areas at the netball courts	6/11/2017 6:26 PM
22	More shelters and seating where all courts are and utilize the centre between the courts with seating would be great thanks. And a couple more drinking water points or bottle fill up stations aswell. The girls don't have time to run to the other end of the courts to get water which doesn't help with dehydration. Thanks	6/11/2017 6:21 PM
23	The surface of the netball courts at HV Jones Reserve is terrible and needs attention. The club rooms are awful.	6/11/2017 9:52 AM
24	survey wont let me submit!! at the netball centre you need better wet weather shelters as when you have supporters, umpires and 2 teams of up to 8 girls u cant all fit under a shelter that doesnt even stop the rain coming in!! you need at least 2 per court! also more courts inside and parking needs n update	6/10/2017 5:10 PM
25	Fix the netball courts at HV jones reserve.	6/10/2017 1:26 PM
26	Need more carparks at the regional netball centre as there is not enough when every court is being used to cater for every player and official required. If not a footpath into the centre as walking on the nature strips and access roads is dangerous with numerous cars and pot holes in the grass. Covering the outdoor courts would be beneficial as well.	6/9/2017 7:52 PM
27	More shelter , seating at both sites	6/9/2017 5:25 PM
28	Better netball training courts for mt gate netball club.	6/9/2017 4:44 PM
29	More shelter outside at the netball courts	6/9/2017 4:16 PM
30	Knox needs indoor courts after 10 years of playing there it's so bad playing in the rain when so many other associations have more than 6 indoor courts	6/9/2017 3:16 PM
31	There is a large gravel parking lot at the netball courts that becomes unusable when wet (netball is a winter sport) so to have that paved over would be great for additional car parks	6/9/2017 1:19 PM
32	I think hv jones needs more cover and seating for the soccer and cricket. In regards to netball I think the courts need to be resurfaced and done in a similar manner to those at Knox regional. Hv jones could also use updated facilities within club rooms and more parking as when there is soccer cricket and netball parking is limited. This also happens on a Sunday. Soccer could also use more changing facilities as the netball rooms are shared on a Sunday	6/9/2017 12:37 PM
33	Netball courts need indoor like the basketball during the wet cold days	6/9/2017 10:31 AM
34	Better road access to Netball Crts, the build up of cars leaving to cross Burwood Hwy is CRAZY and dangerous ! Maybe lights or something that only work on Saturday or when large events on.	6/9/2017 10:02 AM
35	More wet weather shelter at the netball courts. Improved toilet facilities Improved trees and garden beds at the netball centre	6/9/2017 9:48 AM
36	The car park at Knox is in desperate need of expansion. On Saturday cars park up to a block away on the surrounding streets and the grass car parking has turned into a 4wd area and small cars struggle to navigate and find a park. The outer toilets are old and there are only 5 ladies toilets for the 20 outdoor courts. That's around 280 people. Most of the day on Saturday there is a queue out the door waiting to use the facilities.	6/9/2017 9:28 AM
37	Gravel throughout the grass area in the carpark at the netball centre would be great and a cheaper alternative to asphalt? If the weather has been wet, it can be difficult to get through where to where the free parks are without getting bogged. The parking has become progressively worse over the years (I've been attending the centre for over 20 years) - that back grass parking area really needs an upgrade (pretty please!). Any upgrade to add additional indoor courts or provide some shade/shelter for outdoor courts would also be wonderful. I might also add that I just love playing there and travel from Pakenham, with other players on my team travelling from the city to use this excellent facility every week.	6/9/2017 9:23 AM
38	I love the idea of providing more shading on the outside courts, the sun can get especially harsh during our spring netball season. That plus more car parks and an upgraded bathroom would be amazing!	6/9/2017 8:21 AM
39	Would love the tennis courts to be given a makeover at HV Jones with free access to the public.	6/9/2017 8:08 AM
40	We attend the Knox netball centre facility 3 times a week. On Saturdays during competition times carparking is very difficult . The grass area needs to be utilised as carparking space and when it is wet this area is only suitable for 4wd vehicles. The traffic congestion coming out of the facility is terrible. The courts are good however can become very slippery when raining. Could use some additional water fountains near the far courts. Toilet facilities could use upgrading. Lighting needs improvement inside the stadium .	6/9/2017 7:43 AM
41	At a basic, provisions for equipment like netball. The indoor court floors require updating as does the toilet/ change rooms. The facilities aren't bad just need ipdating and refinement to increase and maintain engagement	6/9/2017 7:34 AM

42	Whilst previously fit for purpose, the Netball courts have insufficient shade and parking. The indoor courts are out dated and have limited seating on one side.	6/9/2017 7:32 AM
43	Need a lot more indoor netball courts, so many injuries due to outdoor courts being terrible and zero shelter!	6/9/2017 7:13 AM
44	Another carpark exit from Knox Regional netball centre .	6/9/2017 7:07 AM
45	I would mainly like to see water fountains and seating at the hv jones reserve and along the walking track connecting to the Knox centre.	6/9/2017 12:08 AM
46	It would be nice to have more footpaths leading into the complex because not everyone drives. Some people do walk and use public transport and walking the streets from Burwood hwy to the main gates on the Rd to avoid muddy grass is actually dangerous. The stone/grass parking at the complex needs to become concrete. Parking small cars on their in the extreme wet it quite gambly but sometimes there are no other options. If there were going to be more indoor courts maybe add lights to the outdoor netball courts so there can be less timeslots for the night competition to avoid games being played after 10:00pm. Especially with Tuesdays which is a popular compettons night. 2 courts isn't enough.	6/8/2017 11:39 PM
47	Netball centre needs at least 4 indoor courts and to stop allowing roller derby and clean it/refurbish more than once a year!	6/8/2017 11:05 PM
48	Should have four indoor netball courts not two and more car parking. Open up access to another major road so you don't have 200 cars trying to get on Burwood hwy at the same time.	6/8/2017 10:26 PM
49	Toilets could use an upgrade; taps are broken & the outside ones need more. No use for showers in those. A changing room would also be great.	6/8/2017 10:16 PM
50	During recent years at Knox Regional Netball Centre, I have noticed player numbers declining. This is partly due to better facilities being offered elsewhere. Better facilities at Knox could enable Mountain District Netball Association to run a younger age section. Also drawing back adult players who have moved on due to a preference of playing indoors. Looking forward to upgrades to this facility to keep the community playing netball. Thank you.	6/8/2017 10:12 PM
51	Would like to see large enclosed dog park in area	6/8/2017 10:03 PM
52	Please gate/secure the playgrounds and add some shade!	6/8/2017 8:59 PM
53	More shade and seating at the courts would be greatly appreciated :)	6/8/2017 8:05 PM
54	Better playground	6/8/2017 6:25 PM
55	I currently play netball for Mountain Gate netball club and have no issues with Knox Regional Netball Centre courts and facilities. The only thing I would consider is another access point into the car park. HV Jones reserve is where we train for netball and the courts are unsafe and uneven. Quite often it is littered with broken glass and has to be swept before each training session.	6/8/2017 3:38 PM
56	Grass needs to be trimmed more frequently near the children's play area @ hv jones reserve and sufficient lighting	6/8/2017 3:13 PM
57	I think Knox Regional Netball needs more lined car parks. When it gets full cars have to park on the gravel area and grass area which gets muddy and dangerous as cars park anywhere. I think the centre could do with some more indoor netball courts. Knox Regional is getting left behind when you look at say Jells Park. Netball is becoming such a bigger sport with the introduction of Fast Five and the bigger tournaments with Vixens, Collingwood matches that are televised and played more often. By improving Knox Regional and building more indoor courts they will be able to hold bigger events there bringing even more people!!!	6/8/2017 2:21 PM
58	Water fountains/taps would be great. Some more trees planted for shade. Relocation & up date of playground	6/8/2017 5:32 AM
59	HV Jones reserve should not be over developed as it is in a quiet residential area. The parking is fine and is generally under utilised. There is no need for more parking. Netball should not be a tenant of the reserve as the regional centre is nearby and more appropriate. The regional centre could easily support expansion. The reserve already supports soccer and cricket, more traffic would be detrimental to residents. Tennis courts should be returned to the community to support family activities. The park is not an appropriate place for a skateboard park (a major one is already nearby)	6/6/2017 7:46 PM
60	Indoor netball courts, better parking at netball, inside revamp of stadium, better scoreboards, better toilet facilities, security upgrade.	6/6/2017 11:46 AM

## Stage 2 Consultation

The Draft Masterplan - April 2018 was distributed by email to representatives from the user groups. Council has also requested that representatives from the user groups distribute the plan within their organisation.

The draft masterplan was exhibited on site, on Council's website and social media. Four-hundred and three (403) copies of the draft plan were also distributed to households around the neighbourhood.

The post on Facebook has reached 1,119 Facebook users and attracted a total 15 Likes, 3 Comments and 5 Shares.



Council has also received twenty-two (22) written responses to the Draft Masterplan – April 2018.

A drop-in meeting, was held at the Council Civic Centre on the 22 May 2018 and residents and user groups representatives were invited to attend and discuss their views, concerns and support for the features identified in the plan.

Twenty-two (22) members of the community attended.

## **ISSUES IDENTIFIED**

### **GENERAL CHARACTER**

- Keep the reserve available for residents to access. Concerns were raised that Council is spending all the money on the active recreation and fear they have lost their local park to the Sports Clubs. 'Over time there has been a disproportional distribution of funding and focus by the council on cricket and soccer sporting facilities over unstructured recreation opportunities' Soccer Club representatives expressed they would love to have more local kids to join.
- The reserve should retain an 'open' feel and the streetscape should continue to flow into the reserve.
- Plant more trees for shade along Kingston Street for spectators.
- Council should plant more trees at the reserve but not gum trees as residents are worried the trees may damage the floodlights.
- Lighting required for pedestrians from the bus stop on Mountain gate Drive, along Holme Road.

### **PARKING**

- Residents raised concerns regarding parking issues e.g. parking across driveways during peak periods. The soccer club says they clean up the reserve however residents noted that they are annoyed with litter on nearby streets.
- 'Car parking needs to increase' - due to parking over driveways on surrounding streets.
- Proposed car park extension bring noise issues associated with car park closer to residents.
- Proposal to provide the additional parking required over the existing netball courts.
- Parking is an issue on Holme Road.
- Preference for 45 degree parking

### **PLAYGROUND**

- A new playground should be built, next to existing car park away from the main road.
- Wally Tew Reserve playground an example of the kind of play space that might be appropriate.
- Tennis courts should be replaced with a larger kid's playground.
- Support for play area proposed (replacing 'eyesore' tennis courts)
- More active equipment in play space (e.g. swings, slide).
- Shade for play space.
- Can BBQs be included?

## TENNIS COURTS

- Two tennis courts should be retained (acrylic surface hard courts)
- Include a 2nd tennis court, and make them publicly available.
- Concerns were raised regarding only 1 court, as a game of tennis can take a while – having 2 tennis courts was noted as preferred. Options were potentially a hit up wall with multi sports line marking. A resident believes that adults don't use hit up walls and they are often available at schools.
- It was noted that the existing tennis club was well used with two courts. Residents used to pay the Club to use the courts.
- The community was involved in raising funds for the tennis club and infrastructure. The lights were funded by the community.
- It was noted that Knox has 10 public tennis courts. The closest example is Knoxfield (Otway Street), approximately 2km away from HV Jones Reserve. Does not seem to be regularly used by the public.
- Two new netball courts constructed (acrylic surface hard courts) over existing tennis courts.
- Support for exercise area proposed
- Outdoor gym supported, located near oval (which can be used for running) and separated but close to play space.
- Outdoor fitness equipment – dispute location and layout. Perhaps the outdoor exercise equipment would be better if it is spread out through the reserve rather than near the playground as it will create conflict between people who exercise and kids. Other people believes putting the equipment in one cluster works better and will get more use. It was agreed that Council will seek advice regarding placement with gym equipment consultants.
- Can basketball use combined with netball courts.
- Concern about noise of basketball, and being a focus for 'juvenile gangs'
- Would prefer a full sized basketball court.
- Keep the existing cyclone fence. Axxess Ability is concerned a lower fence would encourage theft.
- Table tennis - Why? (assume not supported)
- Support for table tennis
- Drinking fountains with dog bowls required (2)

- Noise of use of the corner grass area for training a concern.
- Prefer this grassed area to be walking circuit/seating area.
- Dog bag dispenser required.
- Perhaps the proposed tennis court can be line marked for futsal, badminton, walking soccer? Walking soccer – can be played in dimensions similar to a tennis court, can be played in competition level up to 60, 70 years old, 20mins to 40mins game, 10+3people can participate – residents raised the concerns that this will further attract people beyond the neighbourhood and add to the parking issues.

## **OVAL**

- Use of linear bench seating along Kingston Street instead of bollards.
- Add more seating - along Mountain gate Drive and Holme Road.
- Seats in the shade at the corner of Kingston Street and Holme Road
- More seating on Kingston Street and Holme Road
- Need for better reserve fencing to prevent balls leaving reserve.
- Concern about new footpath proposed - potential to bring anti-social activity closer to residents.
- Support for 'proper path coming off mountain gate drive around the oval'.
- The size of the oval means reserve can only support one senior soccer game at a time.
- What time are the floodlights switched on and will the old lights be removed?
- Cricket pitch realigned to better accommodate soccer pitches and reduce potential for cricket pitch-related soccer injuries.
- New score board - add screening behind with native shrubs.
- Add some AFL goal posts?
- Soccer Club - The soccer club attracts members outside of the neighbourhood. The club is called Boronia Soccer Club because they started in Albert Street, over the years moved to Bayswater and now settled at HV Jones. The club confirmed they use the site on Tuesday, Wednesday and Thursday during the week plus weekends.
- The soccer club no longer needs to use the area marked as #12 on the plan to practice.

## **NETBALL COURTS**

- Can the netball courts be redeveloped to include multisport line marking? People are generally happy with the idea of having courts that can accommodate multisport. 4 squares was raised as one of the possibility.
- Can netball and basketball co-locate?

- It was noted that given representative from Netball Club were unable to attend the meeting that any future proposed works will be consulted with the Netball Club.

## **STORAGE**

- Recently-installed storage sheds not suitable for public use. Creates risk issue.
- Concern about vandals accessing roof of Community Hall via storage sheds.
- Sporting club storage 'haphazard and untidy'. Permanent solutions required (e.g. soccer goal storage behind the community hall)
- Screening/landscaping to storage shed area. 'A bit of a wasteland and dumping ground at present'.
- Storage area looks like a tip. An open air storage area should be installed to rear of Community Hall.

## **WATER TANK**

- Tanks and pump - Timing of pump filling tank a noise issue for residents. Should only occur after 9am. Screening required for tank and pump. Noise issues with night operation. The tank is unsightly and should be relocated to a less visually obvious area.

## **PAVILIONS AND COMMUNITY HALL**

- Existing toilets at pavilion should be public toilets. Reserve needs public toilets.
- Public toilets - Knox plan shows these as public toilets, even though they're locked.
- The main pavilion should not increase in size. Can female change in old tennis pavilion?
- What does it mean by "Female Sporting Amenities"?
- Two new netball courts should be constructed (acrylic surface hard courts) over existing tennis courts.
- Tennis pavilion should be used by netball club or become a community hub.

## Stage 3 Consultation

Taking on board the comments received Council amended the Draft Masterplan and published Draft Masterplan – Jul / August 2018.

The Draft Masterplan Jul / Aug 2018 was emailed to representatives from the user groups and residents on 16 July 2018 was displayed at several locations on site; published on Council's website and copies were distributed to four-hundred and three (403) households around the neighbourhood.

Council has received thirteen (13) written responses and one (1) phone response to the Draft Masterplan – Jul / Aug 2018.

### Comments Received

#### **Response 1**

##### TENNIS COURTS

The council should definitely keep the Tennis Courts. Children need the tennis courts for

Learning and development.

##### NO. TO MORE PARKING.

We have enough disturbance without extra parking behind our properties. My family has lived in Mountain Gate Drive, backing onto the reserve for 48 years. We have had contend with cricket balls being driven over our fence, Soccer balls kicked over our fence,

Soccer players jumping over our fence to retrieve their soccer balls. We have had to put up a higher fence (at our own expense) to stop this happening.

##### EXTENSION TO CLUB HOUSE.

NO.

In conclusion, the council has signs up at the reserve saying NO DOGS on the oval.

People take no notice of these rules. Dogs are let off leashes to run and play on the oval. People also play golf on the oval, without any worries of prosecution or warnings from the council. So how are the goings on and disturbances at night going to be policed, not by the council that's for sure?

#### **Response 2**



Can nothing be left alone , you have absolutely ruin the look of our Once lovely FERNTREE Gully and now you want to take away the tennis courts and of course build more parking behind residents properties. I have lived in Mountain Gate for 54years and I used to love to hear the noise of the tennis ball and the laughter of the players remaindered me of when I was young, you have done enough damage to this community leave it alone and let the dogs have their pleasure. And make a decent playground for the kids.

### **Response 3**

I do believe Knox Council needs to start doing the right thing for the community of Mountain Gate. Due to all the development you are creating less space in people's backyard. They have very little or none at all. We are becoming inner city living but not in the city or with the infrastructure of the city.

The above is the reason why you need to make HV Jones Reserve a haven for the community.

1. Keep two tennis courts free for public use. Use chain net
2. The third tennis court, playground & clubhouse demolish & turn into a fenced playground like at FTG library. Must be fenced for safety. Must have drinking fountains.
3. Netball courts resurfaced & made into basketball courts/ netball courts. Even half courts would do.
4. Area behind community centre & next to cricket nets turn into an outdoor gym, a proper one not just benches & bars
5. Area running along Mountain Gate Drive, make that a dog Reserve, with water bowl/ fountain & dog bag dispenser plus bin
6. The corner of Kingston & Ashton seating area tables & chairs in the shade of the trees
7. Toilets that self-lock at night to avoid drug use
8. A bike path around the whole park, maybe with stop signs & roundabouts & crossings to make it fun for kids to ride around. The back of the oval has space for some awesome little bike village to be made.

If you are intent on making this area like an inner city area then you need to give us open spaces to use that are free & appealing. That is for all including the four legged citizens who now have no backyards also. I do. Understand that people don't pick up poo, but those of us who do the right thing should not be punished for those who don't. It is a nice community feel down there with everyone with their dogs in the

evening. More signs telling people to pick it up. It does go both ways the litter after the weekend is really bad.

The above suggestion will also allow you to create more parking in that green space even though I don't think it is needed.

#### **Response 4**

I beg you to finally put the community first & create this space for us. We love our area & hate how it is being destroyed by too much traffic & cars parked on both sides of the road because developers only have to give 1 carpark in what they build. Please do something right for the rate payers in your area for once.

Thank you for your time, I hope you will do the right thing.

#### **Response 5**

As part of your community consultation, please find below our feedback on the most recent (July / August 2018) proposed draft Master Plan for the HV Jones Reserve.

For us, one of the difficulties encountered when addressing the 'HV Jones Reserve Master Plan' (and the previous versions) has been the overall plan structure. The master plan, at least the publicly available one, is a very simple one page drawing, at best a brief overview (a broad summary). The history and context of the park (including the interactions with residential local area) is lost. The detail in the proposal is absent and leaves the plan ambiguous to the readers. (E.g. What size pavilion extension is actually proposed? What would the proposed playground truly look like?) Any supporting studies or assessments are not referenced; creating more questions than answers. The Knox Council may wish to address this issue with future master plans.

The 'vision' for the HV Jones Reserve has been lost from the newer draft master plan. We hope a vision statement has not been removed because a number of the residents questioned the first proposed vision, suggesting it misbalanced the reserve use and was not truly reflect of the original intent of the reserve. The original intent of the reserve, going back to Herbert Vernon Jones, "the man behind HV Jones Reserve", was for the reserve to be a place for the local community's leisure and the development of children (particularly through children's sport). The proposed master plan vision for the reserve should reflect and build on the Jones Family's original intent.

To honor and recognise Herbert Vernon Jones; we again suggest an appropriate master plan vision would be: "The vision for HV Jones Reserve, is to strengthen the reserve as a popular venue for unstructured and noncompetitive recreation for the local community, while retaining and strengthening organised sporting and recreational opportunities for the ongoing development and enjoyment of children". Without a proper 'vision' to the master plan we are not sure how the reserves long

term direction has been identified and future development is balanced against the reserves intent.

Throughout our comments below, we continue to support the original intent of the HV Jones Reserve for “the reserve to be a place for the local community’s leisure and the development of children (particularly through children’s sport)”.

The Knox Council’s ‘Sporting Reserve and Facility Development Guidelines’ (Knox Policy) indicates the HV Jones Reserve is a local level facility for tennis and netball. Under Knox policy, local level facilities are designed primarily for junior teams and junior clubs that compete in the municipality. We believe this classification is accurate when you consider the HV Jones Reserves’ original intent. For soccer and cricket the HV Jones Reserve is classified as a municipal level facility. Under Knox policy, municipal level facilities are typically designed to cater for the senior clubs that compete in the municipality, but do not compete at the regional level. Some clubs using municipal level facilities will field senior and junior teams. However, municipal level facilities primarily cater for senior teams. When applying this policy to the HV Jones Reserve, we strongly suggest the ‘municipal’ classification is not in line with the reserve’s original intent.

In Knox, municipal level facilities are defined as facilities large enough to accommodate more than one competition ground. For cricket HV Jones Reserve only accommodates one ground. Soccer supposedly has two grounds: Sports Field No. 1 (West) and Sports Field No. 2 (East). Under Knox policy the defined size range of a ‘municipal’ soccer field is between 100-105m (Length) x 60-68m (Width). HV Jones reserve cannot support two minimum width (60m wide) soccer grounds safely side by side due to inadequate clearance at the side of the grounds to the light poles and between the fields of play. Currently the existing club has been playing on under sized fields (which, through reduced pitch size, is increasing the turf wear per square metre) and has been recklessly placing its players (and opposition players) at risk by marking the playing field within 2.5 metres of the metal light poles. The Knox Council is well aware of this issue, however, as recently as the 23/07/2018 a school was allowing children to play soccer on the marked playing field within 2.5 metres of the light pole. The Council has an ongoing obligation to ensure the safety of the playing fields it provides (or rents out). It is very clear, the HV Jones Reserve is not suited to multiple senior soccer fields and should be reclassified a local level facility.

Currently a listed ‘municipal’ level facility in the Knox policy (‘Sporting Reserve and Facility Development Guidelines’) requires 20 – 50 car parking spaces. There are currently 67 parking spaces at the reserve. Even with these higher than planned spaces (34% more than the Knox policy) the existing facility still can’t address the parking issues associated with the current use of the HV Jones Reserve on weekend morning soccer days. As recently as the 21/07/2018, cars were parked up and down the neighbouring streets (often on the nature strip) due to the volume of people utilizing the park at the same time for soccer. However, the flow of park patron

vehicles onto the street, although frustrating to residents, can be misleading of the true parking situation. For example, on the 29/07/2018 a significant number of cars were parked along both Holme Road and the end of Kingston Street yet 20 car parks (of the 67 available) were free. Were people simply too lazy to walk from the designated parking to where the soccer was being played?

The Council originally proposed (in the previous draft master plan) to add another 24 car parking spaces, by expanding one of the existing car parks. Now, the Council is proposing to add another 12 to 18 more spaces on Kingston Street (by modifying a street which was recently rebuilt at considerable cost to the rate payer). How much car parking does a small local reserve really need; 109 spaces?

There is concern that these extra car parking spaces won't solve the long term parking issues particularly as the soccer club continues to seek expansion (any added car parking spaces will be overtaken by the expansion). As the number of parking spaces is only an issue on mornings when developmental soccer is played, perhaps it is more cost effective (and much, much wiser) to simply stagger training and development times (and limit the participant numbers in each session) to reduce the traffic in the area. Let's be clear, the residents want the children's developmental soccer to continue, however, surely there is a basic obligation on the park tenant (the soccer club) and the Council facility manager to ensure the use reserve is utilised appropriately within its actual carry capacity (including, the volume of traffic created by its activities being one of the significant considerations) and the impact on the surrounding area? On most days, if the existing car parking was properly utilised then street parking would not be an issue. On the other days, if the participant numbers were properly managed over the day then street parking would not be an issue. Nobody is suggesting anyone should be excluded from the opportunity to kick the round ball; rather the participant volumes present at any one time simply need to be managed to ensure numbers do not exceed the availability of parking spaces.

At a neighbouring club, soccer membership fees vary from \$120 (goal-kick/kick-start program), \$170 (under 9s), &185 (under 10s), \$200 (under 14s) to \$320 (senior mens / womens). Could stacking as many participants into a session, perhaps for a better dollar return per hour, be more important in determining the reserve usage than the impact on the local community? We hope not. But then, why are we building more car parks; particularly behind residential properties, where noise and late night hoon activities cause residential upset? How can the Council justify digging up a portion of a road which has only recently been re-built? Surely a cost-benefit analysis has been undertaken? Surely such an assessment considered stagger training and development times (and limit the participant numbers in each session) to reduce the traffic in the area?

What is the true carry capacity of the HV Jones Reserve? We all know, from previous discussions, the reserve cannot safely handle two properly aligned full sized (105m x 68m) soccer fields. We all also know the reserve cannot safely handle

two reduced sized (60m wide) senior soccer fields. The reserve grass surface is currently deteriorating under this year's soccer load without the proposed future expansion of the soccer club. Some of this deterioration may be due, in part, to the higher concentration of wear per m<sup>2</sup> as play is condensed into a smaller playing field (a result of the undersized playing fields) Has a proper turf carry capacity assessment been completed? Did the turf capacity assessment include compensation for the 123% increase in wear resulting from the smaller (substandard) playing field sizes? After the council spent \$550,000 of ratepayers money rehabilitating the oval it would be a disgrace to see it require further costly rehabilitation (and loss of local community use) through a poor ground utilisation strategy.

Soccer season means consistent use of the park; not just Saturdays and Sundays. There is training most nights and schools use the field during some week days (excluding school holidays). If the soccer club expands teams and training further than the notion of a 'balanced use' of reserve is clearly lost. This is particularly relevant to the local residents who walk their dogs and play with their children in the park. (Currently dog walking is the number one activity occurring all year round in the reserve.) At least one dog walker (an elderly lady) has been told by a park tenant that dogs will be banned from the park! The poor lady, who has lived in the area for decades, was devastated. There needs to be reasonable and balanced use.

The revised master plan continues to plan for an extension to the existing pavilion. At the last council consultation meeting (22 May 2018) it was recognised that the master plan went out for public consultation without a properly scaled indication of the pavilion development. Was this intentional? The recent release has included a larger drawing but is this to scale? As residents, we estimate the proposed development, two changing rooms 34 m<sup>2</sup> each (68 m<sup>2</sup>), two toilets 18 m<sup>2</sup> each (36 m<sup>2</sup>) and storage area 30 m<sup>2</sup> (which may be a significant under estimate of the potential storage cage size), will have a minimum total size of around 134 m<sup>2</sup>. The current pavilion is around only 190 m<sup>2</sup>. The proposed extension would be roughly 2.4 times larger than the one drawn on the draft master plan. Surely all the residents and public have a right to be made aware of the true size of the proposed building? If the master plan was not simply a one page drawing then better perspective could be given to proposed developments (like the pavilion extension).

We still believe the existing main pavilion, if utilised correctly, is more than large enough to handle changing rooms and storage facilities for the three sporting clubs (Cricket, Soccer and Netball). It would only need to house facilities for two clubs (Soccer and Cricket) if the old tennis pavilion was utilised for netball. We believe there is definitely no justifiable need for another building to be built just to house two female changing rooms.

Being a small reserve (realistically a local level facility) in a residential area, some basic principles must be applied:

- Clubs must share facilities where possible;
- The allocation of space in the main pavilion should be prioritized in the following order of priority:
  - Changing facilities and toilets first;
  - Storage space second;
  - Meeting / memorabilia area third (although this could be met through the community hall);
  - Kiosk fourth;
  - Other uses (e.g. bar) last.
- Changing facilities should be unisex (i.e. setup to be used by either sex);
- Cricket and Soccer utilise the grounds at different times;
- Netball utilises the reserve only for a few hours each week;
- Cricket plays only one game at a time;
- Soccer may only play one adult / senior game at the same time;
- Soccer games for women and men occur at different days and times; and
- During training the 'home' and 'away' rooms can be utilised separately by men and women.

If the above principles are considered in the Council's decision making than there would be no justifiable case to extend the pavilion or build a new building. Sadly we feel that expansion is a 'shut case' because funding appears to have been sorted and approved before all stakeholders were consulted. The Council (at the last council consultation meeting) has utilised the "it's cheaper to build a new change rooms building then retro fit the old pavilion to the new standard". This philosophy is only short sighted; as eventually the main building will need to be rehabilitated to newer standards. It's just putting off the inevitable. If storage remains an issue than the old tennis pavilion should be considered for storage before additional storage is built.

The tennis pavilion use is not on the master plan. (Perhaps ignorance is bliss?) The tennis pavilion is currently being utilized by a commercial identity. No, not the 'non-profit / Charity' initially suggested by the Council; rather a commercial identify making money out of the Federal NDIS. We strongly suggest this is not appropriate for a local park. When the Mountain Gate Tennis Club moved, any requests to utilize the tennis facilities were quashed by the Council until a 'master plan' was developed. Sadly the en-tout-cas courts were left to go to 'rack and ruin' and the artificial court

was locked away because the Council had 'a plan to create a plan'. Yet, somehow, the pavilion was 'leased out commercially' before the master plan was finished! We understand other councils have leased their old tennis pavilions out for commercial use, but in most cases café or tennis professionals (teaching and coaching tennis) have undertaken the lease and in doing so have also maintained the attached tennis courts for public use. If a commercial lease of the tennis pavilion was to occur these scenarios may be the only appropriate models which hold some direct benefit to the local community. Such a lease should also be 'openly' undertaken. So what is the long term purpose of the Tennis Pavilion and how is that included into the draft Master Plan? Or do we need another plan?

Many of the local residents originally wanted all the tennis courts retained, however while trying to be reasonable and flexible, we simply requested, in feedback to the last draft master plan, at least two tennis courts should be retained; based around a scenario of two new netball courts being established on the older en-tout-cas courts. We suggested the courts be painted acrylic hard courts, which require minimal maintenance. Again the most recent proposed master plan (much like the other two versions) shows one tennis court. If only one court was available than the usage would be reduced as people became frustrated at turning up only to find they were unable to get a tennis court.

Before addressing the recent draft master plan, to make sure we got our facts straight, we visited a number of public tennis facilities around Knox (including: Benedikt Park, Boronia Reserve, Lakesfield Reserve, Liberty Avenue Reserve, Otway Street, and Parkridge Reserve). Some courts, like Benedikt Park, were a disgrace. All, but Liberty Avenue Reserve, were asphalt (often cracked) and many had metal frame centre 'nets' (which are damaging to rackets and create uneven play). If this is the high standard proposed for the HV Jones Reserve you might as well not bother. We spoke to park user and residents at a number of the reserves and we were told people were often 'queuing' to utilise courts in summer. None were happy with the standard and condition of the courts. We attended the public tennis court at Otway Street, Knoxfield (rear of Knoxfield Shopping Centre). During the council consultation meeting (22 May 2018) this court was described as an example of the 'under utilisation' of public tennis courts in Knox and a prime example of why multiple courts in the HV Jones Reserve were not required. When we attended the fore mentioned court we were able to speak with a neighbouring resident who said exactly the opposite. The court was heavily utilised and people often spoke about the 'lack of good public tennis courts in the area'. The resident, to illustrate the point of usage, then showed us the very large collection of tennis balls which had been hit into their property and not collected.

If the council is not going to relocate the netball courts then the en-tout-cas courts, the preferred development surface of Tennis Australia, should definitively be retained or all the courts should be converted to painted acrylic hard courts. We understand

these courts are now in a poor state (due to the inactivity of the Council) however, the local community is extremely upset that they were never maintained.

The “Knox Leisure Plan 2014 – 2019” recognises tennis is the 8th most popular leisure activity in Knox. Soccer does not even appear in the top 11 positions in Knox; yet the proposed master plan again clearly focuses mainly on soccer in HV Jones Reserve. We understand the Knox Council and Football Federation Victoria have a strong connection, particularly through the Knox Regional Sports Park. Hopefully, in the case of the HV Jones Reserve the soccer community’s desires are not being placed above the greater community good? The HV Jones Reserve was never meant to be simply a ‘soccer ground’. If the reserve is to continue to meet the identified community needs in the “Knox Leisure Plan 2014 – 2019” and is to remain being a focal point for the local communities’ unstructured and noncompetitive recreation opportunities and the development of children (through sport), then the tennis resources must be retained for future generations. Sadly, through the behavior we have observed over the years, we believe the Council, long before the original draft master plan and at the time of locking the courts from public use, had pre-determined the removal of tennis from the HV Jones Reserve. The Council should reconsider and retain all the en-tout-cas courts. Intriguingly, the Council can’t seem to find the money to maintain and retain the existing tennis facilities, yet can justify digging up a portion of a road which it has only recently re-built (at considerable cost) to establish more parking than is actually required under their own policy. As a local, you can’t help wonder what drives or influences the Council’s decision making. If the Council cannot manage the courts perhaps it should enable the local community to take over. Isn’t ‘empowering the community to be stewards of open spaces’ one of the major intents of your ‘Knox Open Space Plan 2012 -2022’?

During the last council consultation meeting (22 May 2018), the Council, when asked, indicated the removal of the two old light poles (their role now completely obsolete due to the four new light towers) was up to the park tenant (the soccer club); who had now decided they wanted to keep the old light poles. This is a clear reflection of how the Council deals with many issues in the HV Jones Reserve. If the tenants want it just let them do it! Cynical but sadly true (we won’t use the scoreboard, sheds or pavilion lighting as examples). Now the new lights poles are installed and running the residents would like the two old light poles promptly removed.

Also, during the last council consultation meeting (22 May 2018), the residents requested the portable soccer not be stored in the cricket nets so the local children could utilise nets. This has not happened (although the nets were cleared for the first time on the 03/08/2018). The soccer club is also storing the larger portable soccer goals around the park. These soccer goals are not stored securely. Seven children in Australia, mostly under 15 years of age, have died and at least one has suffered paraplegic injury after attempting to climb or swing from the crossbars of portable soccer goals. Worldwide there have been at least 40 fatalities. In most incidents, the



moveable soccer goal was anchored inappropriately or not anchored at all, causing it to accidentally tip onto the victim. We regularly see children swinging from and playing on these portable goals. Children (and adults) have used these goals to climb on and access the roofs of buildings within the reserve. We doubt it will be just the park tenant, who is found to be negligent when someone gets seriously hurt?

Many of the residents requested the existing male and female toilets on the side of the main pavilion should be unlocked for public use during daylight hours. Time linked doors should be installed to open the doors at 6am and locked the doors at 9pm. This has not been addressed in the new master plan. Currently those toilets, paid for by our rates, are being utilized during the day by the private company occupying the tennis pavilion; but not by the public! The most recent master plan does not cater for public toilets.

It is good to see the two Netball courts are proposed to be cross-utilized as basketball courts. Hopefully these courts will be properly surface with painted acrylic and not just line marked.

No water fountain with a dog bowl has been placed near the oval in the latest draft master plan. The residents also requested a dog bag dispenser be placed near the oval. Both items are absent from the most recent draft master plan (although a drinking fountain is indicated near the playground). If the master plan was 'balanced' then dog walking in the park would be given reasonable support; particularly as it is the number one activity occurring all year round in the HV Jones Reserve. For a large number of residents dog walking in the park has created a local community connection (particularly across varying ages) which would be absent if not for the presence of our companion animal.

The new play ground should be established well away from the road in a location which allows for a proper sized play area that can be fully fenced in (without impacting on other park users). The absence of detail in the one page master plan has many residents uncertain as to what playground is really being proposed. When you talk to playground users and ask them what playground they believe they are getting there is a level of excitement, as they believe they are getting a large interactive play area for their children. They all seem to think the playground will be fenced; most are shocked and appalled when they learn fencing will be absent. The current play ground and the one proposed in the draft Master Plan are both too small and poorly located. The Council has a clear policy on playgrounds, the 'Play Space Plan (2013-2023)'. We all love that it embraces "risk-taking as an inherent part of play and of child development". However, there is one risk that all parents would like to reduce: Kids and Traffic! The proposed position of the new unfenced playground is far too close to traffic travelling down Ashton Road and along Kingston Street. At least our old playground had some fencing.

The most recent proposed master plan includes a 'proposed fitness track' which runs around the park including 50% of the way on the street footpath. Surely this is not a serious proposal. You have a park, with a perfectly good oval area (well it would be if it didn't get over utilized by soccer) and you think people will run around the street on the footpath. Really? The nearby shared pathway along ferny creek provides an existing and more appropriate 'fitness track', which is much longer, wider and costs the council no extra development costs. If the master plan format had a structure which better considered the HV Jones Reserve in context with the surrounding area then the nearby existing resource would have been taken into consideration.

The proposed Master Plan indicates a new footpath could be built alongside the soccer / cricket ground at the rear of the Mountain Gate Drive residential properties. The value of this path to the local community is extremely questionable as very little pedestrian traffic transverses the park in that direction. The few people who do cross the park are generally happy to walk on the grass as they have come to enjoy the 'walk in the park'. Those few (generally school children) who transverse to the Holme Road and Mountain Gate Drive corner during the day will travel in a straight line from approximately the water tank / cricket nets. It is extremely doubtful these individuals will seek a longer around route. People crossing the grass are having no visible detrimental impact on the playing surface (unlike the soccer). There is little runoff room beside the soccer ground as it is; which will force the proposed path to be close to trees and rear of properties; Currently, very little pedestrian traffic moves in that direction at night, as the absence of a path means night time foot traffic does not utilise the park and generally transverses around the park utilising the street footpaths. The park already has a problem with alcohol consumption and late night noise. The street already has a problem with broken alcohol bottles. The proposed path may simply bring the noise of people leaving the main pavilion late at night closer to the residents and potentially will result in more broken glass within the reserve which the Council will need to clean up.

We understand Rowville has an outdoor gym consists of four separate stations on a shared pathway. The fitness stations are located at the playground in Liberty Reserve; at Magdalena Place; the reserve at Jackie Close and next to Wellington Village (Emerson Reserve). During the last council consultation meeting (22 May 2018), the council remained focused on providing outdoor gym equipment in separate locations around the park. Perhaps based on a similar model? We believe, such a proposal for the HV Jones Reserve appears to be based on the flawed principle that people will run on the footpath and on a new pathway built alongside the soccer / cricket ground at the rear of the Mountain Gate Drive properties. The separated outdoor gym stations in Rowville are on a well used active pedestrian route. The same cannot be said for the proposed positioning in the HV Jones Reserve. For a local reserve the size of HV Jones Reserve, it is questionable the value in separating the equipment around such a short distance. Studies have show, outdoor gyms are better utilised when they include equipment (which promotes

aerobic fitness, upper and lower limb strength, balance and flexibility) placed in an aesthetic, accessible location; close to amenities (toilets and parking) and other physical activity facilities (playgrounds or ovals); have overhead shade and access to water. The grouping of outdoor gym equipment appears to create group and peer support, encourages the meeting of new people, the forming new friendships and basic socializing. Perhaps, the single grouping of the gym equipment into one location near the oval should be revisited? Otherwise, the nearby shared pathway along ferny creek (already a heavy pedestrian route and utilised by both walkers and runners) would be a more appropriate location for a proper multi gym station circuit.

### **Response 6**

I am writing to voice my concern over the proposed extension to the H.V.Jones reserve in Fernreegully.

I'm a long term local resident, and over the last few years, the noise pollution has steadily increased in the area,

My objection is not with progress, it is how it will effect residents and the lack of consultation.

We already have to put up with late night parties from when the venue is rented out, and the car hoons that come with this.

Burn-outs around corners, and general un-social drunken behaviour that goes on.

We have a young son, and would like to see the park done up for families, and not just wasted on sporting events that attract this type of behaviour.

It was a hub of activity for children to play in years ago, and has sadly seen a lot of decline of recent years.

Could we please have some information as to what is happening with our beloved local park and how to give feedback and have involvement.

We also have another objection with the amount of construction on the roads and drainage in the area etc.

It seems like for the last few years atleast, it has been constant works around our area.

From road work and gutters, to sewerage and pipes. NBN or who ever else is working in the area.

The noise coming from the park on a weekly basis with vehicles and their back up buzzers,

And this will get worse during construction if it gets approved.,,,Not good...!

We are getting fed up and tired with the constant noise. It used to be a quiet area once upon a time, but definitely not for the last few years.

Do you really want to lose more residents, because that is the way you are forcing them, With higher density living and units being allowed to be developed.

The noise is only going to increase and so will people tension and frustration.

The council is surely getting too greedy and not taking current residents opinions into consideration.

### **Response 7**

Living right next door to the park at 40 Ashton Road, I think the proposal looks great. I just have a couple of questions:

- If the current netball courts are also to be basketball courts, how will that affect the Mountain Gate Netball Club who currently leases the courts for the use of their members and who will have priority if someone wants to play basketball during netball training sessions?
- Will I be able, in the future, to do some landscaping on my side nature strip that is the park access? We have tried to plant the area several times in the past but the shrubs have always been broken or removed during the soccer season.

### **Response 8**

I strongly object to the extention to the pavilion at HV Jones Reserve. I have been to many soccer games over the years at many grounds to watch my daughter, son in law and 3 grandchildren play. Through this I feel that the pavilion as it is, is quite adequate for the needs of the soccer club. If they need more room they could use the old tennis club rooms.

I feel that there is plenty of room at Knox Regional Sports Park in George Street. Both of these are away from residential areas and have heaps of parking.

I also object to the tennis courts being removed. I feel they should keep 1-2 of the on-tau-cas courts so young children could play in there safely while their parents play on the synthetic court. The tennis club looks like a have 1 with all sorts of stuff out the front and the cricket nets seem to be a dumping ground for the clubs.

The parking around here is also a problem, as Holme Road is used as an alternative way to Hancock Drive, to avoid using Windermere Drive. A times it is very hard to back out of my driveway and for young children to cross the road safely.

I do hope you will consider the residents' concerns over these issues.

### **Response 9**

As my family (which includes two young girls) regularly use this park for recreation.

I would object to the park being made more specific for soccer use only.

The community would benefit more by making this an area with a bigger playground that would benefit all demographics of the community instead of a small group of soccer players only.

As one of my girls is starting to play tennis it would be much better to ensure that the tennis courts remain for the use of all.

### **Response 10**

The draft plan includes "additional pathways".

Please - consider a perimeter pathway. And one that really goes right round. It's an attractive area and this would be an excellent acquisition.

Many such reserves in other areas accommodate non-active sports participation - for example, just walking / strolling / walking the dog !!

HV Jones Reserve lends itself to this. The neighbours and people living in nearby streets would find such a pathway an inducement to exercise (running, gentle strolling) and gain benefit. Even some lighting for night-time would be good.

Ordinary people often get left out when planning takes place, especially older people. To many or most young people the older folk are virtually "invisible".

And - please pass this on to your planning department: we do wonderful things in Know to cater for all sorts of sporting activity but the Arts have constantly been left out. Council occasionally pays lip service to developing an Arts Centre and Councillors have done so when I've asked them - but nothing happens !! Twice over the years, I've sat in on round-table discussions led by Knox official in charge of Arts each time, all extremely well attended and showing a need - but each time, any plans have seemed to be put "on the backburner". An Arts Centre would be an expensive item just as some of the larger sports developments are - and needs to be planned for (and publicly !)

An Arts Centre should include an auditorium, a theatrette, a gallery, a video studio, meeting rooms - and other associate facilities.

I'm moving away interstate but with regular returns to visit family here - and hope to see all these developments.

### **Response 11**

In regards to your master plan, I would like to express my strong opinion against:

- The removal of the tennis courts (I have a grandson and I would like to know he has the opportunity in the future to play tennis in the reserve opposite my house);
- The extension of the pavilion (which I believe is already big enough); and
- The establishment of more car parking (the reserve has enough).

I would like to request the playground to be moved away from the road and a decent sized playground be established. I want this play ground fenced in (I want my grandson to be able to play in a safe environment).

I have been a resident for around 50 years; over those years little has been done to improve the playground facilities for the local children. Hopefully some real change will occur.

### **Response 12**

As my family (which includes two young girls) regularly use this park for recreation.

I would object to the park being made more specific for soccer use only.

The community would benefit more by making this an area with a bigger playground that would benefit all demographics of the community instead of a small group of soccer players only.

As one of my girls is starting to play tennis it would be much better to ensure that the tennis courts remain for the use of all.

It is hard enough to find a safe place for my girls to play so don't take this away from them.

### **Response 13**

After having attempted to imagine the true dimensions and intentions of the Council, as set out in their Proposal/Master Plan, for HV Jones Reserve in Mountain Gate, and being no wiser after having attended the Council meeting, where it was explained the plan was only a proposal, nothing in the illustration was to scale. We remained uninformed and left the meeting feeling we were only just tolerated to tick the box to say "discussed with residents".

This email is in response to the plan's invitation bubble to ... "have your say"

As Mountain Gate residents for forty years, a rate payer and affected residents, this lack of true consultation leaves us with question as to why we are not worthy of true inclusion in the discussion. Why the secrecy and lack of advise as to what is the true intent for what in reality is a community area, gifted for the use of all the community, not just those with links to those who have the power.

The community wishes to have use of the area for informal recreation when the clubs are not utilizing the area for training or competition. It was never gifted for the exclusive use of only chosen groups.

We have been concerned for intentions for the reserve ever since a local Elderly resident walking her dog, was told very clearly, by someone connected with the club, that "You won't be able to use the ground for much longer ". Community use! was the intent of the donor. Not exclusive rights by the few!

The locals want all things amenable to community use, they are not desiring to prevent club use of area, but in fact, they desire retaining of amenities. Public access to toilets by day. Adequate bins ( those available are ignored by the vast majority of soccer/cricket spectators who also ignore the fact that residents may need to exit or enter their own properties on game days ). We would be happy for littering to be controlled ...As a local who walks the area the amount of rubbish including glass is astounding for such a small area. A nice idea, water fountain with lower basin for dogs, it would be a good idea to include bag dispensers for dog soil.

Point 1. More seating...We suggested that the same recycled material of the new bollards could be molded in the form of an upside down letter "L" these could have their long end planted as per those already there at closer intervals to each other and the short end, if spaced sensibly, becomes the bench type seating for spectators. Thus achieving unobtrusive low fence and seats in one. No interest observed.

Point 2. Additional car parks... We had occasion to speak with one of the engineers, about the traffic chaos on game days, whilst the long drawn out expensive road alterations were being attended in Kingston Street. At the time, they were in the process of reducing the parking in Kingston street. We suggested that now was an opportune time, while the road and kerbing was nonexistent, to be prudent and extend the bays further down the south west end of the road. Our suggestion that it was a waste and lack of forethought to consider the possibility of digging up the new road later, met with the return comment, "You will catch more flies with honey". Catching flies was not the intent...budgeting rate payer's money was.

Point 3. Three outdoor exercise stations...A nice thought, but the undesirable element of a night may create indiscriminate destruction if not placed in one area where residents can attempt to ensure minimal vandalism.

Point 4. Revised Proposed plays pace...The Play ground to be safe, and if moved, fenced safely. The last thing a resident wishes is for the injury or worse of a small child from traffic swinging around the corner of Kingston and Ashton Streets.

Point 5. Basketball/Netball ...Residents would like to retain at least two tennis courts with public access, there are no objections to basket/ net ball courts to be altered affectively to be utilized.

Point 6. Additional storage and proposed change rooms...We as concerned residents question the suitability of the jumble of backyard type sheds by the water tank, and in addition the fact that... Five school children were witnessed by a resident swinging on the goals 9/8/2018. The thought of some parent suing the council if their child is injured by swinging and climbing on the free standing (un fastened down) movable soccer goals is abhorrent. If there is an intent for more storage why are these unsafe sheds allowed to remain. Particularly as there are other clubrooms not mentioned which could possibly be utilized.

These considerations in mind, we wish to see the actual intent in written terms with true scaled illustrated plan...Before! Further expensive works, utilizing rate payer funds, are undertaken to exclude the local community from the area.

Most of those concerned residents are rate payers, who have lived happily in this area for decades, we feel insulted that while accepting our rates, there appears to be a blatant impolite disregard for our well being. We happily accept the use of the oval by those outside our area. We tolerate the noise and drinking into the night during the summer the parking over our driveways and yelling in winter and the piles of rubbish on many occasions. We wish for the same consideration from Council and the clubs

In closing, once complete, we were initially very impressed by the refurbished ground, after such long unsightly mess of an upgrade. But now wonder if the funds were spent wisely? The oval has not stood up to the wear and tear of the training and game time of the soccer. Though it is lovely to see the buses bring the school children to use the ground, and we imagine this is truly what Bert Jones intended as his legacy, if there is not some rotation of the surface by the soccer games, the need may be for further unduly costly attention prior the cricket season.

#### **Response 14**

I just wanted to say that I think the redevelopment is a great idea, and the proposed park and community areas look fantastic. I look forward to using it!

It would be great if some water taps that cater for dogs could be installed (i.e. with a catchment at the bottom of the tap to catch excess water for dogs - see Kingston / Carrum council near dog beaches).

When will construction begin?



# Draft Masterplan HV JONES RESERVE, FERNTREE GULLY



Have Your Say

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

You can provide your feedback by:

EMAIL [OpenSpace@knox.vic.gov.au](mailto:OpenSpace@knox.vic.gov.au)

CALL (03) 9298 8000

MAIL Attention: Landscape Team  
Knox City Council  
Reply Paid 70243  
Wantirna South Vic 3152

VISIT Knox City Council Civic Centre  
511 Burwood Hwy,  
Wantirna South

All feedback received by **Friday 4 May 2018** will be considered in guiding the updated design.

## VISION

The Vision for HV Jones Reserve, Ferntree Gully is to strengthen the reserve as a popular venue for organised sport, while broadening recreation opportunities for use by the local community.

## PROPOSED WORKS

- 1 Remove existing playground
- 2 Retain and resurface the existing synthetic lawn tennis court. Modify gate and lock to allow public access.
- 3 Remove the existing en tout cas tennis courts including fencing. Establish new playspace and multisports area.
- 4 Rationalise, upgrade or remove existing lighting around tennis courts to suit proposed recreational uses.
- 5 Renew and consolidate park barriers overtime. Replace existing log and mesh fencing with bollards, boulders and planting where suitable.
- 6 Renew existing netball courts and lighting
- 7 Location for potential future female sporting amenities
- 8 Extension to car park including new driveway to improve circulation. Layout is indicative, subject to engineering design.
- 9 Provide additional paths to improve access within the reserve and connect to the existing neighbourhood footpath network, creating a circuit loop.
- 10 New floodlights to meet current standards
- 11 New scoreboard
- 12 Soccer practice area
- 13 Seating
- 14 Install a picnic shelter with park amenities in a central location overlooking the playspace and multisports area
- 15 Outdoor exercise stations. These stations are to be located adjacent to the new play space allowing families to play and exercise together
- 16 New Play Space with a combination of equipment and natural play elements
- 17 Half basketball court
- 18 Outdoor table tennis
- 19 Short fitness track (approx. 100m)
- 20 Replace existing fencing around tennis pavilion with low pool type fencing with new alignment to allow better use of space
- 21 New sporting storage sheds

FOR COMMUNITY CONSULTATION ONLY - APRIL 2018



## DRAWING KEY

- Existing trees
- Proposed trees
- Existing concrete path
- Proposed Granitic sand path
- Proposed concrete path
- Lawn
- Garden beds
- Proposed outdoor exercise stations
- Proposed Playspace
- Proposed fitness track
- Existing Cyclone fencing
- Proposed pool type fencing
- Oval floodlights
- Lights to be retained / upgraded or removed to suit proposed recreational use
- Proposed seat
- Existing / proposed barriers e.g. bollards, boulders



An example of a fitness track and outdoor exercise stations.  
Photo source: Aspect Studio



An example of a picnic shelter overlooking a playspace.  
Photo source: www.kidsinadelaide.com.au



An example of an basketball half court  
Photo source: City of Marion



An example of an outdoor table tennis table.  
Photo source: POPP

## 8.2 Gilbert Park Master Plan and Report

**SUMMARY: Coordinator Open Space & Landscape Design, Andrea Szymanski**

**This report outlines the proposed revised Master Plan for Gilbert Park, Knoxfield and is presented for Council's consideration. The revised plan has been developed through broad community consultation and recommends a direction for the upgrade of the Reserve.**

### **RECOMMENDATION**

**That Council**

- 1. approve the Draft Revised Landscape Masterplan for Gilbert Park, Knoxfield;**
- 2. note the allocation of \$80,000 for design documentation in the 2018/19 budget; and**
- 3. refer the balance of funding for the implementation of Gilbert Park Revised 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 Gilbert Park, Knoxfield was commissioned by Council in the 2017/18 Capital Works Program.

This report outlines the status and use of Gilbert Park, the community consultation process and the development and features of the revised, Draft Masterplan.

### **2. DISCUSSION**

#### **2.1 Location**

Gilbert Park is located on the corner of Gilbert Park Drive and Ferntree Gully Road, Knoxfield. The site is surrounded by industrial development to the east, south and west and residential development to the north. A small shopping centre and bus transport stops are located immediately north of the Park and act as an arrival point for some park users.

#### **2.2 Facilities and Use of the Reserve**

##### **Baseball and Softball**

Nominated as a 'Regional Facility' within Council's Recreation Facility Development Guidelines, Gilbert Park is a significant parcel of land which includes eight (8) softball/baseball diamonds, a pavilion, an asphalt carpark, a gravel overflow carpark, a gravel driveway that extends along the southern and eastern boundaries and a playground. The facility is home to Knox and District Softball Association and Knox Baseball Club.

Gilbert Park is the only purpose built venue within Knox that provides softball facilities.

Knox Softball Association has approximately 300 members and Knox Baseball Club has 130 members

##### **Passive Recreation**

In accordance with Council's Open Space Plan 2012-2022, Gilbert Park is recognised as a Municipal Open Space. A Municipal Open Space is considered as *"Unique spaces found in Knox that performs a unique function or character. It accommodates large numbers of groups and individuals ...from across the municipality or outside of Knox."*

The Park has an industrial estate on three (3) borders and residential housing across Ferntree Gully Road. It attracts employees from the industrial estate during their breaks and the playground/extensive open lawn attracts residents and in particular, dog walkers, from the surrounding neighbourhood.

### **Skate and BMX**

Gilbert Park has a regional skate and BMX park facility in the north-western corner, which caters for beginners, intermediate and advanced riders and skaters.

Specific features include euro-gap, slide rail, quarter pipe to vertical pillar, 1.5m shallow bowl, 2.7m deep bowl, 2.5m hemisphere cup, grind blocks to flat bank, diamond fun box, stairs rails and a manual pad. The surfaces include concrete, granite and metal.

The Park is used during day and night hours, with lights operating until 10pm each night.

A number of stand-alone concrete elements are available along the path connecting the Skate/BMX park to the gravel carpark.

Shelters, seating, drinking fountains and a public art board were installed to compliment the Skate/BMX facilities, which has become a focal point for youth skating and BMX activities since its construction in 2008.

Adjacent to the Skate park is a public art display board, known as the Billboard, which provides a platform for young people to display images relevant to their lives.

### **Events**

- Gilbert Park is the venue for “*Pets in the Park*”. The most recent event (November 2017) attracted approximately 5000 patrons and is expected to return in April 2019, with the intent of it becoming an annual event.
- Managed by the YMCA, the skate and BMX parks have regular programs and seasonal events, including Easter Family Fun Day, Australia Day Competition and the Australian Skateboarding League 2018 National Final.
- Baseball Victoria, in association with Knox Baseball Club, organised the Little League Championship and the Girls Charter State Championship at Gilbert Park in April 2017, which attracted some 2000 people.
- Baseball Victoria has selected Gilbert Park to be the venue for the championship in the next two (2) years.

### **Stormwater**

Gilbert Park resides within the high value catchment of Corhanwarrabul Creek and serves as a Melbourne Water retarding basin. During peak rainfall events, stormwater from the 158 hectare upstream catchment is conveyed through the pipe network to the Park where it is stored and slowly released to mitigate the impacts of flooding downstream.

### **2.3 Planning Provisions**

Gilbert Park is zoned *Urban Floodway Zone (UFZ)*. This zoning ensures that any development maintains the free passage and temporary storage of floodwater, minimises flood damage and is compatible with flood hazard, local drainage conditions and the minimisation of soil erosion, sedimentation and silting.

Gilbert Park is affected by two overlays – the *Land Subject to Inundation Overlay (LSIO)* which identifies land in a flood storage or flood fringe area affected by the 1 in 100 year flood or any other area determined by the floodplain management authority.

A *Vegetation Protection Overlay (VPO)* also applies where the primary objective is to retain and protect existing trees. The VPO in the Knox Planning Scheme also promotes the planting of new trees to contribute towards Knox's natural habitat, natural beauty, interest, ecosystem services and the benefits to the community that comes from contact with nature.

A planning permit may be required for removal of certain types of vegetation and for construction activities. Planning permit considerations will be taken into account when detail design is undertaken.

## **2.4 Background – Masterplan 2009**

In 2009, Council prepared and adopted a Masterplan for Gilbert Park. The Masterplan identified opportunities to implement a range of key improvements to the Park including:

- Improvements to the softball and baseball diamonds and outfields
- New sports pavilion (elevated to protect from flooding)
- A new playground
- Expand the car parking opportunities
- Establish a 'youth area' with BMX and skate facilities and a storage building
- Shallow wetland with ephemeral planting
- Ferntree Gully Road and pedestrian improvements
- Investigate opportunities for artwork

For a detailed summary of the 2009 Masterplan refer Appendix C.

The implementation of the Gilbert Park Masterplan 2009 was estimated to cost between \$4.5 and \$5.3 million and implementation was expected to be within a 10-15 year timeframe.

Following endorsement of the 2009 the following works have been implemented:

- Delivery of the very popular and successful BMX/Skate Park;
- Youth Art feature signage;
- New path connections to the west of the reserve from the carpark to the BMX/Skate Park;
- New park signage along Ferntree Gully Road;
- Installation of signalised pedestrian crossing across Ferntree Gully Road to the adjacent shopping precinct and Kathryn Road; and
- Drainage upgrades to the sporting fields (works scheduled as part of 18/19 capital works).

## **2.5 The purpose of this Review**

In the nine years since its release, the Masterplan has successfully guided a number of improvement initiatives that have reinforced Gilbert Park as a regional open space precinct which supports a range of sport, recreation, leisure, community and tourism opportunities, including major events.

A number of initiatives from the 2008 Masterplan have been implemented but the existing Masterplan is under review to ensure that it still reflects the intent and future aspirations of the community and the stakeholders.

The review seeks to validate the knowledge, information and broad strategic intent from the previous version of the Masterplan and to build on the wealth of existing knowledge through re-engaging with the community and stakeholders.

The objectives of the reviewed Masterplan are to:

- assess the condition of the Park and its facilities from a landscape, functional, access, structural, environmental and safety perspective;

- identify whether there are any gaps in recreation provision in the Park and how they could be addressed;
- identify the facility needs of existing users groups and how these needs could be addressed;
- investigate opportunities to consolidate/rationalise existing facilities;
- explore opportunities for greater community use of the Park for passive recreational activities;
- explore opportunities to protect water quality and waterways as natural resources, and
- prioritise development opportunities and estimates of the costs of these works.

### **3. CONSULTATION**

The consultation process is an important aspect of the revised masterplan. Officers sought to ensure that key stakeholders and community members had the opportunity to participate in the development of the masterplan as it evolved. Consequently, the revised masterplan process has taken longer than anticipated, however the significant investment in consultation provides a solid framework to ensure future planning and design is in line with the collective input from Council, key stakeholders and the local community.

#### **3.1 Internal Consultation and Revised Draft Masterplan**

The Gilbert Park Revised Masterplan project commenced in early 2017.

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

An initial revised Draft Masterplan was prepared based on the recommendations from the internal review, which included:

##### **Skate and BMX Park**

- Enhance existing garden bed planting areas near the Skate/BMX Park, to improve landscape amenity, improve sightlines and establish Crime Prevention through Environmental Design (CEPTED) principles.
- Install pedestrian lighting enhancement along pathway from the carpark to the Skate park to improve visibility to and from the carpark.
- Council to develop future extension to Skate/BMX park. The feasibility and design of the extension is proposed to be investigated separately to this Masterplan.
- Council to develop a new purpose built facility near the Skate/BMX park. The facility will be designed to meet the needs and interests of young people.
- Development and implementation of this community facility is to be investigated separately to this Masterplan. This facility may include a creative studio space, cater for events and potentially a public toilet, cafeteria and skate/bike repair station.

##### **Baseball and Softball**

- Continue investigations and exploring opportunities for a new pavilion.

The pavilion upgrade was listed in the 2016/17 Capital Works Program for design (design budget \$65,000) but no construction funds were committed.

Concept designs were prepared in April 2017, with a construction cost estimate of \$1.5 to 1.9 million (excluding demolition and earthworks). Once the design is finalised, detailed design will need to be completed.

The project is currently scheduled for consideration in the forward Capital Works Program 2025/26.

Consequently, the building footprint is shown on the Masterplan although the development and implementation of this facility will be separate from the scope of this Masterplan.

- Install new lighting for Diamond 1 and Diamond 2.

There is a current provision in the 2019/20 Capital Works Program for grant application (SRV) to be made and subsequent design of floodlighting upgrades, with the intention to build in the 2020/21 financial year (estimate \$500k).

### **Car parking and Access**

- Retain existing crossover on Ferntree Gully Road.
- Construct a hardstand for emergency vehicles and replace removable bollards with a gate. This will provide emergency vehicles direct access to the skate and BMX parks. Council will continue to liaise with Ambulance Victoria and Council's Traffic and Transport team over the detail design of emergency access and in accordance with VicRoads' guidelines (Ferntree Gully Road is a VicRoads administrated road).
- Retain the existing Park identification signs on Ferntree Gully Road. Install a new park identification sign at Forbes Close.
- Expand the path network to improve connections throughout the Park with the addition of two at-grade crossings where the new path network intersects with the Melbourne Water drainage channel.
- Transition existing gravel car park to new asphalt surface with line marking and traffic calming device.
- Due to poor sightlines on the apex of the corner, remove existing vehicular access at the corner of Gilbert Park Drive and Forbes Close and replace with new garden beds. Consider establishing and formalising vehicle access centrally on Gilbert Park Drive. Crossover location and design to be confirmed.

### **Wetland and stormwater**

- Liaise with Melbourne Water to investigate the feasibility of establishing a wetland system to treat stormwater and potential funding opportunities.
- Investigate daylighting opportunities of the existing Melbourne Water drain and drainage system to coincide with potential future wetland systems.

### **Play Space**

- Renew play space in accordance to Council's Play Space Plan 2013 – 2023 and establish a social amenity space. The new play space is to remain in the area immediately to the west of the pavilion.

### **Reserve Amenity**

- Establish garden beds along Gilbert Park Drive frontage. Protect and enhance the garden beds using large logs, rocks and plantings to establish a buffer between the gravel driveway and the surrounding vegetation.

## **3.2 Initial Community Consultation**

To review the Masterplan, which previously had wide community input, a community consultation process was developed to provide an open forum for community members, traders, stakeholders and community groups to articulate their vision and priorities for the Park.

Consultation was undertaken from September 2017 to January 2018 in the following manner:

- Meeting with major stakeholders:
  - Knox Baseball Club
  - Knox Softball Association
  - Knox Skate and BMX Park.
- Social media posts on Knox City Council Website.
- The Draft Revised Masterplan was displayed at several locations on site.
- The Draft revised Masterplan was distributed by letter drop to approximately 200 surrounding households and businesses.
- A copy of the Draft Revised Masterplan was forwarded onto the stakeholder representatives for distribution within their relative organisations.

On 26 September 2017, Council staff met with representatives from the Park user groups to discuss how Gilbert Park could be better used and developed to meet the needs of other park users. A copy of the revised Draft Masterplan – September 2017 (refer to Appendix A) was tabled and used to guide discussion.

Following the meeting, a copy of the revised Draft Masterplan – September 2017 was sent to approximately 200 local households and businesses near the Park, inviting them to further review the Plan and provide comments.

The revised Draft Masterplan – September 2017, was also posted on Council's website and social media on 20 October 2017. The Facebook post reached 3684 Facebook users and attracted 30 responses, including 10 comments from 8 people.

There were three (3) written responses to the revised Draft Masterplan – September 2017. For a summary of the consultation refer Appendix C.

### **3.3 Key issues and opportunities identified**

#### **Organised Sports - Softball and Baseball**

- Representatives from the Knox Baseball Club confirmed that the season runs from April to September. The Club uses eight (8) diamonds at various times over the winter season. They also commented that, they have around one-hundred and thirty (130) members and the Knox Softball Association has three hundred (300 members).
- Gilbert Park was the chosen venue for the Little League and Girls Charter State Championship, which ran for 3 days in April 2017 and attracted around 2,000 people. Gilbert Park will host the championship for the coming two (2) years.
- Park user groups expressed concerns with the condition of the sports pavilion and identified many functional constraints. Both clubs had the construction of a new pavilion as a priority.
- During winter months the Park experiences flooding and gravel from the driveway is often washed onto the ground. The Club's suggested drainage at Diamond 1 and 2 should be improved and lawn resurfaced. The location of Gilbert Park, within the storm water catchment area, is a strategic site for flood mitigation within the catchment.
- Council is planning to install lights at Diamond 1 and Diamond 2 but the location of the lights is expected to compromise other Diamonds, such as Diamond 3. The Clubs acknowledge these limitations and have advised the situation can be managed by better scheduling games.
- Concerns were raised about the age and condition of the baseball fencing and the log fencing at the edge of the Park.

### **Skate and BMX Park**

- It was agreed by all stakeholders that a public toilet should be built at the Skate park.
- The peak time at the Skate park is after school on weekdays and at weekends.
- Ambulances have no direct access to the Skate park and access Gilbert Park through the entrance on Forbes Close, then drive over the fields in order to get to the Skate park, subject to bogging during winter. An emergency access from Ferntree Gully Road should be developed to allow more direct access.
- The representative from the Skate and BMX park has identified the stand-alone skate element closest to the carpark is under-utilised, as it is too far from the Skate park.
- An interest was expressed to install a pump track, basketball court, public toilet and a parking area.
- A number of community members expressed an interest in installing picnic tables near the Skate and BMX Park.

### **Others**

- The Park user groups confirmed that the Park is not subject to frequent anti-social behaviour. Representatives from the Clubs have expressed that they feel safe at the Park and this sense of safety is a result of the Skate park attracting visitors throughout the day and evening, which increases natural surveillance.
- A local business is concerned with security of local businesses along Forbes Close and suggestions were made to install CCTV cameras, lighting and signage to discourage anti-social behaviour. In addition, the respondent has requested security patrol vehicles to be commissioned to monitor Gilbert Park and the surrounding industrial area.
- There are two (2) Park identification signs along Ferntree Gully Road. The sign closest to Gilbert Park Drive reads Gilbert Park but the other, near the Skate park, identifies the Park as the Knox Skate Park. Park users suggested the signs be amended.
- The cross-over near the intersection of Forbes Close and Gilbert Park Drive is of concern due to its proximity to an intersection. However, it provides a convenient egress point for vehicles on days when the Park attracts a large number of visitors. Council to consider the relocation of the crossover to a more suitable location.
- Gilbert Park is popular with truck drivers who park their trucks on the gravel driveway, use the public toilet, eat and rest.
- Cars and trucks from the neighbouring factory personnel park on Forbes Close, mount the kerb and park in the Park.
- A number of community members expressed an interest in installing rubbish bins at the Park.

### **3.4 Extended Community Consultation**

Following comments received, the revised Draft Masterplan – December 2017 (refer to Appendix B) was amended to include additional features such as, a half basketball court, picnic tables, a hardstand for emergency vehicles and a proposed new location for a playground.

The amended, revised Draft Masterplan – December 2017 was:

- emailed to representatives from the user groups on Friday, 1 December 2017. Representatives from the user groups were requested to distribute the revised plan within their organisations;
- displayed at several locations on site; and
- posted on Knox City Council website and social media on 12 December. The post on Facebook has reached 4382 Facebook users and attracted 39 responses, including 22 comments.



Council has also received one email in response to the revised plan.

### **3.5 Key issues and opportunities identified**

Council generally received positive feedback on the Draft Masterplan, with a number of issues identified for further consideration. All feedback and suggestions were reviewed and considered.

The Draft Masterplan has been revised and amended to reflect the suggestions made by the community, which includes some changes to better meet expectations and maintains the key landscape features supported by the community.

#### **Wetland**

- The safety of kids around water was raised and it was requested that fencing be installed around the wetland and playground so children cannot access any water.
- 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 on guidelines and standards provided in the Melbourne Water Constructed Wetlands Design Manual.
- Fencing will be considered in the detailed design stage.

#### **Pump Track and Banked track**

- Community members expressed an interest in installing a pump track.
- Representative from the Caribbean Speed Club has proposed the inclusion of a banked track at Gilbert Park.
- It is noted the possibility of including a pump track at Gilbert Park was deferred due to limitation of space for the associated infrastructure. Peregrine Reserve, in Rowville, has been identified as a more suitable site for development of a pump track and has been included in the endorsed Masterplan for Peregrine Reserve, Rowville.
- The development of a banked track at Gilbert Park is not supported due to limitation of space for the associated infrastructure and Gilbert Park acts as a retarding basin, which fills at time of high rainfall and would flood the track.

#### **Carpark**

- One community member requested that a new carpark be constructed behind the Skate/BMX park.
- The proposal to develop a new carpark south of the Skate/BMX park is not supported as Gilbert Park is a retarding basin and the area between the existing playground and the Skate/BMX park is subject to periodic inundation.

#### **Baseball and Softball Fields**

- Council to continue investigations and exploring opportunities to improve drainage across the fields, particularly Diamonds D1 and D2. This has been noted in the revised Draft Masterplan.
- To continue to work with the local sports clubs on their proposal to relocate baseball/softball fields such as Diamonds D6 and D8. The relocation of these diamonds, including related facilities, is recommended for separate investigation to this Masterplan. This has been noted in the revised Draft Masterplan.

#### **Skate / BMX Park**

- The Plan has been amended to include a new basketball half-court near the existing Skate/BMX park. The establishment of the court involves the removal of vegetation, including trees (subject to planning approval) and an existing skate element. The new basketball area will include a shelter, new skate elements, seating and a drinking fountain.

- In response to a request from Skate/BMX park representatives, a new park etiquette and safety sign is to be installed at the Skate/BMX park.

#### **Additional Comments**

- The Plan has been amended to include picnic tables at various locations.
- It was also requested that outdoor exercise equipment be installed at Gilbert Park. While outdoor exercise equipment is not part of the current Draft Masterplan scope, there is the option to install such facilities later.

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

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

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

The establishment of a constructed wetland and additional planting will improve stormwater quality, reduce local flood risk, increase biodiversity, attract bird life and add to the green leafy character of Knox.

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

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

A staged implementation approach is recommended for the delivery of the revised Gilbert Park Draft 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:

##### **GILBERT PARK COST ESTIMATE AND STAGING**

<b>Stage 1 2018/19</b>	Detail design and documentation for the key landscape items in the Draft Masterplan (excluding wetland, pavilion, baseball / softball facilities, Skate park extension, toilets).	\$80,000
	Design and construction of the half basketball court area including the installation of a new shelter and Park amenities.	\$140,000
	The design and installation of a new hardstand for emergency vehicle and replace removable bollards with a gate.	\$20,000
	Entry signs.	\$2500
<b>SUB-TOTAL</b>		<b>\$242,500</b>
<b>Stage 2</b>	The design and installation of a new playground and social area.	\$150,000

<b>2019/20</b>		
	The design and installation of a new vehicular access on Gilbert Park Drive, including the removal of the existing vehicular access at the corner of Gilbert Park Drive and Forbes Close	\$10,000
	Installation of new paths.	\$85,000
	Provision of park furniture, signage and amenities.	\$50,000
<b>SUB-TOTAL</b>		<b>\$295,000</b>
<b>Stage 3 2020/21</b>	Garden bed improvements along Gilbert Park Drive frontage.	\$20,000
	Carpark design and upgrade.	\$300,000
	Wetland and associated stormwater improvements including footbridges.	\$870,000
<b>SUB-TOTAL</b>		<b>\$1,190,000</b>
<b>Stage 4 2021/22</b>	Skate/BMX Park extension	\$500,000
<b>SUB-TOTAL</b>		<b>\$500,000</b>
<b>TOTAL</b>		<b>\$2,227,000</b>

Annual maintenance costs are expected to increase, following any capital improvements.

A cost estimate prepared, as part of the Masterplan process, indicates a total amount of approximately \$2,227,000 (excluding GST), including design and project management fees (3%) and contingencies. The costing is consistent with projects of a similar nature.

Funding for the implementation will largely be sourced through Council's Open Space Reserve – which is funded through developer contributions. There will also be opportunities to seek external funding for the delivery of some of the waterway and drainage enhancements (from Melbourne Water) and built form elements such as Youth Hub (from grant funding opportunities).

Council's forward Capital Works Program has identified funding of \$750,000 over 2019/20 and 2020/21 to progress the implementation of the Masterplan. It is noted however that this will be subject to Council consideration and approval as a part of the budget process.

## **6. SOCIAL IMPLICATIONS**

The local community has a strong sense of ownership of Gilbert Park and it has the potential to function as a community hub as it supports a diverse variety of user groups.

Gilbert Park provides a valuable opportunity for the community to interact and engage in passive and/or active recreation. The Park also provides valuable links into neighbouring residential and industrial areas.

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

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

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

## **9. CONCLUSION**

The revised Draft Gilbert Park Masterplan has been developed in consultation with the local community, traders and users, who have indicated their support for the proposal.

The Plan 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 image of Knox will be enhanced and maintained for current and future generations.

## **10. CONFIDENTIALITY**

There are no confidentiality issues with this report.

### **RESOLUTION**

**MOVED:** Councillor Holland

**SECONDED:** Councillor Seymour

**That Council**

- 1. approve the Draft Revised Landscape Masterplan for Gilbert Park, Knoxfield;**
- 2. note the allocation of \$80,000 for design documentation in the 2018/19 budget; and**
- 3. refer the balance of funding for the implementation of Gilbert Park Revised Masterplan to the 2019/20 budget process for consideration.**

**CARRIED**








**Attachments**

1. Revised Gilbert Park Master Plan - Appendix B **[8.2.1]**
2. Revised Gilbert Park Master Plan - Appendix A **[8.2.2]**
3. Gilbert Park Draft Revised Masterplan - Public Consultation Summary - Appendix C **[8.2.3]**

Official Minutes of Knox City Council

FUTURE SIGNALISED PEDESTRIAN ACCESS TO KATHRYN ROAD AND SHOPPING CENTRE

LEGEND

-  EUCALYPT PLANTING
-  FEATURE TREE
-  GROUND COVER
-  EPHEMERAL GROUND COVER PLANTING
-  GRASS
-  1m FENCE
-  GRANITIC SAND PAVING

PARK IDENTIFICATION SIGNAGE

SKATE AND BMX PARK ADMINISTRATION AND STORAGE FACILITY

CYPRESS

ADDITIONAL FILL TO OUTFIELD TO ALLOW DRAINAGE TO SWALE

FERNTREE GULLY ROAD

BUS STOP

ART FEATURE

PARK IDENTIFICATION SIGNAGE

NORTHERN LAWN

SOFTBALL

SOFTBALL

SKATE AND BMX PARK

YOUTH ART FEATURE

SKATE AND BMX PARK ACCESS

DRAINAGE LINE LOW POINT

WESTERN LAWN

SOFTBALL

BASEBALL & SOFTBALL

SOFTBALL

WETLAND

SCREEN PLANTING ON WESTERN BOUNDARY

70,000L RECYCLED WATER TANK

RELOCATE & UPGRADE PLAYGROUND

PARKING FOR 90 CARS

POSSIBLE CONNECTION TO CORHANWARRABUL CREEK TRAIL SYSTEM

ENTRY SIGNAGE

OVERHEAD SCREENING/ NETTING TO COLLECT FOUL BALLS

STONE WALL SURROUNDING DRAINAGE OUTLET

PASSIVE RECREATION AREA

GILBERT PARK DRIVE

90° PARKING FOR 80 CARS

PLAYGROUND

IMC PAVILION

BASEBALL & SOFTBALL

PLANTED PERGOLA

MAINTENANCE

SOFTBALL

FORBES CLOSE

PARK IDENTIFICATION SIGNAGE

PAVILION UPGRADE, INCLUDING EQUIPMENT STORE

MASTERPLAN

GILBERT PARK

PROJECT NUMBER	DRAWING NUMBER	REVISION
307096	307096_LD MP 04	06
DATE	SCALE	DRAWN
30-01-09	As Shown	HM/ES
	CHECKED	MR



### Vision

Gilbert Park, Knoxfield is a municipal open space. It caters for a number of sports/leisure activities including baseball, softball, skating, BMX and informal recreation. The site also hosts a number of community events including Pets in the Park and the Knox Skate Park Australia Day Competition.

In line with the recommendations of the Knox Open Space Plan 2012-2022, the revised Master Plan is intended to set a clear framework for upgrading the reserve into the future in a way that addresses the current and projected future needs for the community and will enable future projects and funding priorities.

### Features of the Masterplan

- ① Retain existing crossover along Ferntree Gully Road. Construct new hardstand for emergency vehicle and replace removable bollards with a gate.
- ② Retain existing reserve identification signs along Ferntree Gully Road. Install new reserve identification sign at the Forbes Close entrance.
- ③ New basketball half court. The establishment of the court involves removal of vegetation including trees (subject to planning approval) and an existing skate element. This new basketball area is to include a shelter, new skate elements, seating and drinking fountain.
- ④ Enhance existing garden bed planting areas, to improve landscape amenity, improve sightlines and establish Crime Prevention through Environmental Design (CEPTED) principles.
- ⑤ Pedestrian lighting enhancement along pathway to improve visibility to and from the carpark.
- ⑥ Future extension to Skate / BMX Park.



- ⑦ Potential Future Youth Hub. Building design and footprint shown is indicative only. Development and implementation of this community facility is to be investigated separately to this Masterplan. This facility may include a creative studio space; cater for events and potentially a public toilet, cafeteria and skate / bike repair station.

- ⑧ Install new park etiquette and safety sign.

- ⑨ Consider future path access and links in the reserve.



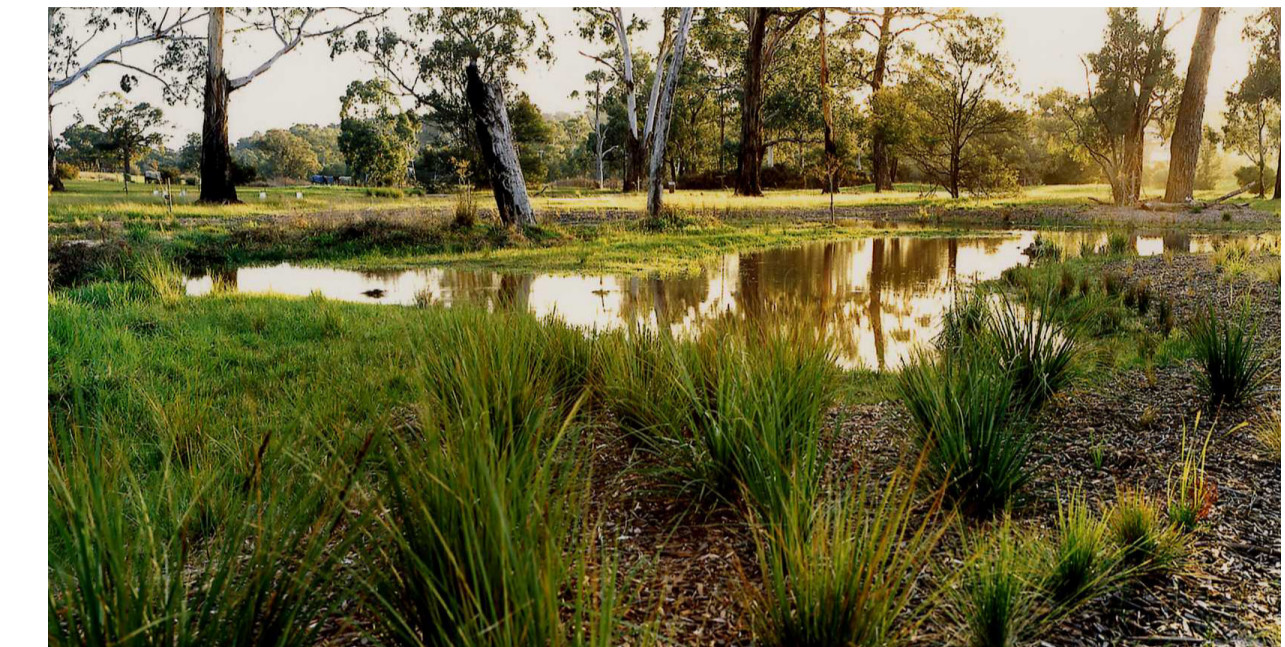
#### DRAWING KEY

##### Existing Elements

- Concrete paths
- Asphalt carpark
- Gravel driveway
- Shelters / buildings
- Baseball/softball nets
- Granitic gravel surface
- Floodlights to be removed
- Trees
- Gardenbeds
- Lawn

##### Proposed Elements

- New paths
- New asphalt carpark
- New buildings
- Skate / BMX Park extension
- Pedestrian crossing points
- Picnic table
- New lights



- ⑩ Liaise with Melbourne Water to investigate the feasibility of establishing a wetland system to treat stormwater. Subject to liaison with Melbourne Water and potential funding opportunities.
- ⑪ Investigate daylighting opportunities of the existing Melbourne Water pipe and drainage system to coincide with potential future wetland systems. Subject to discussions with Melbourne Water.

- ⑫ Transition existing gravel car park to new asphalt surface with line marking and traffic calming device.



- ⑬ Renew play space in accordance to Council's Play Space Plan 2013 – 2023 and establish a social amenity space.

- ⑭ Continue investigations and exploring opportunities for a new pavilion. Building design and footprint shown is only indicative.

- ⑮ Continue investigations and exploring opportunities to improve drainage across the fields especially on field number D1 and D2.

- ⑯ Install new lighting for field number D1 and D2.

- ⑰ Due to poor sightlines on the apex of the corner, remove existing vehicular access at the corner of Gilbert Park Drive and Forbes Close and replace with new garden beds. Consider establishing and formalising vehicle access centrally along Gilbert Park Drive. Crossover location and design to be confirmed by engineers.

- ⑱ Protect and enhance garden beds using large logs, rocks and planting to establish a buffer between the gravel driveway and the surrounding vegetation.

- ⑲ Provide picnic tables at various locations for park users.

- ⑳ Continue to work with the local sports clubs on their proposal to relocate baseball/softball fields such as Diamond D6 and Diamond D8. The relocation of diamonds including related facilities is to be investigated separately to this masterplan.



# Gilbert Park Masterplan – Consultation Summary

## 2009 Masterplan Summary

In 2009, Council prepared and adopted a Masterplan for Gilbert Park. The Masterplan identified opportunities to implement a range of key improvements to the Park including:

### ***Softball and Baseball Diamonds and Outfields***

- Eight (8) improved softball diamonds and three (3) composite softball/baseball diamonds with re-graded surfaces and new infrastructure.
- Paved spectator areas from first to third base on all diamonds.
- Bench seating & drinking fountains to spectator settings.
- Increased competition standard lighting, subject to further detailed investigation.

### ***Pavilion setting***

- New pavilion (elevated above current level and protected from flooding) to Council's 'regional standard'. The pavilion will incorporate equipment storage areas, change rooms, umpire change, scorer's room, kitchen / kiosk, social rooms (northern orientation) and a public toilet with baby change and disabled facilities.
- Paved spectator areas with an overhead screening/netting to collect fly balls.
- BBQ & lawn area to the north of the pavilion with shaded lawns overlooking Diamonds 2 & 3.
- Two improved new batting warm up cages.
- New grounds maintenance and equipment storage building.
- Pedestrian path connections to the playground, main car park and other park settings.

### ***Playground***

- New playground setting south-west of its current location, potentially incorporating rocks and ground level changes.
- Existing play equipment to be relocated.
- Additional play equipment and setting features to enhance the play experience for junior and intermediate age groups.
- Shaded and sunny seating locations for parents which could include square seating units that could also function as picnic benches.
- Drinking fountain and a rubbish bin.
- Path connections to other park settings.

### ***Main Carpark***

- The existing car park is extended to provide paved parking for 90 cars, including two (2) disabled spaces near the pavilion.

### ***Western Lawn – 'Youth Area'***

- Skate & BMX park and associated paths and site contouring.
- Administration and storage building (up to 50m<sup>2</sup>) potentially co-located with a public toilet. The building will be configured to enable monitoring of the skate facility and surrounding area and promotion of youth activities.
- Re-graded western lawn to provide a free draining surface that drains to the nominated low point and wetland area.
- The western lawn will have the potential to function as a recreation space or function as a special use area for activities such as community events, sporting events or community events.
- Shallow wetland with ephemeral plantings, draining to the floodway channel. The wetland will have edges graded to meet safety requirements.
- Screen planting to the western boundary of the Park to screen ground level views of future industrial or commercial uses.

### ***Northern Lawn***



- A re-graded lawn area that provides a venue for unstructured recreation and feature planting of indigenous vegetation.

#### ***Ferntree Gully Road***

- Low boundary fencing to control pedestrian movement and balls exiting the Park.
- Additional indigenous tree screen planting.
- Provision of pedestrian signals at the intersection of Ferntree Gully Road and Kathryn Road to improve pedestrian access to the Park and create a safer linkage to the Knoxfield shops.
- Co-located bus stop and park entry point for pedestrians. This entry point will include paving, seating and park signage and connect to new linear pathway.

#### ***Gilbert Park Drive***

- Existing internal gravel parking locations are replaced with on-street 90° parking for 80 cars (approximately). Parking bays are located half on existing road paving and half on new paving indented within the current nature strip.
- The Gilbert Park Drive / Forbes Close corner is marked with new park signage.

#### ***Flood channel***

- The profile of the channel is unchanged but ephemeral groundcover planting (species that survive temporary flooding or dry conditions) are used to change the appearance of the channel, its habitat value and the appearance / visibility of headwalls and other existing infrastructure.
- The pedestrian crossing-point, north of the pavilion, has the potential to be improved by the installation of a bridge or culvert (subject to Melbourne Water and Council approval). This structure may still be subject to flooding at greater Average Recurrence Interval (ARI) events, but offer protection to pedestrians for more frequent flood events.
- The Gilbert Park Drive pipe outlet could be surrounded by a low stone wall (+/- 1000mm high) that would replace existing safety rail fencing and screen views of the headwall and basin structures.
- Surface drainage continues to flow north to south into the existing storm water flood channel.

#### ***Artwork***

- The inclusion of an art feature e.g. sculptural form to provide unique site identification, which is featured at the corner of Ferntree Gully Road and Gilbert Park Drive.
- Installation of a youth art feature that will be developed adjacent to the skate and BMX facility.

## **2017 Masterplan Consultation Summary**

### **Stage 1 Consultation – September 2017**

On 26 September 2017, Council staff met with representatives from the Reserve user groups to discuss how Gilbert Park could be better used and developed to better meet the needs and those of other park users. A copy of the Draft Revised Masterplan – September 2017 was tabled and used to guide discussion.

## Gilbert Park Revised Masterplan

### Meeting with Site Stakeholders

Held 26 September 2017 at Knox City Council Civic Centre Room 2

#### Present

Knox Baseball Club – Phil Wilcock, Phil Yule and David Rice  
 Knox Softball Association - Richard Johnson  
 Knox Skate Park – Lily and Fiona  
 Knox City Council – Tina De Angelis, Andrea Szymanski, Flora Lau

#### Apologies

Representatives from Baseball Victoria  
 Representatives from Softball Victoria  
 Cr Tony Holland  
 Daniel Clark and Andrew Chadder – Knox City Council

#### Items for Discussion

##### Baseball and Softball

- Baseball is a winter sport, which runs from April to September.
- Baseball uses the existing eight diamonds on various occasions, over the season.
- At the Little League and Girls Charter State Championship (that ran over 3 days) in April 2017, the reserve attracted up to 2000 visitors.
- Baseball Vic has chosen Gilbert Park to be the site for the State championship for the next two years.
- Knox Baseball Club has a video showing flooding at the reserve. *KCC to obtain a copy of the video for record.*
- Both clubs noted that the fencing is old. The clubs would like them replaced. Clubs are encouraged to seek funding through various grants.
- New pavilion/clubroom is the priority. Council will continue investigations and explore opportunities for a new building. Clubs are encouraged to liaise with the local Member of Parliament and Councillors regarding funding.
- It was requested that the drainage at Diamond 1 and 2 should be improved and surface resurfaced.
- Knox Softball Club has approx. 300 members and Knox Baseball Club has 130. Members ages range from 4 to 70.
- Council has plans to install new lighting at Diamond 1 and 2, however the location of the lights will compromise other diamonds such as Diamond 3. The clubs acknowledge the limitations and can manage through scheduling. Clubs are advised to contact Daniel Clark to obtain a copy of the lighting plan.

##### Skate and BMX

- There is demand for a toilet to be installed at the skate park but not so much a change room. The proposed Youth Hub should include toilet facilities.
- There are three popular styles of skating – Street (most popular), Vert (loosing popularity) and Bowl.
- Skate peak time is after school on weekdays and weekends.

- The skatable concrete element closest to the carpark does not get used often because it is too far from the skate park.
- Ambulance vehicles accessing the skate park is an issue. The vehicles have to enter the reserve from Forbes Close and drive over the baseball/softball fields in order to get to the skate park. As there is poor drainage across the fields emergency vehicles are subject to getting bogged during winter. A new emergency access from Ferntree Gully Road should be investigated further.

#### Other Matters

- Lots of cars and trucks from neighbouring factories park along Fobes Close, mounting kerb and parking in the reserve.
- Gilbert Park is popular rest stop point with truck drivers. They often park their trucks along the gravel driveway, use the toilet, have lunch and rest.
- The crossover at the corner of Forbes Close and Gilbert Park Drive is dangerous. However, it does provide a convenient egress point allowing cars to exit the reserve on busy days. Consider relocation further north.
- During heavy rain events, gravel from the driveway is washed onto the diamond.
- There are two reserve identification signs along Ferntree Gully Road. The one closer to Gilbert Park Drive says Gilbert Park but the one near the skate park only identifies the park as the Knox Skate Park. The signs should be amended to be consistent and identify the park as Gilbert Park.
- Knox Churches Soccer Club practices at the north-eastern corner of the site.
- No major safety concerns raised by the clubs. The activity at the skate park generates use and passive surveillance during the day and early evening. However, there was one incident of overdose leading to fatality outside the toilet.
- Pine log fencing are falling part, they should be replaced.
- Other regular users of the site – Running Club, Dog agility Training, Personal Trainer, Drone Enthusiast, Knox Hockey Club (which one?), Knox Churches Soccer Club

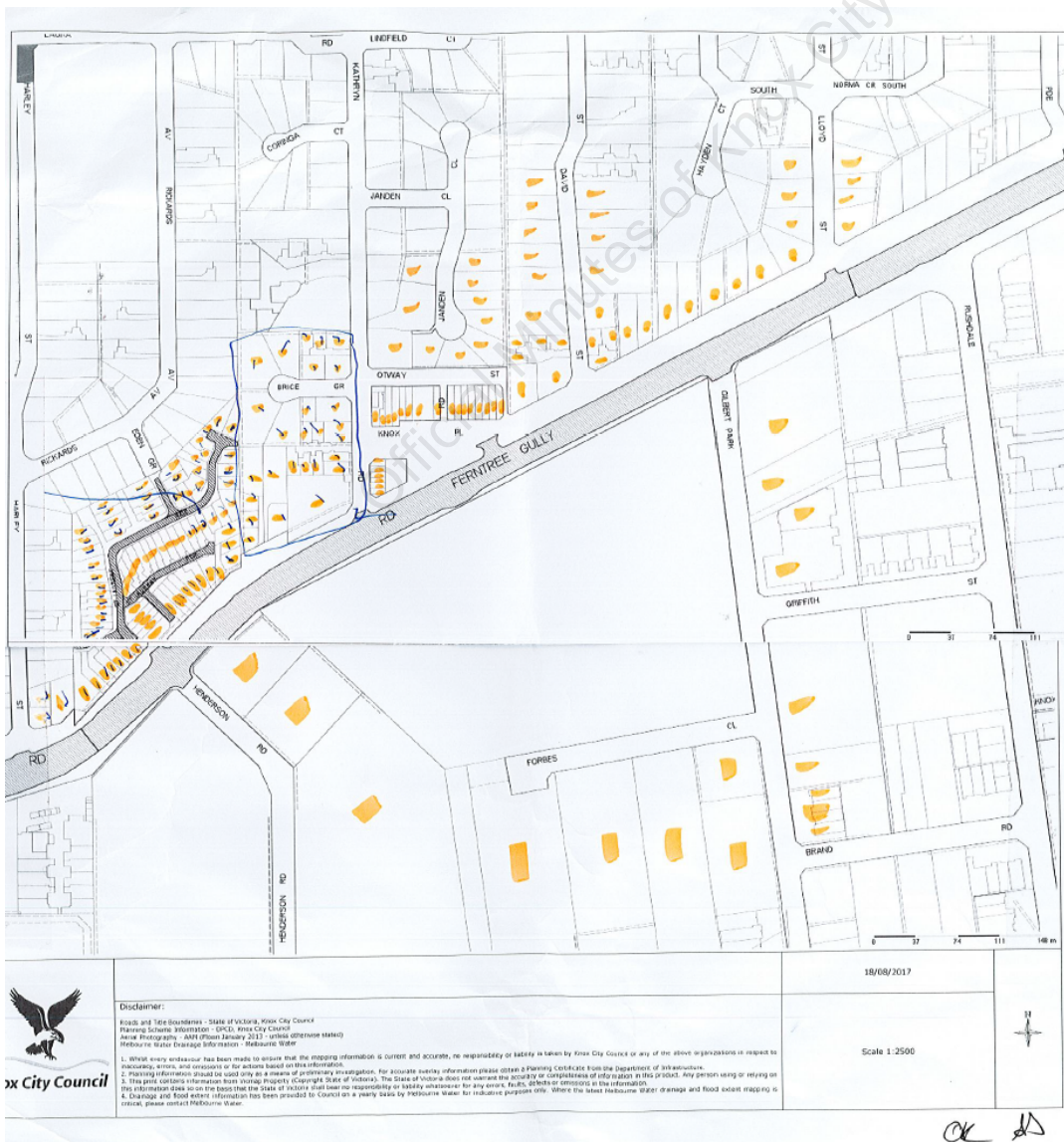
#### Next Steps

- Council will extend the consultation to the wider community shortly. Council will letter drop nearby residents, factories and traders. Council will erect plans on the site inviting park users to provide feedback.
- Council is aiming to take the Draft Revised Masterplan to Council for endorsement before the end of 2017. Costing will be presented as part of the Masterplan.


A screenshot of the Falcons Baseball Club website – publishing of the Draft Masterplan.



Following the meeting, a copy of the Draft Revised Masterplan – September 2017 was sent to approximately 200 local households and businesses in the vicinity of the Reserve. The plan invited local residents and workers to review the plan and provide comments.



The Draft Revised Masterplan – September 2017 was also posted on Knox City Council website and social media on 20 October 2017. The post on Facebook has reached 3684 Facebook users and attracted a total 30 responses, including 10 comments from 8 people.


 **Knox City Council** added 3 new photos. ⋮  
October 20 at 2:30pm · 🌐



Gilbert Park, Knoxfield, which is popular for softball, baseball and the Skate and BMX Park, will soon feature a Youth Hub and hold ecological importance as a wetlands system.


The suggested changes form part of a plan to transform the area into one that's in line with current trends in leisure activities and its location within a major drainage corridor.

To have your say and see how it looks visit, [goo.gl/5omxiu](http://goo.gl/5omxiu). Tell your friends, teammates and neighbours because we're keen to know your thoughts by next Friday 27 October!

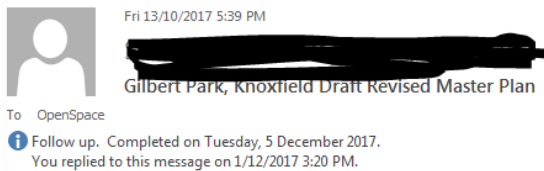
[KDSA Softball Bluebirds Softball Club](#) [Hard Knox Panthers Softball Club](#)  
[Knox Skate Park](#)



 Like  Comment  Share 

 16 Top Comments ▾

There were three (3) email responses to the Draft Revised Masterplan – September 2017.



To OpenSpace

Follow up. Completed on Tuesday, 5 December 2017.  
 You replied to this message on 1/12/2017 3:20 PM.

To whom this may concern,

I am writing on behalf of [Redacted] regards to feedback in relation to the proposed development of Gilbert Park, Knoxfield.

We ([Redacted]) are a business that operate our head office from both [Redacted]

Firstly, it is great news to see such development plans for Gilbert Park, very much appreciated.

Our main concern is Security for local business along Forbes Close strip.

Our request is that CCTV cameras and sufficient lighting are incorporated into your development both from a public and business level.

We see a considerable amount of "Hoon" activity in Forbes close currently, involving cars doing "donuts" at the end of the Close, parking their vehicle and venturing to the Skate Park.

With an expansion of this area, including additional carpark area, this will only increase.

CCTV with elaborate signage and lighting will assist in reducing such activity.

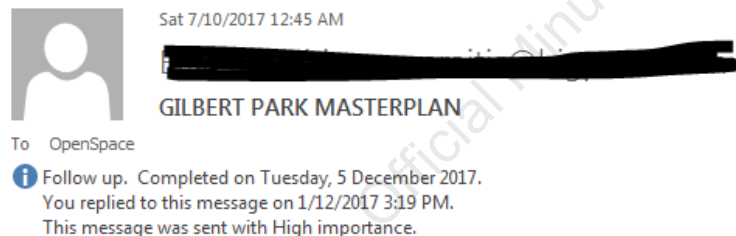
In addition, the Knoxfield Industrial area has already a poor record in terms of criminal activity, break ins etc

To remedy this situation, I propose a security patrol vehicle monitoring both Gilbert Park and the adjoining Industrial Park.

An outcome that would surely please our local partners in business in addition and an attractive Point of Difference for our Industrial Park.

I appreciate your assistance in advance.

I am happy to be involved in this development as a representative of Knoxfield Industrial business. Contact details are as follows:



To OpenSpace

Follow up. Completed on Tuesday, 5 December 2017.  
 You replied to this message on 1/12/2017 3:19 PM.  
 This message was sent with High importance.

To whom it may concern,

My parents [Redacted] own [Redacted] that's opposite the skate park up at Knoxfield shops.

We are so happy to hear that the skate park will be getting a major facelift as we always have customers asking us where they can go  
 And sit and eat their fish & chips as a family.

I would of loved to have a picnic table or two by the skate park section too not just at the back where Forbes close is, parents have young children  
 That use the skate park part to learn how to skate and scooter and I am sure that they would need seating, even a table to eat lunch on.

There are loads of kids that come and buy [Redacted] from us that would probably use these tables and chairs by the skate park section too.

Oh and im not sure if I have seen any rubbish bins in the plans but a few rubbish bins would help too!!!!

Thanks for listening

[Redacted]  
 Daughter of [Redacted]



Fri 20/10/2017 7:00 PM

**Gilbert park Masterplan**

To OpenSpace

**i** You replied to this message on 1/12/2017 3:19 PM.

Public toilets are essential.

Some basketball rings and a parkour area like at Croydon would be very beneficial.

Sent from my iPhone

## Stage 2 Consultation – December 2017

Taking on board the comments received Council amended the Draft Revised Masterplan – December 2017. In direct response to comment received, the revised plan included additional features such as a half basketball court, a number of picnic tables, a new hardstand for emergency vehicles and a new location for the proposed playground.

The Draft Revised Masterplan – December 2017 was emailed to representatives from the user groups on Friday 1 December 2017. Council has also requested that representatives from the user groups distribute the revised plan within their organisation.

The Draft Revised Masterplan was displayed at several locations on site.

The Draft Revised Masterplan – December 2017 was also posted on Knox City Council website and social media on 12 December. The post on Facebook has reached 4382 Facebook users and attracted a total 39 responses, including 22 comments

**Knox City Council**  
December 12, 2017 · 🌐

**\*\*UPDATE\*\***

We've listened to your comments and have updated our Masterplan for Knoxfield's Gilbert Park, which is popular for softball, baseball plus the Skate and BMX Park. Now, once again we want to hear what you think about the new plans!

Thanks to your initial feedback, the plans now include additional features such as a half basketball court, a number of picnic tables, a new hardstand for emergency vehicles plus we've relocated the playground.

To see how it looks and have your say, visit [goo.gl/8ANULX](http://goo.gl/8ANULX) then email [openspace@knox.vic.gov.au](mailto:openspace@knox.vic.gov.au) with your feedback.

Tell your friends, teammates and neighbours because we're keen to know your thoughts by Friday 19th January 2018.

[KDSA Softball Bluebirds Softball Club](#) [Hard Knox Panthers Softball Club](#) [Knox Skate Park](#)

Council has also received one email in response to the revised plan.



Mon 15/01/2018 7:02 PM

[Redacted sender name]

To: OpenSpace

Flora Project

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

#### Knox OpenSpace Proposal

To the Open Space Team,

As a local sports team within the Knox area, [Redacted] would like to propose the inclusion of a banked track in the Gilbert Park redesign. A banked track will encourage world-class and international events to the Knox region. This will increase local tourism within the Knox area.

At present, the closest bank tracks are in New Zealand. Australian (and Victorian!) inline speed skaters are at a disadvantage on the world stage.

[Redacted] would be utilising the training surface of the proposed bank track, with other inline speed skate clubs within Victoria eager to train.

#### International Example Competition:

<https://www.skatenz.org.nz/wp-content/uploads/oceania/2016-Speed-Oceania-Notice.pdf>

#### News Articles:

<http://www.stuff.co.nz/timaru-herald/news/9720210/Bay-track-eyed-by-Aussies>

#### Banked Track Racing

Banked Track racing is unique to Speed Skating, where purpose built 200m circuits are created with 'Banked' or elevated turns to allow closed circuit racing to take place at high speeds – making this form of Speed Skating particularly exciting and spectator friendly. These tracks are generally open-air venues, but occasionally have an all-weather roof constructed over them.

Although there are few Banked Tracks in Australia, this type of track is prevalent in other areas of the world – such as Europe and South America. The World Championships of Speed Skating are held on Banked Track and Road Circuits, while the Australian National Championships are currently held on Indoor and Road Circuits. Banked Tracks are constructed of concrete, asphalt or a layered combination of the two – with the skating surface being finished concrete, smooth asphalt or a painted skating surface.

International Banked Track events are similar to those held on Outdoor, generally with subtle variations to the competition distances (such as a 300m Individual Time Trial on Banked Track, but a 200m event on Outdoor; or 15 km elimination on Banked Track, but a 20 km event on Outdoor). Points, Elimination and combination formats are also used on Banked Track, as well as Relay events.

Thanking your consideration,

[Redacted signature]

Official Minutes of Knox City Council



### 8.3 Extension of Metropolitan Waste and Resource Recovery Group (MWRRG) Contract No. 2010/1 – Landfill Services for Metropolitan Melbourne Councils

**SUMMARY:** Acting Coordinator, Waste Management, Claire Wolinski

**This report considers the extension, and possible other disposal options, available for landfill disposal services under the Metropolitan Waste and Resource Recovery Group Contract No. 2010/1 – Landfill Services for Metropolitan Melbourne Councils.**

#### **RECOMMENDATION**

**That Council advise the Metropolitan Waste Resource and Recovery Group (MWRRG) and Suez Recycling & Recovery Pty Ltd (Suez) that it approves the extension of the Landfill Services Deed with Suez under MWRRG Contract No. 2010/1 – Landfill Services for Metropolitan Melbourne Councils for a two-year period commencing on 1 April 2019.**

#### **1. INTRODUCTION**

In 2010, the Metropolitan Waste Management Group (MWMG), now known as the Metropolitan Waste and Resource Recovery Group (MWRRG), conducted a tender process on behalf of 21 participating Councils for the provision of landfill services across greater Melbourne.

At its meeting on 22 February 2011, Council considered a report detailing the outcome of the tender process and resolved to enter into a contractual arrangement for the supply of landfill services from SITA Australia Pty Ltd, (now known as Suez Recycling & Recovery Pty Ltd (Suez)), for a four year period from 1 April 2011 to 31 March 2015. This contract included the option of three, two-year subsequent terms at Council's discretion, potentially operating until 31 March 2021.

At its meeting on 24 March 2015, Council considered the options to extend the contract and resolved to approve the extension of the Landfill Services Deed with Suez for a two-year period commencing on 1 April 2015. Further to this, at its meeting on 26 November 2016, Council considered the options to extend the contract again and resolved to approve a subsequent two-year term from 1 April 2017 to 31 March 2019.

Recent advice from the MWRRG indicates that they are seeking feedback from participant Councils as to their intention to either extend the landfill services contract for a further (and final) two-year term, or independently retender the provision of this service. Confirmation in this regard is requested by the MWRRG by 30 September 2018, in order to meet the current contract's notice period.

The option for contract extension, versus retendering of the service, are presented in this report for Council's consideration.

#### **2. DISCUSSION**

##### **2.1 Extension Options Available to Council**

Two options are available to Council in extending the contract through MWRRG.

The first option involves extending the current contract with Suez based on the existing contract specifications, whilst the second option considers using another landfill operator available under the MWRRG contract.

Both options provide for guaranteed supply which is either by source (eg. all kerbside collected putrescible waste) or quantity (eg. 25,000 tonnes). Knox has previously opted for guaranteed supply of all Council collected kerbside putrescible waste under this contract, and the same proposal (ie all kerbside putrescible waste) is presented under this further extension arrangement.

The costs associated with these options are outlined in the Confidential Attachment appended to this report.

**Option 1 - Extend the original MWRRG contract with Suez by a further two years – the recommended option**

Under this option, Council can extend the contract for a further two-year period until 31 March 2021.

The rates that would apply are the current rate, plus rise and fall, based on a formula in the contract that takes into account both CPI and fuel indexes.

This option provides certainty for Council for landfill disposal costs for the next two years, including during the current budget period 31 March 2019 – 30 June 2019.

It allows time for investigation into potential future alternate waste treatments/technologies (to traditional landfilling) with the MWRRG and/or independently.

**Option 2 - Extend the original MWRRG contract with another contracted landfill service provider by a further two years**

Council has the option under the MWRRG landfill services contract to enter into a two-year contract extension agreement with any of the following alternate landfill service providers:

Hanson Landfill Services – Wollert Landfill

Cleanaway – Melbourne Regional Landfill, Ravenhall

Wyndham City Council – Werribee Landfill

Whilst these landfill providers have historically lower gate fees, their locations in the north and west of Melbourne require an EPA putrescible-licenced transfer station to be available where the Council collection vehicles could tip off. Such a facility would need to be located within the current specified travel distances of the existing collection Contract 1979 with JJ Richards & Sons Pty Ltd.

Advice from the MWRRG is that there are now two suitably-licenced transfer stations that will accept Council kerbside putrescible waste in the south-eastern suburbs of Melbourne. These two sites are both operated by Cleanaway, with one located in Pakenham and the other in Dandenong South.

The facilities' operations involve aggregating and bulk hauling waste material via semi-trailers to Cleanaway's Melbourne Regional Landfill located at Ravenhall – a return distance of over 120km.

A handling and transportation fee in the range of \$20 - 25 per tonne of waste received is charged to each Council for this service under the MWRRG contract. This is in addition to the estimated \$45 - \$55 per tonne applicable landfill disposal gate fee, plus State Government Landfill Levy.

As these two sites are owned and operated by Cleanaway who operate their own landfill, they do not cart material to other landfill sites such as Hanson in Wollert or Wyndham City Council's Werribee landfill. To utilise these landfills, Council would need to direct haul its waste in the collection vehicles, presenting a significant on-cost under the related bin-based collection Contract 1979 – refer the Confidential Appendix for further information.

### **Option 3 - Retender for the provision of landfill services independent of the MWRRG**

The third option available to Council is tendering for provision of landfill services for kerbside garbage disposal independently of the MWRRG, which would involve an open tender process direct to the market for landfill disposal, transfer station or a combination of these two delivery/receival options.

Tenders are likely to be received from the service providers already contracted by the MWRRG (refer Section 2.1.2 herein), and without the same economies of scale as their 'cluster contract', Council would likely be subject to higher transshipment and/or gate fees.

Also of consideration is the level of risk that Council would be exposed to, without the backing of the MWRRG for administrative and legal support.

#### **2.2 Preferred Option**

Of the three options outlined in this report, the extension of the current landfill services contract through the MWRRG, with Suez as the provider, presents the most certainty and least risk to Council.

It is recommended that Knox extend this contract on the basis of providing a guaranteed stream, being all the Council-collected kerbside putrescible waste.

The rates relevant to the above option are included in the confidential appendix.

### **3. CONSULTATION**

Consultation has been undertaken between representatives of Suez as the contracted landfill operator, MWRRG and participating Councils.

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

The collection and disposal of household waste across the Melbourne Metropolitan area has significant environmental and amenity issues.

The Landfill Disposal contract is premised on the phasing out of landfilling and the introduction of Advanced Resource Recovery Technologies to service the Melbourne Metropolitan area, which will lead to a reduction in landfilling in the future. This is a key component of Council's Waste Management Plan 2014-2021.

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

Based on the recommendation of a further two-year extension of the current contract, the anticipated landfill disposal cost for 2018/19 is \$1,864,000 and for 2019/20 is \$1,920,000, excluding the State Government Landfill Levy.

This is consistent with 2018/19 budget and the predicted Long Term Financial Forecast for 2019/20.

### **6. SOCIAL IMPLICATIONS**

The opportunity for residents to dispose of their household waste is seen as a positive service by Knox residents as it provides a convenient and necessary way to dispose of waste that would otherwise create a health hazard for the residents.

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

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

Strategy 1.1 - Protect and enhance our natural environment

The relevant City Plan objective falls within the theme of Vibrant and Sustainable Build and Natural Environments with the objective being *'The changing needs of a diverse community are supported through planned growth and change in housing and infrastructure that respects both built form and natural systems, as well as resource availability'*.

The indicators for this objective relate to household waste management, in particular household waste generation and household waste recycling.

## **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.

Author – (Claire Wolinski, Acting Coordinator - Waste Management) - In providing this advice as the Author, I have no disclosable interests in this report.

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

## **9. CONCLUSION**

Council has been disposing of kerbside collected putrescible waste to the Suez Hampton Park landfill under MWRRG Contract No. 2010/1 – Landfill Services for Metropolitan Melbourne Councils.

This has been for the initial four year contract period from 1 April 2011 to 31 March 2015, and then for two, two-year subsequent extension periods to 31 March 2019. Suez have provided participating Councils with rates for differing options linked to contract extension periods.

The preferred option is a two-year extension that provides Council with certainty and security, with the opportunity to consider alternate waste technology options in conjunction with the MWRRG over the next two years.

Approval of the contract extension requires Council approval.

## **10. CONFIDENTIALITY**

This report contains items of a confidential nature. A confidential appendix has been prepared which contains rates for the contract extension options.

**RESOLUTION**

**MOVED:** Councillor Taylor

**SECONDED:** Councillor Lockwood

**That Council advise the Metropolitan Waste Resource and Recovery Group (MWRRG) and Suez Recycling & Recovery Pty Ltd (Suez) that it approves the extension of the Landfill Services Deed with Suez under MWRRG Contract No. 2010/1 – Landfill Services for Metropolitan Melbourne Councils for a two-year period commencing on 1 April 2019.**

**CARRIED**

**Attachments**

Nil

Official Minutes of Knox City Council

## 9 Considering and Ordering Upon Officers' Reports Within the Community Services Group

### 9.1 Knox Graffiti Management Policy

**SUMMARY: Coordinator Community Access, Equity and Safety, Lisette Pine**

**This report responds to a Call-Up Item from the 25 September 2017 Council Meeting to prepare a report providing information, costs, and recommendations on preparing a single Knox Graffiti Management Framework and Communications Plan.**

**A report was presented at the February 2018 Issues Briefing in response to the Call-Up Item. At this meeting, Council noted the information provided and provided feedback regarding the development of a graffiti management framework and communications plan.**

**This report provides an overview of the activities undertaken and presents a draft Graffiti Management Policy and Communications Plan for Council's approval.**

#### **RECOMMENDATION**

**That Council approve the draft Graffiti Management Policy and Communications Plan attached (Appendix A and B).**

#### **1. INTRODUCTION**

At the 25 September 2017 Ordinary Meeting of Council, Council resolved to prepare a report for consideration in relation to preparing a single Knox Graffiti Management Framework and Communications Plan that included consideration of:

- Council's current Graffiti Management Framework;
- Effective community communication methods;
- Integration of Council's Graffiti management activities including use of covert cameras and the role they play in prevention;
- Benchmarking with other Councils including Nillumbik, Yarra Ranges, Frankston, Melbourne and Port Phillip regarding Graffiti Management Framework communications approaches;
- Investigate the viability and benefits of a dedicated Community Safety/Graffiti Support Officer;
- Current resources provided by Knox City Council, including use of covert cameras and role they play in prevention;
- Promotion of community reporting and involvement;
- Resourcing to support an enhanced community graffiti management and communication plan;
- Council's Community Safety and Development Service Plan 2017; and
- Consultation with Council's Community Safety Advisory Committee.

A report was presented at the February 2018 Issues Briefing in response to the Call-Up Item. Councillors discussed the proposal to:

- Continue to support an integrated planning approach (Community and Council Plan 2017-2021) to graffiti management;

- Not develop a single-focused graffiti plan and support the Municipal Association of Victoria (MAV) to develop a State-wide Graffiti Management Strategy;
- Enhance Council's graffiti information and communications on Council's website and other media platforms; and
- Consider a business case regarding additional staff resources.

The following information provides a summary of the activities undertaken to progress these activities and presents a Graffiti Management Policy and Communications Plan for Council's consideration and approval.

This report has been prepared in response to Councils Call Up Item Policy which means a report is to be completed requiring no more than three person days or \$5,000 in costs. Officers have endeavored to undertake this work in accordance with this Policy, however the report preparation has exceeded this requirement.

## **2. DISCUSSION**

### **2.1 Overview of Council's Graffiti Management Plans and Framework and Communications**

Since 2002, Council has supported a broad approach (i.e., considering the social, economic, built and natural environments) to the management of graffiti through the development of the Knox Graffiti and Vandalism Management Plan (2003-2006), and the Graffiti Management Plan (2007-2010). The Graffiti Management Plan (2007-2010) also responded to Local Government legislative responsibilities in the Graffiti Prevention Act 2007.

These previous plans provided a policy statement, prevention framework, objectives, best practice removal, prevention and education strategies and initiatives to enable prevention and reduction of the impact of graffiti on the social, natural, built and economic environments in Knox. Council's approach has been well recognised and other Local Government authorities regularly contact Council for advice in relation to best practice graffiti management frameworks. Council's approach to graffiti management has been embedded within the Community and Council Plan.

#### **2.1.1 Graffiti Management Policy**

The draft Graffiti Management Policy will be used to inform and guide Council's graffiti management operations. This draft policy incorporates information in relation to current graffiti management and prevention strategies and operational activities. This Policy will be included on Council's refreshed Community Safety web page. (Appendix A)

#### **2.1.2 Communications Plan and Communication Activities**

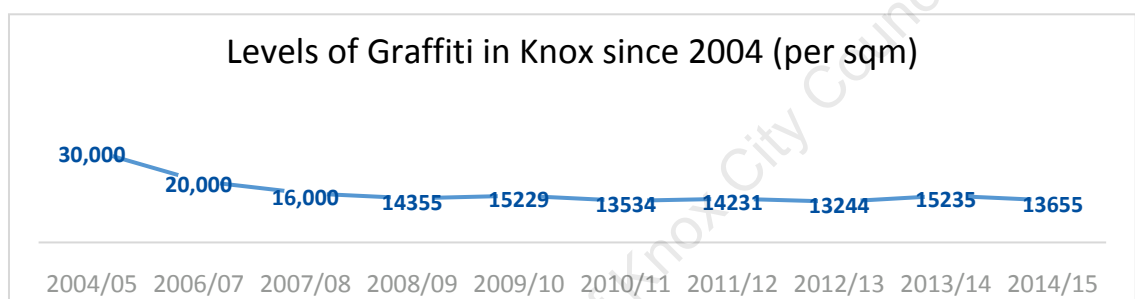
A Communications Plan has been prepared to provide a coordinated approach for promoting the work undertaken by Council to prevent and manage graffiti in the community and encourage community participation. A key focus of the Plan is to encourage graffiti reporting by the community and raise awareness of Council's role in graffiti management including prevention activities. (Appendix B).

Council's ongoing graffiti management communication activities currently include:

- Updated information on Council’s website that includes graffiti management strategies including prevention, reporting, Council’s roles and responsibilities and support for community encouraging residents to report graffiti through the website;
- Planned media activities during community safety month with a focus on reporting graffiti and other serious social issues that impact on the communities sense of safety;
- Promotion of Council’s graffiti management activities through local newspapers; and
- Council’s graffiti removal contractors engaging with the community on a daily basis when supporting residents to clean graffiti on private property and on Council property.

### 2.1.3 Graffiti Management Program Achievements

Council’s graffiti management plans have enabled significant improvements in the way Council continues to manage graffiti through removal programs, supporting community to manage graffiti on private property, community education, reporting, law enforcement monitoring and evaluation. Since the program, commenced (2002) there has been an overall (55% reduction of graffiti in Knox). This was informed by Council’s annual audit program.



Since 2014/15, Council’s annual graffiti reporting contractor ceased operation.

In 2017/18, the VandalTrak reporting system was launched. The system has enabled Council to track and monitor real time graffiti reporting by community including the ability to identify graffiti hotspots. This information has supported an increased proactive response to graffiti across the municipality. Additionally, since November 2017 over 300 reports of graffiti incidents in Knox have been managed and responded to through VandalTrak. Further information in relation to graffiti levels will occur through the Community and Council Plan’s annual reporting process.

### 2.1.4 Knox Community Safety Plan 2013-2017

In 2010, research conducted to inform a revised graffiti management plan indicated the need to shift from a single issue focused plan (i.e. graffiti) to a broader community safety strategic plan incorporating graffiti management as one area of focus.

Subsequently, in 2013 Council adopted the first Knox Community Safety Plan 2013-2017. The Plan supported Federal and State policy directions and included the development of community safety and crime prevention programs through integrated planning at the local level. The Plan incorporated strategies to respond to the many determinants that contribute to people “feeling unsafe” within an integrated framework and directed a refocus for Council in relation to the way graffiti and community safety issues are managed.

<sup>1</sup> Graffiti levels include Council property, private property, businesses, public utilities, shopping strips and rail corridor within the Knox municipality.



Overall, this work has reduced the impact of graffiti in the community as demonstrated through:

- Council's contractor graffiti cleaning program and the continued reduction of graffiti along road reserves and in open space through the Department of Justice (DOJ) Graffiti Removal Programs;
- Council's support for the community to manage graffiti on private property through free graffiti removal kits, trade cost paint vouchers and supporting vulnerable members of the community to maintain their properties. Council also supports sporting clubs to maintain club infrastructure;
- The introduction of graffiti reporting systems to support police law enforcement activities and community reporting - Gripsystem and more recently the VandalTrak App;
- Graffiti prevention projects including Wall to Wall community art murals. This program has received very positive community feedback regarding the artwork, as a positive way to engage and work with young people and to support cost savings for Council and the community;
- Sustainable partnerships developed with Police and local trader groups who significantly contribute to the reduction of graffiti in the community through law enforcement and maintaining high profile sites such as small shopping precincts;
- Implementing crime prevention through environmental design (CPTED) initiatives in open space and influencing private sector projects to design spaces that reduce the opportunity for graffiti; and
- Supporting law enforcement activities requested by Victoria Police through the installation of covert cameras on Council property at graffiti hot spot sites. Covert cameras have assisted Police to identify graffiti offenders at specific hotspot sites which has been effective, however, their use is limited if Police cannot dedicate resources to actively monitor and respond when incidents occur.

### **2.1.5 Community and Council Plan 2017-2021**

Through the development of the Community and Council Plan, Council aimed to consolidate various Council plans, including the Community Safety Plan, to create an integrated, combined plan.

The Community and Council Plan 2017-2021 continues to support an integrated approach that strengthens partnerships and collaboration to support broader and strategically targeted community safety strategies. The Plan identifies graffiti management as a high community safety and public amenity priority (refer to Goal 4: We are safe and secure).

### **2.2 Community Safety – Graffiti Activities 2018**

The following information provides an overview of activities and initiatives for 2018 that will further enhance the management of graffiti in Knox:

- The Council website has been refreshed to include information for community in relation to Council's current graffiti management framework, cleaning programs and community support activities. The Community Safety Advisory Committee (now the Knox Community Safety Health & Wellbeing Advisory Committee) contributed to website information content.
- A calendar of social issues has been developed that includes a community messaging program using social media, a proposal for visual displays at high profile sites and other media platforms. Graffiti management will be included as a component of this initiative under the theme of community safety; and

- Development of a “Visual Surveillance Device Policy and Procedure” that provides a consistent approach to the use of cameras including covert cameras for operational purposes. The aim of the Policy is to ensure that Council is compliant with relevant State and Federal legislation and provides support for staff managing surveillance technology. It is proposed the use of covert cameras used for detecting graffiti offenders would be initiated in collaboration with Victoria Police.

Council has also approved changes to the following key areas in graffiti management programs to support enhanced customer service when reporting graffiti and responding to incidents of graffiti on Council owned property:

- Graffiti management cleaning programs (i.e. cleaning, graffiti reporting, Corrections Program) are now be managed through the Community Infrastructure Department. This is supporting a change from a decentralised model to a centre-led model for graffiti management programs and enables community reporting of graffiti to be triaged through one team and increase efficiencies for community reporting; and
- The Community Safety and Development Service is continuing to focus on prevention programs including community art, communication and community education, engaging with local businesses, schools and community.

### **2.3 Development of MAV State-wide Graffiti Management Strategy**

In 2016/17, a group of Councils (including Knox), Victoria Police, Public Transport Victoria and the Department of Justice established the State-wide Graffiti Management Working Group, which is coordinated through the MAV. The broad objectives of the group are:

- To manage and minimise the impact of graffiti;
- To move from a reactive to proactive position;
- To achieve a consistent framework across the whole of local government;
- To identify good practice and share knowledge across local government;
- To develop a common database across local government;
- To coordinate a partnership approach including Memorandums of Understanding with utilities and other relevant stakeholders; and
- To review existing legislation.

The primary focus for the group is to develop a state-wide graffiti management strategy. Members of the working group (including Knox) have contributed resources to support the development of the strategy. It is anticipated this approach will support increased cooperation and sharing of resources by Local Government to manage graffiti and cooperation from utility companies to clean graffiti from their infrastructure. The state-wide strategy will further support Local Governments to plan and develop consistent community information and messaging in relation to graffiti management and activities. The strategy will be completed the end of 2018.

### **2.4 Benchmarking with Other Councils**

Council has undertaken a benchmarking exercise as requested in the Call-Up Item with Nillumbik Shire Council, Shire of Yarra Ranges, Frankston City Council, City of Melbourne and City of Port Phillip councils, to determine the communication plans used to inform the community of graffiti management approaches.

Overall, none of the councils have a dedicated communications plan, however, all councils provide the community with information on council websites including graffiti management frameworks, how to report graffiti and the Council's operational response to managing graffiti.

None of the councils, other than Yarra Ranges, have dedicated Graffiti Management Officers. The graffiti management roles are incorporated into other portfolios.

The primary communication platform that the councils use is through customer service interface with residents, or officers and graffiti cleaning contractors engaging with community on site to discuss graffiti management options.

#### **2.4.1 Business Case for Community Safety Officer**

A business case proposal for a community safety/graffiti officer was submitted for the 2018/19 budget process, however, given other competing priorities, was not shortlisted. The proposal identified a need for increased resourcing to support Council's role in responding to the issue of community perceptions of safety, situational crime prevention strategies as well as supporting graffiti prevention strategies.

Increased resourcing would enable greater support for the broader community safety activities including graffiti. This would need to be considered against other Council priorities. A business case proposal will be developed for the 2019/20 budget process.

### **3. CONSULTATION**

Consultation has occurred with the previous Community Safety Advisory Committee now the Community Safety, Health and Wellbeing Advisory Committee in relation to the enhancement of Knox City Council communication approaches for graffiti management and the development of the Knox Graffiti Management Policy and Communications Plan.

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

Council's graffiti management activities are expected to positively impact on environmental/amenity issues. These activities include:

- Managing Council's infrastructure in ways that enhance community safety and amenity;
- Encouraging and supporting community members to proactively manage graffiti on their own property and in their neighbourhoods; and
- Working with, encouraging and supporting young people to reduce illicit graffiti through engagement and innovative programs.

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

For many years, Council has invested resources in graffiti management comprising (approximately \$400,000 p/a - includes Officer resources, removal costs) to manage the operational (graffiti cleaning programs, graffiti reporting), prevention (community art programs, community education) and graffiti management activities. Resources have included a mixed contribution from Council, external funding grants, shared resource funding models with key partners, and community support to deliver low cost or no cost programs.

The proposed Communications Plan has been costed at \$6,770 and this can be accommodated within the existing Community Wellbeing Department's budget.

If Council would like to increase the volume of community safety and graffiti management activities, it is proposed that a part-time Community Safety Officer and additional program resources would be required at an annual cost of \$45,000 (Band 5 – 3 days per week and \$20,000 program costs). This additional investment would build on existing community safety and graffiti management activities, and would enable increased capacity for programs. As identified in section 2.4.1 of this report, such additional investment would need to be considered along with other Council priorities.

## **6. SOCIAL IMPLICATIONS**

The Community and Council Plan 2017-2021 supports an integrated approach to enabling community safety within Knox (including graffiti management). This approach assists in the development of a holistic approach to complex issues that are impacting on local neighbourhoods and provides increased opportunity for the community to have input into solutions and community safety outcomes.

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

Graffiti management programs and activities align with the *Community and Council Plan 2017-2021* - Goal 4 - We are safe and secure. Feeling safe and secure in our community and homes is fundamental to community health and wellbeing. The relevant strategies include:

Goal 4 – We are safe and secure

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

Strategy 4.4 - Protect and promote public health, safety and amenity.

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

Author – Coordinator Community Safety & Development, Lisette Pine - In providing this advice as the Author, I have no disclosable interests in this report.

## **9. CONCLUSION**

Council is recognised as a leader in graffiti management practices and supports a broad approach that utilises best practice removal, prevention and education strategies. The draft Graffiti Management Policy and Communications Plan will contribute to and continue to support the delivery of a coordinated and multifaceted approach to graffiti management and enable engagement with community regarding this important issue.

It is also critical that a sustained collective effort supports a flexible response to graffiti management as an element of community safety activities. Council currently resources graffiti management programs as one of the many determinants that impact on people feeling unsafe.

Local Government plays a crucial role in creating and maintaining safe communities in partnership with a range of government agencies and local organisations. Graffiti management programs contribute to and improve safety as an element of other community safety programs such as safety audits, reducing anti-social behaviour, and creating safe urban environments through implementing crime prevention programs.

## **10. CONFIDENTIALITY**

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

### **RESOLUTION**

**MOVED:** Councillor Taylor

**SECONDED:** Councillor Lockwood

**That Council approve the draft Graffiti Management Policy and Communications Plan attached (Appendix A and B).**

### **CARRIED**

#### **Attachments**

1. Appendix A Graffiti Management Policy **[9.1.1]**
2. Appendix B Graffiti Communications Plan **[9.1.2]**

Official Minutes of Oxon City Council

# Graffiti Management Policy

Policy Number:	Issued by Governance	Directorate:
Approval by:	Council or EMT	Responsible Officer: Position
Approval Date:	Meeting Date	Version Number:
Review Date:	3 Years from Meeting Date	

## 1. Purpose

The purpose of this Policy is to outline Council's graffiti prevention and management processes that support a coordinated and multifaceted approach to graffiti management.

## 2. Context

Graffiti is defined in the Victorian Graffiti Prevention Act 2007 (the Act) as to "write, draw, mark scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth". Graffiti vandalism is a crime. It is the act of marking or defacing premises or other property without permission. The removal and prevention of graffiti is very costly to the community. The presence of graffiti in public areas or on private property has a significant impact on the community's sense of safety, amenity and quality of the physical environment.

The implementation of this Policy is intended to:

- Minimise incidents of graffiti on Council property;
- Support the community to minimize incidents of graffiti on private property;
- Ensure prompt identification and removal; and
- Advocate to owners of other public infrastructure to remove graffiti.

## 3. Scope

The aim of this Policy is to reduce the impact of graffiti on the social, natural, built, and economic environments in the City of Knox.

## 4. References

### 4.1 Community & Council Plan 2017-2021

- Goal 4 – we are safe and secure
  - Strategy – maintain and manage the safety of the natural and built environment
  - Strategy 4.4 – protect and promote public health, safety and amenity.



#### 4.2 Relevant Legislation

- Graffiti Prevention Act 2007

#### 4.3 Charter of Human Rights

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

#### 4.4 Related Council Policies

- Public Art Policy
- Community Laws – in relation to amenity

#### 4.5 Related Council Procedures

- Nil

## 5. Definitions

Graffiti	As defined in the Graffiti Prevention Act 2007 (the Act) as to 'write, draw, mark, scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth.'
Offensive Graffiti	Means obscene in nature and has the potential to cause offence to the community or certain groups within the community.
Crime Prevention Through Environmental Design (CPTED)	Is an approach to crime prevention that takes into account the relationship between the physical environment and the users of the environment.
Private Property	Means ownership of property by non Governmental legal entities.
Illegal graffiti	Means graffiti installed on a property without the owner's permission.
Primary Prevention	Aims to prevent the graffiti before it even occurs.
Secondary Prevention	Aims to reduce the impact of graffiti that has already occurred.
Tertiary Prevention	Aims to soften the impact of graffiti that has lasting effects.

## 6. Council Policy

6.1 Council acknowledges that the presence of graffiti can have a negative impact on the many determinants that contribute to the community's sense of safety. The objective of this policy is to minimise the negative impacts of illegal graffiti and deliver a coordinated and multifaceted approach to graffiti management.

6.2 Council acknowledges that:

- 6.2.1 Graffiti conducted without permission is illegal;
- 6.2.2 Graffiti impacts the health and wellbeing of our community members by adversely affecting their sense of safety, amenity and quality of the environment; and
- 6.2.3 A multi-faceted approach is more effective than single focus strategies.

6.3 Council's role in managing graffiti is delivered through the following activities:

- 6.3.1 Managing Council infrastructure to enhance community safety and amenity;



- 6.3.2 Working with community members to proactively manage graffiti on private property and in their neighbourhoods;
- 6.3.3 Encouraging and support young people to reduce illegal graffiti through engagement and innovative programs such as community art programs;
- 6.3.4 Providing adequate resources to deliver graffiti programs and activities;
- 6.3.5 Supporting the State Government Department of Justice and Regulation Community Corrections graffiti removal program in the community;
- 6.3.6 Providing an online tool for community reporting (VandalTrak);
- 6.3.7 Support and partner with Victoria Police to reduce illegal graffiti;
- 6.3.8 Advocating to Government and Statutory bodies to manage their infrastructure;
- 6.3.9 Providing graffiti reporting options for the community to support graffiti removal programs;
- 6.3.10 Monitoring graffiti levels in the community to inform continuous improvement in graffiti management programs;
- 6.3.11 Maintaining best practice and continuous improvement programs to inform Council's response to graffiti prevention and management;
- 6.3.12 Promotion of opportunities for community reporting of graffiti and Council graffiti management activities;
- 6.3.13 Support and partner with Victoria Police to reduce illegal graffiti.

#### 6.4 Graffiti Prevention

- 6.4.1 Council acknowledges that effective graffiti prevention together with management is essential to creating a quality urban environment.

#### 6.5 Primary Prevention Strategies

Council is committed to public spaces being well maintained and to supporting the community to feel safe. Council will utilise the following primary prevention strategies to achieve its desired community safety outcomes and mitigate the negative impact of graffiti in local communities:

- 6.5.1 Providing advice on crime prevention through environment design (CPTED) such as planting appropriate vegetation along fence-lines, installing lighting;
- 6.5.2 Ensuring public spaces are maintained to encourage community usage;
- 6.5.3 Educating the broader community and promoting graffiti management activities by engaging the community in community art projects as a graffiti prevention and education strategy;
- 6.5.4 Conducting research, monitoring and evaluation through:
  - 6.5.4.1 Evaluating the effectiveness of strategies, monitoring graffiti levels in the community, maintaining best practice and implementing continuous improvement programs to inform Council's response to graffiti prevention and management.

#### 6.6 Secondary Prevention Strategies

- 6.6.1 Supporting the community to report incidents of graffiti to Council and Victoria Police through the VandalTrak app, Council's website and through Customer Service.





6.6.2 Managing graffiti on Council property by:

- 6.6.2.1 Removal of all graffiti from Council infrastructure throughout the municipality; and
- 6.6.2.2 Ensuring graffiti removal response times are maintained as far as practicable (refer Section 6 below).

6.6.3 Supporting the community to manage graffiti on private property by:

- 6.6.3.1 Providing free graffiti removal kits to residents, business and community groups; and
- 6.6.3.2 Supporting community groups to maintain public spaces through free graffiti removal kits.

6.6.4 Developing and maintaining responsibilities and partnerships in graffiti management by:

- 6.6.4.1 Reporting incidents of graffiti on utilities and other public/private authorities manage graffiti levels on their infrastructure.

6.7 Tertiary Prevention Strategies – (interventions designed to prevent re-offending)

- 6.7.1 Working in partnership with the Department of Justice Community Corrections Program to support graffiti cleaning programs for the community.
- 6.7.2 Providing support to Victoria Police for law enforcement activities through Council's graffiti reporting program (VandalTrak app) for the investigation of graffiti offences.

6.8 Graffiti Removal Response Times

Council officers will utilise the following response times for removal of graffiti on Council assets:

**Council Assets**

- 6.8.1 **Offensive graffiti** – is removed within 24 hours on Council property.
- 6.8.2 **Non-offensive graffiti** – is removed within 5 working days from Council property.

**Private Property**

Council officers will utilise the following approaches to address removal of graffiti on private property:

- 6.8.3 Council will offer free graffiti cleaning kits to residents.
- 6.8.4 Council's contractor will clean private property as a once off service for offensive graffiti removal. Council will support elderly residents and people with a disability to clean private property through Council's graffiti removal contractor (free of charge).
- 6.8.5 The Department of Justice's Corrections Program provides a graffiti removal service to clean road reserve and reserve fence-lines of graffiti. Council provides the paint for this service.
- 6.8.6 Council will utilise the provisions of the Act to remove graffiti by gaining consent from entities to clean graffiti on private property through either verbal consent or issuing notices under sections 18 (2) and (18) 3 of the Act.)

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this Policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of



Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Policy, it must be considered by Council.

Official Minutes of Knox City Council

# Graffiti Management Communication Plan

Proposed implementation date    Oct 2018 to June 2019

## Project details

### Background & objectives

**Purpose**                                      The aim of this communications plan is to enable a coordinated approach for promoting the work undertaken by Council to prevent and manage graffiti in the community.

**Background information**              Graffiti is defined in the Victorian Graffiti Prevention Act 2007 (the Act) as to 'write, draw, mark scratch or otherwise deface property by any means so that the defacement is not readily removable by wiping with a dry cloth'. Graffiti vandalism is a crime. It is the act of marking or defacing premises or other property without permission. The removal and prevention of graffiti is very costly to the community. The presence of graffiti in public areas or on private property has a significant impact on the community's sense of safety, amenity and quality of the physical environment.

**Budget**                                        \$6,800

**Objectives:**

- To raise community awareness of the Vandaltrak app and Graffiti reporting
- To ensure the community is aware of Council's role in graffiti management and prevention activities
- To explain opportunities for community participation in graffiti prevention and reporting.

### Audience

**Audience:**

- Councillors
- Knox City Council Staff
- Ratepayers
- Residents:
  - CALD Residents
  - Older People (aged 60+)

- Young People (12-24)
- Children (0-11)
- People with a Disability
- Volunteers
- Community Organisations
- Sporting Club Members
- Businesses
- Educational Institutions

## Recommendations

### Strategy

#### Approach

##### **Promotion across community locations**

Using visual reminders in public locations around the municipality via bus shelters, means the message remains top of mind. 'Convenience advertising' refers to posters on restroom doors in shopping centres, hotels and sports venues, so provides a wide audience reach.

##### **Leveraging key opportunities**

Finding projects and activities throughout the year that link to Council's graffiti management, for example Community Safety month in October, provides an opportunity to leverage a photo and media release about graffiti in Knox. This provides Council with an opportunity to talk about what Council is doing and how residents can be involved in graffiti management.

##### **Ongoing promotion across Council channels**

Utilising Knox City Council communication channels, including developing a social media plan, allows for reminders over the whole year, keeping key messages regularly exposed. A graffiti related message will appear every month.

##### **Creating community advocates of residents and community organisations**

By utilising Council's existing networks of residents and community organisations, we can spread the communications messages deeper into the community.

#### Deliverables

- Social media – Facebook posts, twitter posts, instagram posts and story
- Customer Service screen
- Knox News article
- Home page banner on website
- Factsheet – what the community can do to reduce graffiti
- Media release for 'launch'
- Roadside banner
- Adshel advertising in local bus shelters



## Communications Strategy

### Business Continuity Plan

Insert Work Area

- Convenience advertising (e.g. shopping centres and pubs)
- Update Council website /graffiti pages
- Presentation at Knox Community Safety Health and Wellbeing Advisory Committee
- Media Events
- Online reporting tool (VandalTrak)

#### Messages

<b>Primary message:</b>	Graffiti – Prevent it, Report it, Remove it
<b>Call to action</b>	Find out tips for preventing graffiti at <a href="http://knox.vic.gov.au/graffiti">knox.vic.gov.au/graffiti</a> Report any graffiti you see with the Vandaltrak app or at <a href="http://knox.vic.gov.au/graffiti">knox.vic.gov.au/graffiti</a> Remove any graffiti on your property asap
<b>Other support messages</b>	Marking or defacing premises or other property without permission is a crime. Council is working to reduce the impact of graffiti on social, natural, built and economic environments in the City of Knox.

#### Response management

Impact on Customer Service	Yes – liaison with Customer Service will be undertaken to support this strategy.
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#### Costs

<b>Costings</b>	Design	\$800
	Factsheet	\$250
	Media launch event (photographer)	\$1000
	Roadside banner	\$1200
	Adshel advertising in local bus shelters	\$3220 (one fortnight)
	Convenience Advertising	\$300 (two months)
	<b>TOTAL</b>	<b>\$6770</b>

#### Measurement

<b>Campaign measures</b>	<ul style="list-style-type: none"> <li>• Reports of graffiti to customer service and Vandaltrak</li> <li>• Factsheets taken</li> </ul>
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## Communications Strategy

### Business Continuity Plan

Insert Work Area

#### Action Plan

Over the next 12 months, the following activities will occur to promote the work undertaken by Council to prevent and manage graffiti in the community:

Approach	Deliverable	Responsibility
Promotion across community locations	Roadside banner	Comms
Promotion across community locations	Adshels	Comms
Promotion across community locations	Convenience Advertising	Comms
Media Launch	Photo opportunity and media release	Comms/ Councillors office
Ongoing promotion across Knox CC channels	Customer Service Screen	Comms
Ongoing promotion across Knox CC channels	Factsheet	Comms/ Community Wellbeing
Ongoing promotion across Knox CC channels	Social media	Comms
Ongoing promotion across Knox CC channels	Home page banner	Comms
Ongoing promotion across Knox CC channels	Updating of /graffiti and community safety pages	Community Wellbeing
Ongoing promotion across Knox CC channels	Knox News/Knox enews articles	Comms
Creating community Advocates	Presentation at Committee meeting	Community Wellbeing

A more detailed plan will be developed for implementation.

## 10 Considering and Ordering Upon Officers' Reports Within the Corporate Services Group

### 10.1 Quarter 4 2017-18 Annual Plan Progress Report

#### **SUMMARY: Carrie Hudson, Strategy & Reporting Lead**

This report provides the fourth quarter progress on initiatives identified in the 2017-18 Annual Plan. The Annual Plan for 2017-18 was adopted by Council at the Ordinary Meeting of Council on 26 June 2017 as part of the 2017-18 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 1989 by outlining the services provided by Council and the initiatives that Council will complete in the 2017-18 year.

The Annual Plan progress report only reports on those initiatives identified in the Annual Plan and Annual Budget process, it is not a comprehensive report on all of Council's activities.

#### **RECOMMENDATION**

##### **That Council:**

**Receive and note the 2017-18 Annual Plan progress report for the period ending 30 June 2018.**

#### **1. INTRODUCTION**

An Annual Plan was established for the 2017-18 financial year to assist in the achievement of the goals of the Community and Council Plan 2017-21. The 2017-18 Annual Plan progress report to 30 June 2018 (see Appendix A) reports on the initiatives that support those goals.

#### **2. DISCUSSION**

Appendix A (attached) provides the Annual Plan progress report for the fourth quarter of 2017-18.

##### **Q4 2017-18 Results:**

Of the 31 initiatives included in the 2017-18 Annual Plan:

- 18 initiatives are complete
- 6 initiatives have fallen slightly behind schedule (less than 15%)
- 6 initiatives have fallen more than 15% behind schedule
- Grant funding for one initiative was not successful and the project did not proceed on this basis.

The following initiatives, categorised by Goal, had not been completed at the end of the fourth quarter of financial year 2017-18. These initiatives continue to progress and will be delivered in the 2018-19 financial year.

##### **Goal 2: We have housing to meet our changing needs**

1. Explore a range of mechanisms to improve and encourage high quality and sustainable design in the built form. (87%)
2. Continue to support the development of Stamford Park residential estate. (90%)

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

1. Undertake a strategic review of Council's parking compliance services to review current parking compliance issues within the municipality and provide strategies and recommendations to address them. **(63%)**
2. Investigate community transport services and availability in Knox to determine requirement for funding advocacy to increase community transport options delivered by community agencies. **(95%)**

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

1. Advance the planning for the Wantirna Health Precinct (WHP) in partnership with the Metropolitan Planning Authority and Department of Economic Development, Jobs, Transport and Resources. **(70%)**

**Goal 6: We are healthy, happy and well**

1. Progress Council's public Expression of Interest process seeking applications from NDIS/ECIS service providers to lease the Illoura House facility for use as a disability focused centre supporting children, families, carers and people with disabilities in Knox. **(35%)**
2. Develop an Aquatic Plan. **(80%)**
3. Deliver health promotion and harm minimisation programs **(97%)**

**Goal 7: We are inclusive, feel a sense of belonging and value identity**

1. Relocate the Knox City Library service and Youth Information Centre within Knox Westfield. **(36%)**
2. Develop a streamlined approach and tools to support community members holding community events and festivals on Council land. **(95%)**
3. Support the development of the new The Basin Community House on The Basin Primary School site. **(96%)**

**Goal 8: We have confidence in decision making**

1. Implement staged delivery of the ICT Roadmap to support organisational efficiency and effectiveness and to increase capacity for customer self-service. **(80%)**

**3. CONSULTATION**

The 2017-18 Annual Plan actions are linked to, and support the delivery of, the Community and Council Plan 2017-21. Significant community engagement was incorporated into the development of the Community and Council Plan 2017-21.

The Annual Plan 2017-18, including the initiatives, was approved as part of the Annual Budget after public consultation on 26 June 2017.

**4. ENVIRONMENTAL/AMENITY ISSUES**

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the 2017-18 Annual Plan seek to have a positive impact on environmental issues within the Knox municipality.

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no direct financial and economic implications arising from this report. Changes in specific projects are reported through Capital Works and Budget processes.



## **6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. A number of initiatives within the 2017-18 Annual Plan seek to have a positive social impact within the Knox municipality.

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

### **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.

Author – Strategy & Reporting Lead, Carrie Hudson - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

There has been sufficient progress on most of the Annual Plan Actions for 2017-18 with the majority of initiatives complete or near completion by the end of June 2018.

## **10. CONFIDENTIALITY**

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

## **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

**That Council:**

**Receive and note the 2017-18 Annual Plan progress report for the period ending 30 June 2018.**

**CARRIED**

**Councillor Seymour left the meeting at 7.43 pm before the vote on item 10.1.**

## **Attachments**

1. Q 4 2017-18 Annual Plan Progress Report - 2018-08-08 ( FINA L) **[10.1.1]**

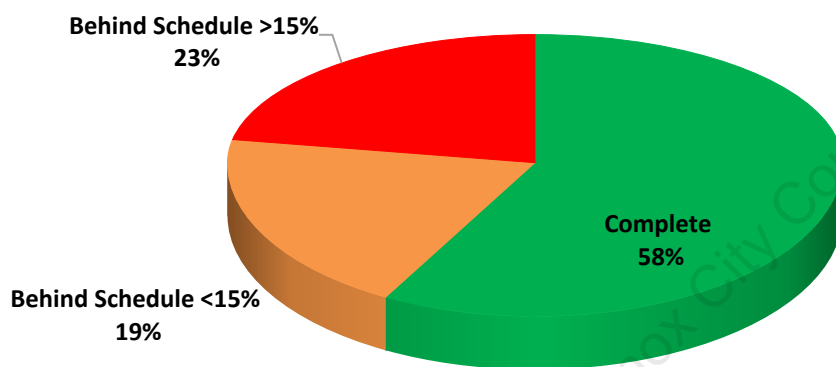
## Annual Plan Progress Report

Q4 2017-18

1 April to 30 June 2018



### 2017-18 Annual Plan Progress Report - Quarter Four (April – June 2018)




Goal	Complete	Behind Schedule (<15% behind schedule)	Behind Schedule (>15%)
1. We value our natural and built environment	4	-	-
2. We have housing to meet our changing needs	1	2	-
3. We can move around easily	1	1	1
4. We are safe and secure	3	-	1 (not moving forward)
5. We have a strong regional economy, local employment and	1	-	1
6. We are healthy, happy and well	-	1	2
7. We are inclusive, feel a sense of belonging and value identity	4	2	1
8. We have confidence in decision making	4	-	1
<b>Total</b>	<b>18</b>	<b>6</b>	<b>7</b>


The overall progress completion percentage of each initiative is calculated by the combined progress of the associated milestones.





## 2017-18 Annual Plan Progress Report

## Goal 1: We value our natural and built environment

Initiative Description		Department	Progress		
Identify and commence implementation of strategic and appropriate locations for dog parks in Knox.		Community Infrastructure	 <b>Complete</b>		
<b>Progress Comment:</b>					
A consultant was appointed to undertake the Knox Strategic Dog Plan and policy investigation. A report will be presented to Council in July 2018 that will identify priority initiatives. Implementation works are expected to begin in 2019-20, subject to funding.					
<b>Initiative Milestones</b>	Description	Start date	End date	Progress	
	Appointment of consultant.	01-07-2017	15-10-2017	100%	
	Undertake initial research including a review of relevant strategies and policies and undertake initial consultation.	16-10-2017	15-11-2017	100%	
	Preparation of draft key principles and criteria to guide the design and siting process. Undertake initial site identification, assessment and evaluation.	15-12-2017	15-02-2018	100%	
	Preparation of a draft Plan including estimates of cost (establishment and operation/ maintenance). Consultation sought on the draft and preparation of the final Plan.	16-02-2018	15-04-2018	100%	
YTD Actual		YTD Budget		Initiative Budget	
<b>\$9,610</b>		<b>\$30,000</b>		<b>\$30,000</b>	

Initiative Description		Department	Progress		
Increase the provision of public place recycling bins across the municipality.		Sustainable Infrastructure	 <b>Complete</b>		
<b>Progress Comment:</b>					
<p>Council increased the number of Public Place recycling (PDR) bins (including sports clubs recycle bins) from 262 in 2016-17 to 271 in 2017-18, a net gain of nine PPR bins in the municipality. These new bins are worthwhile and draw recyclable material from the nearby litter bins. Council will continue to monitor and install more PPR bins where required. Council also increased the capacity of many existing reserve recycling bins from 120 litres to 240 litres, to meet additional demand for public place recycling in some of the more popular parks.</p> <p>In addition, Council mapped and continually reviews the placement of litter bins to ensure they are best situated. In the past 18 months, Council has removed and relocated over 300 litter bins across Knox. As part of this program, Council has refurbished many of the retrieved bins and used them to replace broken and irreparable litter and recycle bins.</p> <p>As a result of the abovementioned initiatives and dedication of the current contractor to service improvements, the ratio of collected litter versus public place recycling (by mass) in Knox has increased from approximately 19% to 26% in the past three years, meaning there is 7% less waste sent to landfill which is against the trend of rising household waste generation.</p>					
Initiative Milestones	Description	Start date	End date	Progress	
	Consultation with Council departments involved in reserve, shopping centre and streetscape upgrade works and maintenance (as applicable) – to identify appropriate locations for new recycling bins.	01-10-2017	30-06-2018	100%	
	Supply and install new bins at priority locations as identified by internal stakeholders and waste collection contractors. Refer balance of new bins to the 2018-19 operating budget.	01-12-2017	30-06-2018	100%	
YTD Actual		YTD Budget		Initiative Budget	
No additional budget, sits within current operating budget.					

Initiative Description		Department	Progress	
Undertake a strategic review of the Boronia Structure Plan including a detailed assessment of strategic sites (i.e. Boronia Park).		City Futures	 <b>Complete</b>	
<b>Progress Comment:</b>				
<p>Stage One of the Boronia Renewal project is now complete and the development of the draft renewal strategy is underway. As part of Stage One, Council was successful in receiving a grant of \$400,000 from the Safer Communities Fund (Federal Government) to support work in Boronia. An application has been submitted for a Victorian Planning Authority (VPA) Streamlining for Growth grant to support the investigation of opportunities for the Boronia Station Precinct as a joint venture with stakeholders such as VicTrak, Metro Trains and VPA.</p> <p>Further youth engagement has been explored and a project brief developed. The Nine Key directions are being refined and will be subject to community consultation between August and September 2018. The draft Renewal Strategy will be subject to community consultation between October and November 2018.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Scope development and approval by Council.	01-07-2017	11-09-2017	100%
	Key Directions Report development and Council approval.	01-08-2017	30-03-2018	100%
	Draft Boronia Strategic Community Plan prepared.	01-03-2018	30-06-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
\$168,019		\$390,000	\$390,000	

Initiative Description		Department	Progress	
Finalise and implement a public arts plan for Knox.		Youth, Leisure and Cultural Services	 <b>Complete</b>	
<b>Progress Comment:</b>				
<p>The Public Art Plan was adopted by Council at its Ordinary Meeting of 23 October 2017 and implementation of the approved action plan is now occurring.</p> <p>The Public Art Assessment Panel Terms of Reference have been approved and appointment of panel members is underway.</p>				
Initiative Milestones	Description	Start date	End date	% Complete
	Finalise report and present to Council.	01-07-2017	18-09-2017	100%
	Report adopted by Council.	18-09-2017	23-10-2017	100%
	Implement the Action Plan.	01-12-2017	30-06-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
Derived from various programs.				



## 2017-18 Annual Plan Progress Report


## Goal 2: We have housing to meet our changing needs

Initiative Description		Department	Q4 Target	Progress
Continue to support the development of Stamford Park residential estate.		City Futures	100%	90%
<b>Progress Comment:</b>				
<p>Stockland continued to liaise with Melbourne Water to confirm its support for the revised levels associated with the land subject to inundation. Melbourne Water has confirmed that it supports the revised levels and the modified Land Subject to Inundation Overlay (LSIO). Roberts Day consultants, on behalf of Stockland, lodged the Planning Scheme Amendment request on 20 June 2018.</p> <p>A report will be presented to Council on 27 August 2018 to commence the Amendment process.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Planning Scheme Amendment to remove LSIO from Stamford.	01-10-2017	30-06-2018	90%
YTD Actual		YTD Budget		Initiative Budget
\$34,570		\$148,185		\$148,185

Initiative Description		Department	Q4 Target	Progress
Explore a range of mechanisms to improve and encourage high quality and sustainable design in the built form.		City Futures	100%	87%
<b>Progress Comment:</b>				
<p>The Urban Design Advisor consultancy continued to be used on a range of significant applications. The process to procure urban design advice for the next five years is complete, with the contract being awarded to Hansen Partnership. A business case for the delivery of the Urban Design Awards has been approved. The second Knox Good Urban Design workshop is scheduled for August 2018.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Continued use of consultancy Urban Design Advice for relevant planning applications.	01-07-2017	30-06-2018	100%
	Delivery of Urban Design Forum and Workshop series (as per 24/7/2017 Council Report).	01-11-2017	30-06-2018	75%
YTD Actual		YTD Budget		Initiative Budget
\$43,745		\$50,000		\$50,000



## 2017-18 Annual Plan Progress Report


Initiative Description		Department	Progress		
Implement the Affordable Housing Action Plan including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.		Community Wellbeing	 <b>Complete</b>		
<b>Progress Comment:</b>					
<p>Council commenced discussions with Boral regarding inclusion of social housing on the former Boral quarry site. Council also liaised with Women's Housing Limited, Uniting, Community Housing Victoria Limited and Stockland regarding prospective social housing opportunities at key strategic sites in Knox.</p> <p>A Social Housing Investment Planning Grant for Local Government application was submitted to DHHS for the <i>Laying a Social Housing Pipeline in Knox</i> project. Council was advised that it was successful with its submission.</p> <p>The 2017 Housing Monitoring Report was presented to Council in May 2018.</p> <p>Council undertook advocacy on inclusionary zoning in partnership with the Eastern Affordable Housing Alliance (EAHA). Council also continues its role as headquarters for the EAHA advocacy campaign in the lead up to the State Government election in November 2018.</p>					
Initiative Milestones	Description	Start date	End date	Progress	
	Negotiate with developers for a 5% voluntary social housing component for Kingston.	01-07-2017	30-09-2017	100%	
	Advocate for 'inclusionary zoning' to increase the supply of social housing in Knox.	01-07-2017	30-06-2018	100%	
	Prepare the 2017 annual Housing Monitoring Report.	01-07-2017	30-06-2018	100%	
YTD Actual		YTD Budget	Initiative Budget		
No additional budget, sits within current operating budget.					

### Goal 3: We can move around easily


Initiative Description		Department	Q4 Target	Progress
Undertake a strategic review of Council's parking compliance services to review current parking compliance issues within the municipality, and provide strategies and recommendations to address them.		City, Safety and Health	100%	63%
<b>Progress Comment:</b>				
The Parking Compliance Strategy project brief was prepared and an Expression Of Interest (EOI) process undertaken to select a consultant. It was decided at the conclusion of the EOI process that Council would utilise internal resources to undertake benchmarking and prepare the strategy rather than using the services of a consultant. Benchmarking with the Eastern Region councils has been completed and the strategy work has commenced.				
Initiative Milestones	Description	Start date	End date	Progress
	Project scope finalised.	01-07-2017	31-12-2017	100%
	Appoint a consultant and prepare strategy.	01-01-2018	28-02-2018	90%
	Prepare draft report and present to Council.	01-07-2017	30-06-2018	Not Started
YTD Actual		YTD Budget	Initiative Budget	
\$ -		\$ -	\$60,000	

Initiative Description		Department	Q4 Target	Progress
Investigate community transport services and availability in Knox to determine requirement for funding advocacy to increase community transport options delivered by community agencies.		Active Ageing and Disability Services	100%	95%
<b>Progress Comment:</b>				
A desktop survey was completed and used to inform a forum to identify gaps, create partnership opportunities and increase the advocacy of community needs.				
The Community Transport Forum was held in April 2018 with external stakeholders and local service users in attendance. This forum provided a greater awareness of transport options, the need to look at partnerships with other agencies and for Local Government to advocate to the State Government for funding. The report is drafted and will be presented to the Executive Management Team in early 2018-19.				
Initiative Milestones	Description	Start date	End date	Progress
	Identify the current availability of community transport/not for profit/volunteer services in the Knox region and identify gaps/opportunities.	01-11-2017	28-02-2018	100%
	Investigate existing collaborative opportunities to work with local agencies to support changing transport needs of older residents and prepare a report with recommendations for future action and advocacy.	01-11-2017	30-06-2018	90%
YTD Actual		YTD Budget	Initiative Budget	
			No additional budget, sits within current operating budget.	



Initiative Description		Department	Progress		
Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.		Sustainable Infrastructure	 <b>Complete</b>		
<b>Progress Comment:</b>					
<p>A report is to be presented to the July 2018 Council meeting that will highlight priority advocacy positions with respect to public transport. Accompanying advocacy materials have been developed to support this work, with the premise of adopting a network approach that will incorporate priority projects such as Rowville Rail and Knox Tram and a range of bus service improvements.</p> <p>Council officers met with representatives from Public Transport Victoria, Transport for Victoria and the Active Transport Unit to discuss regional priorities for Melbourne's East as part of a delegation from the Eastern Transport Coalition (ETC).</p> <p>Following consultation with bus operators, officers have progressed priority advocacy initiatives to inform advocacy agendas, including identifying bus servicing and bus route priorities. Through the ETC, Council officers and elected representatives have met with the Minister for Public Transport, the Shadow Minister for Public Transport, the Parliamentary Secretary for Infrastructure, the Shadow Minister for Public Transport and the Greens spokesperson for Public Transport to highlight current ETC priorities. Officers have also met with staff from Transport for Victoria to discuss local and regional public transport priorities.</p>					
<b>Initiative Milestones</b>	Description	Start date	End date	Progress	
	Identification, justification and prioritisation of each of Council's transport priorities.	01-12-2017	28-02-2018	100%	
	Support the development of messaging for purposes of advocacy.	01-12-2017	31-03-2018	100%	
	Support the delivery of Council's sustainable transport advocacy messages – through Council and the Eastern Transport Coalition (ETC).	01-12-2017	30-06-2018	100%	
	Advocate key transport priorities to relevant Ministers and local MPs and candidates in the lead up to the 2018 State election through Council and the Eastern Transport Coalition (ETC).	01-04-2018	30-06-2018	100%	
YTD Actual	YTD Budget	Initiative Budget			
No additional budget, sits within current operating budget.					


## Goal 4: We are safe and secure

Initiative Description		Department	Progress	
Develop and participate in a Council and community program for the 16 days of Activism against gender violence.		Community Wellbeing	 <b>Complete</b>	
<b>Progress Comment:</b>				
The launch of the 16 days of Activism initiative, incorporating a morning tea, was held on 22 November 2017, with approximately 50 community and staff members attending. Guest speakers included Heather McTaggart Knox Ambassador and Knox City Council's Mayor and CEO. An update on the Listen, Learn and Lead Gender Equity Program was also provided. Knox was the only council in Victoria to hold a launch of the 16 Days of Activism to raise awareness of gender inequality and its impact on family violence.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope Development.	01-07-2017	01-10-2017	100%
	Communication of promotional material.	01-11-2017	30-12-2017	100%
	Implementation of the program.	23-11-2017	30-12-2017	100%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Progress	
Continue to implement the Victorian Child Safe Standards		Corporate Development	 <b>Complete</b>	
<b>Progress Comment:</b>				
A Child Safe Implementation Plan was developed and endorsed by the Executive Management Team. Council's child safe communication plan has also been implemented. Communication regarding the organisations and individuals' obligations will be ongoing to meet the Child Safe requirements.				
Initiative Milestones	Description	Start date	End date	Progress
	Finalise an EMT approved Child Safe Standards Implementation Plan.	01-07-2017	31-12-2017	100%
	Establish and implement an internal Communication Plan, information and support for the process.	01-07-2017	30-06-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				




## 2017-18 Annual Plan Progress Report

Initiative Description		Department	Progress	
Implement a Graffiti reporting system (mobile app) in partnership with other Metropolitan Councils.		Community Wellbeing	 <b>Complete</b>	
<b>Progress Comment:</b>				
The VandalTrack app was commissioned and uploaded to Council and Victoria Police systems. Victoria Police is utilising the information as a tool to track graffiti offenders and locations.				
Initiative Milestones	Description	Start date	End date	Progress
	Implementation of the mobile app.	01-07-2017	30-06-2018	100%
	Launch of the Graffiti reporting system mobile app.	01-10-2017	30-10-2017	100%
YTD Actual		YTD Budget	Initiative Budget	
\$2,000		\$2,000	\$ 2,000	

Initiative Description	Department	Q4 Target	Progress
Implement the Business Champions of Change Project on family violence prevention with three businesses across Outer East. (subject to grant funding)	Community Wellbeing		
<b>Progress Comment:</b>			
Grant funding for the delivery of this initiative was not successful and the project did not proceed on this basis.			

## Goal 5: We have a strong regional economy, local employment and learning opportunities

Initiative Description		Department	Progress	
Develop and regularly update a Knox Investment Plan to support Council's advocacy program and activities.		Communications & Customer Service	 <b>Complete</b>	
<b>Progress Comment:</b>				
The Knox Investment Plan was completed in October 2017. An initial review of the plan was conducted in February 2018 to align particularly with State election cycles and was subsequently refined in June 2018 to support the Knox Regional Sports Park and Knox transportation advocacy campaigns.				
Initiative Milestones	Description	Start date	End date	Progress
	Develop version one of the Knox Investment Plan.	01-7-2017	30-10-2017	100%
	First review of the Knox Investment Plan.	01-02-2018	28-02-2018	100%
	Second review of the Knox Investment Plan.	01-06-2018	30-06-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q4 Target	Progress
Advance the planning for the Wantirna Health Precinct (WHP) in partnership with the Metropolitan Planning Authority and Department of Economic Development, Jobs, Transport and Resources.		City Futures	100%	70%
<b>Progress Comment:</b>				
The Victorian Planning Authority has confirmed that the Wantirna Health Precinct is now on its official work program. A meeting of key stakeholders was convened to discuss commencing a multi-agency approach to planning and implementation for the precinct. A workshop of all parties will be held in July 2018 which will establish the basis for a Memorandum of Understanding and the key outcomes to be sought from the joint planning process.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope the development of a Structure Plan for Wantirna Health Structure Plan.	01-10-2017	30-12-2017	90%
	Conduct a stakeholder forum to determine urban form development agenda and progress the preparation of an Urban Form Concept Plan for the precinct.	01-12-2017	30-06-2018	50%
YTD Actual		YTD Budget	Initiative Budget	
\$15,401		\$60,000	\$60,000	



## 2017-18 Annual Plan Progress Report

## Goal 6: We are healthy, happy and well

Initiative Description		Department	Q4 Target	Progress
<b>Deliver health promotion and harm minimisation programs, including:</b> <ul style="list-style-type: none"> <li>• Education /capacity building programs with sporting clubs focused on cultural change; and</li> <li>• Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations.</li> </ul>		Community Wellbeing	100%	97%
<b>Progress Comment:</b>				
Advocacy on health promotion and harm minimisation programs have been built into the Knox Community Investment Plan. Council continued to advocate to the State Government for legislative change on health issues relevant to Knox. A strategy to address packaged alcohol outlets and the links to harmful alcohol use was approved by Council in December 2017. A program for sporting club development that is focused on health and wellbeing held workshops with three Knox sporting clubs (pilot program) in 2017-18. Advocacy also occurred on health and wellbeing issues that related to family violence, gambling and alcohol misuse.				
Initiative Milestones	Description	Start date	End date	Progress
	Delivery of the Sports Club Culture Development Program.	01-07-2017	30-06-2018	95%
	Development of an Advocacy campaign on health promotion issues.	01-07-2017	30-06-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
\$90,464,845		\$107,265,177	\$107,265,177	

Initiative Description		Department	Q4 Target	Progress
<b>Progress Council's public Expression of Interest process seeking applications from NDIS/ECIS service providers to lease the Illoura House facility for use as a disability focused centre supporting children, families, carers and people with disabilities in Knox.</b>		Financial Services	100%	35%
<b>Progress Comment:</b>				
Following the closure of Illoura House (72 Francis Crescent, Ferntree Gully) Council sought to undertake an EOI for the lease of the facility to an NDIS service provider to support children, families, carers and people with disabilities in the Knox community. In November 2017 Council resolved to commence the statutory process and community consultation on its intention to lease the facility. As a result of submissions heard by a Committee of Council on 22 January 2018 and a review of requested further information from the Committee on 13 March 2018, Council resolved on 27 March 2018 to terminate the process and a revised scope be presented to Council to undertake a fresh EOI. At its Ordinary Meeting held on 25 June 2018, Council endorsed a revised EOI document that included a revised scope for advertising. Tender submissions close 18 July 2018 and the appointment of a service provider will occur in 2018-19.				
Initiative Milestones	Description	Start date	End date	Progress
	Complete EOI Process.	01-07-2017	30-09-2017	70%
	Report to Council.	01-10-2017	30-11-2017	Not Started
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				




## 2017-18 Annual Plan Progress Report


Initiative Description	Department	Q4 Target	Progress
Develop an Aquatic Plan.	Youth, Leisure and Cultural Services		80%
<b>Progress Comment:</b>			
<p>The project has identified gaps in aquatic and health and fitness services and facilities, both now and into the future. An options paper was developed which details and quantifies the type, range and quality of aquatic and health and fitness facilities that will be required in the long term to meet future needs.</p> <p>The final report to Council is now anticipated for early 2018-19.</p>			

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## Goal 7: We are inclusive, feel a sense of belonging and value identity

Initiative Description		Department	Progress	
Further develop partnerships with community houses for extended programming related to digital literacy.		Community Wellbeing	 <b>Complete</b>	
<b>Progress Comment:</b>				
<p>Regular meetings with community houses occurred during 2017-18.</p> <p>A meeting held with the Knox Learning Alliance and the Eastern Regional Libraries confirmed a role for Council in promoting the availability of the existing broad range of programs.</p> <p>Mapping was undertaken to identify what is currently available and where there were gaps. Discussion with the Learn Local Alliance and the Eastern Regional Libraries confirmed value in more coordinated promotion of digital literacy training available in Knox.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Consult with community houses.	01-09-2017	31-12-2017	100%
	Develop project scope, including mapping and partnership opportunities.	01-12-2017	30-04-2017	100%
	Support partnerships and project development.	01-02-2018	30-06-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q4 Target	Progress
Support the development of the new The Basin Community House on The Basin Primary School site.		Community Wellbeing	100%	96%
<b>Progress Comment:</b>				
<p>This project is led by the Victorian Department of Education and Training (DET). In 2017-18, the tender assessment and contract allocation was completed and the Planning Amendment to rezone the existing Community House site to a residential zone was also finalised. Construction of the new facility commenced and is due for completion by the end of August 2018.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Tender assessment and allocation	01-07-2017	15-11-2017	100%
	Submit the Planning Amendment	01-07-2017	31-01-2017	100%
	Construction of the building	16-11-2017	30-06-2018	90%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget. Capital contribution from Council will relate to furniture and fittings.				

Initiative Description		Department	Progress	
Finalise the review of Council's Community Operational Funding Program.		Community Wellbeing	 <b>Complete</b>	
<b>Progress Comment:</b>				
The report reviewing Council's Community Operational Funding program was presented to Council on 22 January 2018. The adopted changes were implemented in the current round of funding. Applications for this round closed in March and successful applicants were notified in June 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Report presented to EMT.	01-10-2017	30-10-2017	100%
	Report presented to Council.	01-11-2017	30-01-2018	100%
	Implementation of identified changes.	01-03-2018	30-06-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				

Initiative Description		Department	Q4 Target	Progress
Develop a streamlined approach and tools to support community members holding community events and festivals on Council land.		Youth, Leisure and Cultural Services	100%	95%
<b>Progress Comment:</b>				
Process mapping was completed and key internal stakeholders identified opportunities for process improvement and central coordination of a service model. A preferred process has been constructed, which uses a centralised service model to coordinate customer enquiries for up to 11 different units for event support, approvals and permits. The new service model and resources are currently being further developed with a contractor with the aim to implement the new process and tools from July 2018.				
Initiative Milestones	Description	Start date	End date	Progress
	Undertake process mapping of the current Council system for community run events on Council land.	01-07-2017	31-01-2018	100%
	Develop Events guide.	01-07-2017	30-06-2018	90%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				






## 2017-18 Annual Plan Progress Report

Initiative Description		Department	Q4 Target	Progress
Relocate the Knox City Library service and Youth Information Centre within Knox Westfield.		Youth, Leisure and Cultural Services	100%	36%
<b>Progress Comment:</b>				
Planning for the relocation was completed. The relocation is to be undertaken as part of the shopping centre redevelopment, which has been delayed and is now likely to occur during 2018-19.				
Initiative Milestones	Description	Start date	End date	Progress
	Complete detailed design.	01-07-2017	30-09-2017	100%
	Construction/Fit out.	01-10-2017	28-02-2018	10%
	Occupy building.	01-03-2018	30-06-2018	Not Started
YTD Actual		YTD Budget	Initiative Budget	
\$ 10,010.44		\$664,000.00	\$664,000.00	

Initiative Description		Department	Progress	
Continue to support the attraction, placement and recognition of volunteers through the Volunteer Resource Centre for community groups in Knox.		Community Wellbeing	 Complete	
<b>Progress Comment:</b>				
Council's Volunteer Support Advisor has undertaken cross-organisation consultation to identify opportunities for recognising Council volunteers. The Volunteer For Knox program (run by the Knox Learning Alliance) was approved for the 2018-22 Community Partnership Funding round, with an annual work plan liaison to commence from July 2018. A conference for local volunteers will be hosted by Volunteer For Knox in August 2018, supported by the Community Development Fund, and will be held at the Knox Civic Centre.				
Initiative Milestones	Description	Start date	End date	Progress
	Monitor the service agreement.	01-07-2017	30-06-2018	100%
YTD Actual		YTD Budget	Initiative Budget	
No additional budget, sits within current operating budget.				




## 2017-18 Annual Plan Progress Report


Initiative Description		Department	Progress		
Embed a strengthened approach to the management and recognition of volunteers within the organisation.		People Performance	 <b>Complete</b>		
<b>Progress Comment:</b>					
The Volunteer Support Advisor commenced with Council in February 2018. The first coordinator meeting was held on 21 June with further meetings planned quarterly. The State of Volunteering report is progressing well.					
Initiative Milestones	Description	Start date	End date	Progress	
	Recruitment and induction of a Volunteer Support Advisor.	01-10-2017	30-12-2017	100%	
	Establish an internal Volunteer Coordinators network.	01-01-2018	31-03-2018	100%	
	Review current volunteer management practices and processes across Council and prepare a report that identifies strengths, opportunities to improve and a prioritised forward action plan.	01-01-2018	30-06-2018	100%	
YTD Actual		YTD Budget	Initiative Budget		
\$ -		\$52,880	\$52,880		


## Goal 8: We have confidence in decision making

Initiative Description	Department	Progress
Review Council's advisory committees to enable community participation, advice and action.	Governance and Strategy	 Complete
<b>Progress Comment:</b>		
A review of Council's Advisory Committees was completed with a report on a new model approved by Council.		
The new model aims to align these committees more effectively with the Community and Council Plan and to clarify the roles of Advisory Committees with external community representatives.		

Initiative Description	Department	Q4 Target	Progress	
Implement staged delivery of the ICT Roadmap to support organisational efficiency and effectiveness and to increase capacity for customer self-service.	Information Management	100%	80%	
<b>Progress Comment:</b>				
Council has approved the ICT Governance Committees Terms of Reference. External members have been recruited and the committee held its first meeting on 5 June 2018, including the presentation of the Digital and ICT Strategies and Roadmap. Council endorsed three business cases to proceed. The development of these business cases was progressed with the intent to present them to the ICT Governance Committee in the new financial year.				
Initiative Milestones	Description	Start date	End date	Progress
	Establish Digital/ICT Governance Committee.	01-09-2017	28-02-2018	100%
	Develop Business Cases for approved projects.	01-10-2017	31-04-2018	60%
YTD Actual		YTD Budget	Initiative Budget	
\$21,250		\$30,000	\$220,500	

Initiative Description	Department	Progress		
Strengthen and centralise the coordination, collection and provision of research and data to support future planning by Council.	City Futures	 Complete		
<b>Progress Comment:</b>				
A research and mapping function has been established within the City Futures department. An annual program of work is under development and key stakeholder partnership building has commenced across the organisation.				
Initiative Milestones	Description	Start date	End date	Progress
	Establishment of Research & Mapping function within City Futures Department.	01-07-2017	30-09-2017	100%
YTD Actual		YTD Budget	Initiative Budget	
\$56,417		\$15,150	\$15,150	

Initiative Description		Department	Progress		
Finalise and implement Council's Communication Strategy.		Communications and Customer Service	 <b>Complete</b>		
<b>Progress Comment:</b>					
The Communication Strategy was approved by Council and will be implemented over the life of the Community and Council Plan 2017-21.					
Initiative Milestones	Description	Start date	End date	Progress	
	Continue strategy development.	01-07-2017	31-12-2017	100%	
	Present report to Executive management and Council for endorsement.	01-01-2018	30-06-2018	100%	
YTD Actual		YTD Budget		Initiative Budget	
No additional budget, sits within current operating budget.					

Initiative Description		Department	Progress		
Facilitate regular networking sessions with key agencies and stakeholders to identify partnership opportunities in order to achieve shared Community and Council Plan goals.		City Futures	 <b>Complete</b>		
<b>Progress Comment:</b>					
A framework for key agency and stakeholder networking opportunities and engagement has been developed and will be presented to the Steering Group in July for feedback.					
Ongoing engagement with stakeholders will occur throughout the implementation of the Community and Council Plan 2017-21, including the monitoring and review of the current plan, and to inform the development of the new plan.					
Initiative Milestones	Description	Start date	End date	Progress	
	Scope development of regular Networking Session approach.	01-07-2017	30-12-2017	100%	
	Develop and commence delivery of a program for key agency & stakeholder networking.	01-01-2018	30-06-2018	100%	
YTD Actual		YTD Budget		Initiative Budget	
No additional budget, sits within current operating budget.					

## 10.2 Recruitment of Independent Member for the Audit Committee

### **SUMMARY: Rodney McKail, Governance Advisor**

**The Knox City Council Audit Committee is an advisory committee of Council. The Chairperson of the Committee (Ms Linda MacRae) has advised of intention to retire from the Committee at the end of the year. It is proposed to commence the recruitment process for a replacement in accordance with the Committee Terms of Reference.**

### **RECOMMENDATION**

**That Council:**

- 1. Commence a recruitment process for one Independent Member for appointment to the Audit Committee; and**
- 2. Establish a committee comprising: a current independent member of the Audit Committee; Cr John Mortimore, Mayor (or delegate); Cr Jake Keogh, Deputy Mayor; Cr Darren Pearce; Cr Tony Holland; and Mr Tony Doyle, Chief Executive Officer as defined in the Audit Committee Terms of Reference.**

### **1. INTRODUCTION**

Under section 139 of the Local Government Act 1989, Council is required to have an Audit Committee, which is an advisory committee of Council.

The Audit Committee Terms of Reference have been developed in accordance with the Audit Committee Guide to Good Practice for Local Government produced by Local Government Victoria. The Terms of Reference were last revised in March 2017 with the next review date of October 2021.

### **2. DISCUSSION**

The primary objective of the Audit Committee is to assist and advise Council and Council's management in fulfilling their responsibilities in relation to finance and reporting practices and internal control matters.

The Audit Committee membership comprises:

- Three Councillors.
- Three Independent Members.
- The Mayor, who is an ex officio member (no voting entitlement).

The Audit Committee has one casual vacancy following advice from Ms Linda MacRae that she will be retiring from her role at the end of the year. Ms MacRae as an independent member and Chairperson of the Audit Committee has provided an extensive contribution over the last nine years.

A recruitment process will be conducted by way of a public expression of interest process. The evaluation of potential members will be undertaken by a selection panel comprising: a current independent member of the Audit Committee; Cr John Mortimore, Mayor (or delegate); Cr Jake Keogh, Deputy Mayor; Cr Darren Pearce; Cr Tony Holland; and

Mr Tony Doyle, Chief Executive Officer.

The appointment of an independent member will be recommended to Council through a report to Council following the evaluation process.

### **3. CONSULTATION**

No external consultation has been undertaken in relation to this report.

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

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

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

Council resolved at its Strategic Planning Committee meeting held on 12 February 2013 that independent members of the Knox City Council Audit Committee receive an annual remuneration with payments made at the conclusion of each quarter. The annual remuneration for 2018 is \$7,285.03 for each independent member appointed to the Audit Committee. The annual remuneration is indexed annually by the Consumer Price Index. Councillors appointed to the Audit Committee do not receive an additional allowance.

### **6. SOCIAL IMPLICATIONS**

There are no social implications in relation to this report.

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

#### **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.

Author – Governance Advisor, Rodney McKail - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

This report recommends that a recruitment process commences for the filling of a casual vacancy on the Audit Committee. The vacancy has been created due to the retirement of

Ms Linda MacRae who has served on the Audit Committee as an independent member and Chairperson for nine years.

## **10. CONFIDENTIALITY**

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

## **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

**That Council:**

- 1. Commence a recruitment process for one Independent Member for appointment to the Audit Committee; and**
- 2. Establish a committee comprising: a current independent member of the Audit Committee; Cr John Mortimore, Mayor (or delegate); Cr Jake Keogh, Deputy Mayor; Cr Darren Pearce; Cr Tony Holland; and Mr Tony Doyle, Chief Executive Officer as defined in the Audit Committee Terms of Reference.**

## **CARRIED**

**The Council noted the invaluable contribution made by the outgoing external member Ms Linda McRae for her contribution to the City's Audit Committee**

**Attachments**

Nil

### 10.3 Sale of 2R Mowbray Drive, Wantirna South

**SUMMARY:** Coordinator Property Management, Angela Mitchell

This report is presented following advice that there has been a change in the property ownership of 1342-1344 High Street Road, Wantirna South. On 28 August 2017, Council resolved to sell 2R Mowbray Drive, Wantirna South to Wantirna South Developments Pty Ltd and M.F.D. Thomas Pty Ltd. Council has now been advised that Wantirna South Developments Pty Ltd has sold its interest in 1342-1344 High Street Road, Wantirna South to Highbray Property Pty Ltd. The registered proprietors of the property are now M.F.D. Thomas Pty Ltd and Highbray Property Holdings Pty Ltd, as tenants in common.

#### RECOMMENDATION

That Council:

1. Authorise the sale of 2R Mowbray Drive, Wantirna South, identified as Lot 1 on Plan of Subdivision 815412H, contained in Volume 11985 Folio 194 (refer Appendix A) (formerly known as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649) to M.F.D. Thomas Pty Ltd ACN 112 359 127 and Highbray Property Holdings Pty Ltd ACN 615 431 117, being the current registered proprietors of 1342-1344 High Street Road, Wantirna South, on the terms set out in Council's resolution dated 28 August 2017; and
2. Authorise the Chief Executive Officer to sign and seal all necessary documentation associated with the sale of 2R Mowbray Drive, Wantirna South.

#### 1. INTRODUCTION

Council was approached in 2016 by the property owners of 1342-1344 High Street Road, Wantirna South to purchase the tree reserve (2R Mowbray Drive, Wantirna South) abutting their property.

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 is an example of resources tied up in an asset considered to be surplus to Council's needs, which Council can deploy in other areas of priority.

#### 2. DISCUSSION

Council at its meeting on 28 August 2017 resolved as follows:

"That Council having undertaken the statutory procedures in accordance with the Local Government Act 1989

1. Authorises the sale of 2R Mowbray Drive, Wantirna South currently identified as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649 (subject property), refer Appendix A, to M.F.D. Thomas Pty Ltd (as trustee for the M.F.D. Trust) and Wantirna South Developments Pty Ltd (as trustee Wantirna South Developments Trust) ABN 80 289 366 005 (joint) for \$350,000 (plus GST) with the following conditions:
  - a. The sale of land to be subject to registration of a plan of subdivision to remove the reservation from the land;



- b. That settlement be six months from the date of contract;
  - c. As a condition of sale, the purchaser is to enter into a Section 173 Agreement to be registered on title, to provide that the land may only be used as a childcare centre; and
  - d. The purchaser to meet Council's costs associated with the sale of this property. These costs to include legal, subdivision, valuation and lodgement fees.
2. Authorise the Chief Executive Officer to sign and seal all necessary documentation associated with the sale of the subject property.
  3. Advise the submitters of Council's decision."

Condition 1a has been finalised.

Council has now been advised that Wantirna South Developments Pty Ltd has sold its interest in 1342-1344 High Street Road, Wantirna South to Highbray Property Holdings Pty Ltd. The registered proprietors of the property are now M.F.D. Thomas Pty Ltd and Highbray Property Holdings Pty Ltd, as tenants in common.

To proceed with the sale of 2R Mowbray Drive, Wantirna South (refer Appendix A) to the new owners of 1342-1344 High Street Road, Wantirna South, Council is required to sell the land to M.F.D. Thomas Pty Ltd and Highbray Property Holdings Pty Ltd on the same conditions set out in Council's resolution dated 28 August 2017.

### **3. CONSULTATION**

Council is not required to give a new public notice under section 189 of the Local Government Act 1989 of Council's proposal to sell 2R Mowbray Drive, Wantirna South, to the new owners of 1342-1344 High Street Road, Wantirna South, as Council's public notice states that Council proposes to sell 2R Mowbray Drive, Wantirna South to the 'abutting property owner'.

Council's Rates Department were advised of the change of ownership on 1 August 2018. Solicitors acting for the purchasers advised Council's solicitors of this change in ownership. No other consultation is required.

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

There are no environmental/amenity issues associated with this change in property ownership.

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

It is recommended that 2R Mowbray Drive, Wantirna South be sold for \$350,000 (plus GST) plus Council's costs including legal, subdivision, valuation and lodgement fees to Highbray Property Holdings Pty Ltd and M.F.D. Thomas Pty Ltd.

### **6. SOCIAL IMPLICATIONS**

There are no social implications associated this change in property ownership.

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

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.

Author – Coordinator Property Management, Angela Mitchell - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

Following advice that there has been a change in the property ownership of 1342-1344 High Street Road, Wantirna South it is now recommended to authorise the sale of the Council property, known as 2R Mowbray Drive, Wantirna South, identified as Lot 1 on Plan of Subdivision 815412H, contained in Volume 11985 Folio 194 (formerly known as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649) to M.F.D. Thomas Pty Ltd ACN 112 359 127 and Highbray Property Holdings Pty Ltd ACN 615 431 117, being the current registered proprietors of 1342-1344 High Street Road, Wantirna South, on the terms set out in Council's resolution dated 28 August 2017.

## **10. CONFIDENTIALITY**

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

## **RESOLUTION**

**MOVED: Councillor Cooper**

**SECONDED: Councillor Lockwood**

**That Council:**

- 1. Authorise the sale of 2R Mowbray Drive, Wantirna South, identified as Lot 1 on Plan of Subdivision 815412H, contained in Volume 11985 Folio 194 (refer Appendix A) (formerly known as Reserve 2 on Plan of Subdivision 120186 contained within Certificate of Title Volume 9316 Folio 649) to M.F.D. Thomas Pty Ltd ACN 112 359 127 and Highbray Property Holdings Pty Ltd ACN 615 431 117, being the current registered proprietors of 1342-1344 High Street Road, Wantirna South, on the terms set out in Council's resolution dated 28 August 2017; and**
- 2. Authorise the Chief Executive Officer to sign and seal all necessary documentation associated with the sale of 2R Mowbray Drive, Wantirna South.**

**CARRIED**

## **Attachments**

- 1. Sale of 2R Mowbray Drive, Wantirna South - Appendix A - 2018-09-24 [10.3.1]**

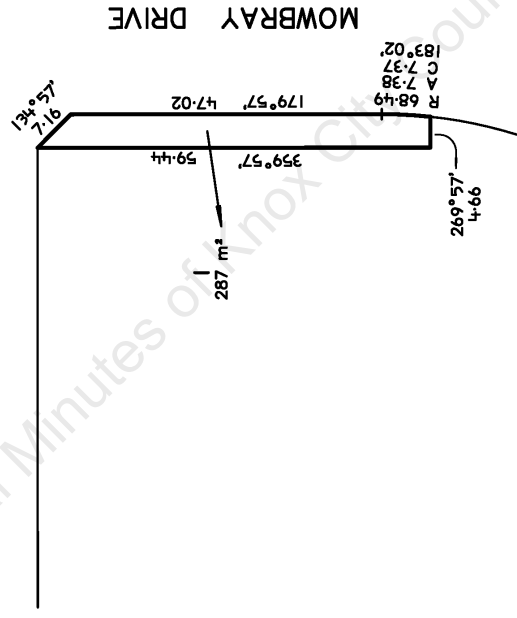
APPENDIX A

PLAN UNDER SECTION 24A OF THE SUBDIVISION ACT 1988

PS 815412H



HIGH STREET ROAD



<p><b>KIRKPATRICK &amp; WEBBER PTY. LTD.</b>                  Land Surveyors and Planning Consultants                  ABN 84 962 510 405                  15 Maroondah Hwy, Croydon Vic. 3136                  Tel. (03) 9870 4422 Fax. (03) 9870 5267                  E-mail. admin@kirkpatrickwebber.com.au</p>	<p>SURVEYORS REF: 9558B</p>	<p>SCALE 1:800</p> <p>LENGTHS ARE IN METRES</p> <p>0 8 16 24 32</p>	<p>ORIGINAL SHEET SIZE A3</p> <p>SHEET 2</p>
<p>Digitally signed by: GREGORY ROBERT O'NEILL                  (Kirkpatrick &amp; Webber Pty Ltd.),                  Surveyor's Plan Version (2),                  31/01/2018, SPEAR Ref: S107450H</p>		<p>Digitally signed by:                  Knox City Council,                  22/03/2018,                  SPEAR Ref: S107450H</p>	

Amended by: GREGORY ROBERT O'NEILL, 30/05/2018.

## 10.4 Proposed Sale of 2A Francis Crescent, Ferntree Gully

**SUMMARY: Coordinator Property Management, Angela Mitchell**

**This report presents a recommendation for the proposed sale of the Council land at 2A Francis Crescent 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 2A Francis Crescent Ferntree Gully identified as Lot 1 on TP 920881U within Certificate of Title Volume 8892 Folio 173 (refer Appendix A) to the the owner of 2 Francis Crescent Ferntree Gully for \$200,000 (plus GST) plus costs in relation to this sale.**
- 2. Authorise the Chief Executive Officer to finalise the 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.

### **2. DISCUSSION**

Council at its meeting on 25 June 2018 resolved as follows:

"That Council, being of the opinion that 2A Francis Crescent, Ferntree Gully, as shown in Appendix A, identified as Lot 1 on TP 92088IU within Certificate of Title Volume 8892 Folio 173, is surplus to Council's requirements:

1. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the subject land to the owner of 2 Francis Crescent, Ferntree Gully by private treaty for \$200,000 (plus GST), plus Council's costs in relation to this sale.
2. Under Section 223 of the Local Government Act 1989, give public notice of the proposed sale of the subject land in the Knox Leader newspaper.
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.
4. That a further report be presented to Council following the conclusion of the statutory process."

At the conclusion of the submission period no submissions were received.

### **3. CONSULTATION**

Public notice was given in the Knox Leader on 10 July 2018 with no submissions received at the conclusion of the 28 day submission period.

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

These are addressed in the Assessment Criteria attached as Appendix B.

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

The proposed sale of 2A Francis Crescent, Ferntree Gully will meet Council's financial objectives. The land will be sold at market value with the purchaser required to meet Council's costs apportioned to the sale of this land.

### **6. SOCIAL IMPLICATIONS**

These are addressed in the Assessment Criteria attached as Appendix B.

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

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.

Author – Coordinator Property Management, Angela Mitchell - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

### **9. CONCLUSION**

Having completed the statutory processes it is recommended to sell 2A Francis Crescent, Ferntree Gully identified as Lot 1 on TP 920881U contained in Volume 8892 Folio 173 to the owner of 2 Francis Crescent, Ferntree Gully for \$200,000 plus GST plus Council's associated costs.

### **10. CONFIDENTIALITY**

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

**RESOLUTION**

**MOVED:** Councillor Keogh

**SECONDED:** Councillor Holland

**That Council having completed the statutory process in accordance with the Local Government Act 1989**

- 1. Proceed with the sale of 2A Francis Crescent Ferntree Gully identified as Lot 1 on TP 920881U within Certificate of Title Volume 8892 Folio 173 (refer Appendix A) to the the owner of 2 Francis Crescent Ferntree Gully for \$200,000 (plus GST) plus costs in relation to this sale.**
- 2. Authorise the Chief Executive Officer to finalise the sale of this property and sign and seal all documentation pertaining to this sale.**

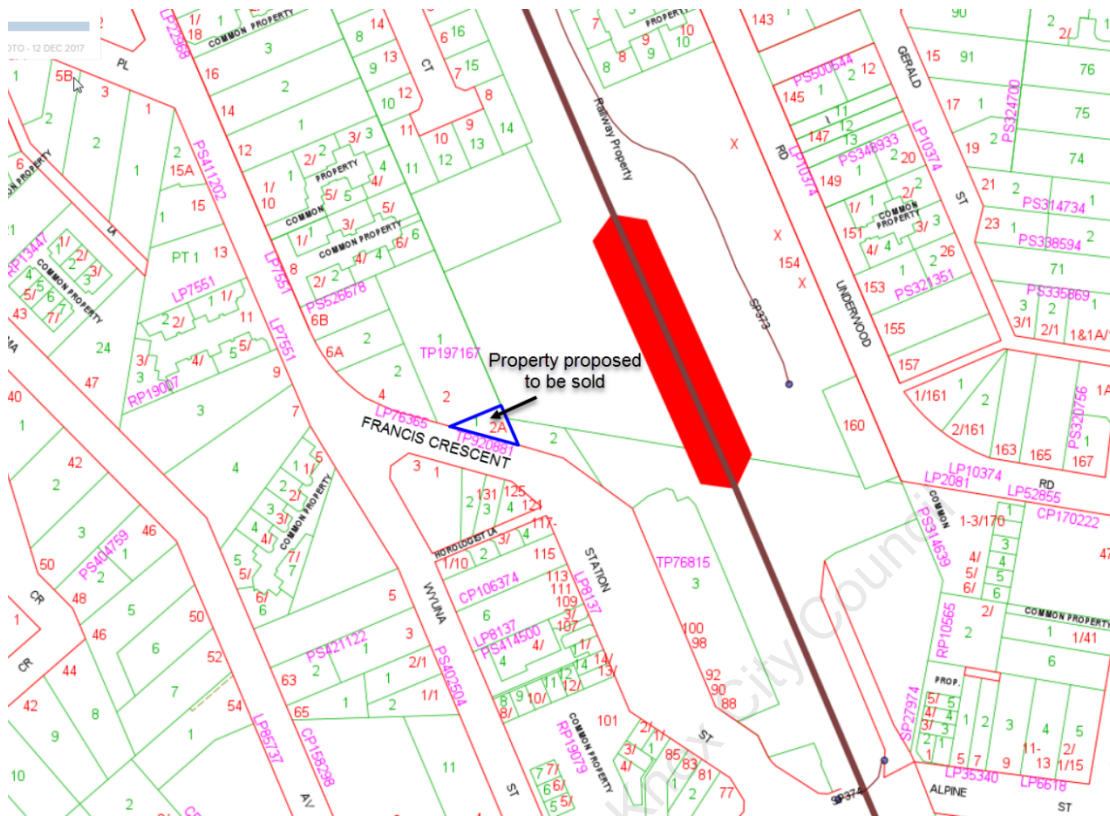
**CARRIED**

**Attachments**

- 1. Council Report - Proposed Sale of 2A Francis Crescent Ferntree Gully - Appendix A [10.4.1]**
- 2. Council Report - Proposed Sale of 2A Francis Crescent Ferntree Gully - Appendix B [10.4.2]**

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APPENDIX A



## 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 has been no expenditure on this land nor has there been any income. Any maintenance has been undertaken by the abutting property owner.

**ENVIRONMENT**

<b>Principle:</b>	Council will sell surplus land where retention will not enhance or protect its environmental value.
<b>Assessment:</b>	The land is vacant with no vegetation, however a native canopy tree is located nearby on the VicTrack land.

**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>	There is no requirement to retain this land for physical work.

**RECREATION**

<b>Principle:</b>	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
<b>Assessment:</b>	There is no requirement to retain this land for recreational purposes.

**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 planning grounds to retain this land, however there is a current planning application for this and the abutting property (2 Francis Crescent) for the development of 15 double storey dwellings (P/2018/6090).

**SOCIAL**

<b>Principle:</b>	Council will sell surplus land where alternative social uses have not been identified.
<b>Assessment:</b>	There are no identified social uses for this site.



## 10.5 Notice of Intention to Lease - 72 Francis Crescent, Ferntree Gully (Illoura House)

**SUMMARY: Manager Business and Financial Services, Dale Monk**

**This report seeks Council approval to commence the process to lease 72 Francis Crescent, Ferntree Gully (known as Illoura House) to EACH to operate a disability focused centre to support children, families, carers and people with disabilities in Knox. EACH is recommended to lease this facility following an Expression of Interest and evaluation process.**

### **RECOMMENDATION**

**That Council:**

- 1. Following an Expression of Interest process, appoint EACH as the preferred lessee of the premises at 72 Francis Crescent, Ferntree Gully;**
- 2. Initiate the process specified under section 190 of the Local Government Act 1989 to lease 72 Francis Crescent, Ferntree Gully to EACH and that public notice of the proposed lease be given in the Knox Leader. This proposed lease is to include the following conditions:
  - a. The rental be \$45,000 per annum, indexed annually with CPI;**
  - b. The term of the lease will be ten (10) years;**
  - c. The service from this site will provide a disability focused centre to support children, families, carers and people with disabilities in Knox.****
- 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 \_\_\_\_\_, Cr \_\_\_\_\_ and Cr \_\_\_\_\_ to consider submissions on Monday 12 November 2018 at 5.00pm in the Council offices, Knox Civic Centre, 511 Burwood Highway, Wantirna South;**
- 4. Authorise the Chief Executive Officer to carry out the administrative procedures required by section 223(3) of the Local Government Act 1989; and**
- 5. Receive a further report on the outcome and associated recommendations of the sections 190 and 223 process.**

### **1. INTRODUCTION**

Council, at its 27 March 2018 Ordinary Meeting, having undertaken the statutory procedures in accordance with the Local Government Act 1989, resolved:

- 1. Not enter into a lease with Interchange Outer East for the occupancy of the Council facility at 72 Francis Crescent, Ferntree Gully known as Illoura House having regard to a change in outcomes by Council following the consideration of public submissions.**
- 2. Terminate the Expression of Interest process in respect of the lease of 72 Francis Crescent, Ferntree Gully known as Illoura House.**
- 3. Receive a further report on a new procurement process and associated evaluation criteria to lease 72 Francis Crescent, Ferntree Gully.**
- 4. Advise each of the submitters of the Council's decision, the reason for its decision and thank them for their submission.**

5. Advise all the organisations who submitted an Expression of Interest to lease 72 Francis Crescent, Ferntree Gully of Council's decision.

Council, at its meeting on 25 June 2018, resolved to endorse the Expression of Interest and Evaluation Criteria document and commence an open public Expression of Interest process for the lease of 72 Francis Crescent, Ferntree Gully (Illoura House). This resolution was the last action to satisfy the resolution of March 2018.

## 2. DISCUSSION

Council determined to close the Illoura Early Childhood Intervention Service (ECIS) at 72 Francis Crescent, Ferntree Gully on 24 February 2017 due to changes in the disability service system associated with the impending National Disability Insurance Scheme (NDIS) roll out.

Following this decision, Council undertook an Expression of Interest (EOI) process to lease 72 Francis Crescent, Ferntree Gully to an NDIS service provider to support children, families, carers and people with disabilities ensuring the continuing availability of support services to the Knox community. An EOI process was undertaken. Following this process, Council resolved on 27 November 2017 to commence the statutory process of its Intention to Lease to Interchange Outer East. Following the statutory consultation in relation to the proposed lease of the facility, two submissions were received and heard by a Committee of Council on 22 January 2018. The Committee of Council requested further advice and clarification on the EOI process and evaluation criteria and reconvened on 13 March 2018.

Following this meeting the Committee of Council recommended to Council that a new procurement process be engaged and revised documentation to reflect an early years' focus of children aged 0-6 years for the Knox community be prepared.

Council at its meeting on 27 March 2018 resolved in part, *'That Council receive a further report on a new procurement process and associated evaluation criteria to lease 72 Francis Crescent, Ferntree Gully.'*

Council endorsed a revised EOI document and evaluation criteria at its meeting of 25 June 2018, which authorised the commencement of a procurement process. The EOI document is attached as Appendix A. An advertisement was placed in The Age on 30 June 2018 and the Knox Leader on 3 July 2018. Expressions of Interest opened 2 July 2018 and closed 18 July 2018.

At the closure of the process, two submissions were received.

The evaluation panel convened in 2017 for the intention to lease 72 Francis Crescent, Ferntree Gully was disbanded following Council's resolution in March 2018 to terminate the process. A new evaluation panel comprising the Manager Business and Financial Services (Panel Chair), Manager Family and Childrens Services, Senior Coordinator Specialist Support, Coordinator Community Partnerships and NDIS/CHSP Transition Liaison Officer evaluated the submissions on a number of criteria based on the approved EOI and Evaluation Criteria document including the following:

- Focus on children 0-6 years with disabilities and/or developmental delay.
- Focus on family support for children aged 0-6 years with disabilities and/or developmental delay.
- Focus on people with disabilities, their parents and carers across the life-span.
- Focus on service provider governance and compliance.

A market rental and outgoings will be charged. This is consistent with the market context in which disability service providers will be operating under the NDIS.

A matrix evaluation process was undertaken with EACH scoring the highest at 3,370 from a possible 3,900 (refer Confidential Appendix B).

The proposed provider, EACH, is a registered NDIS provider of Early Childhood Supports, has a long-standing history delivering Early Childhood Intervention Services (ECIS) in the east of Melbourne. EACH has successfully demonstrated a record in providing evidence-based, quality early childhood practice, with family-centered practice at the core of service delivery in its ECIS program.

Illoura ECIS Inc currently has a short-term license agreement for the use of Illoura House following the conclusion of Council's early childhood intervention service in February 2017. Illoura ECIS Inc will continue under this license agreement until the statutory leasing process is completed to ensure Illoura House continues to be used for community benefit during this period.

### **3. CONSULTATION**

Consultation regarding the Expression of Interest process and the short-term licence agreement has been regularly undertaken with the President of Illoura ECIS Inc. Information and updates have also been provided at meetings of the Illoura ECIS Inc Committee.

Internal consultation has been undertaken with Property Management, Strategic Procurement, Governance and Family and Children's Services.

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

Illoura House is one of 264 community facilities owned by Council on behalf of the Knox community. As described in the Community Facilities Planning Policy, it is important that these facilities be utilised and adapted to meet the current and future community need.

The Expression of Interest to establish a lease for this facility returned two high calibre submissions.

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

Council allocated funding in the 2016/17 financial year to transition out of ECIS and lease Illoura House at a commercial rate for the delivery of ECIS services. The market rental of this facility has been set at \$45,000 per annum plus outgoing, indexed annually with CPI for a term of ten years. A proportion of the rental income will offset resourcing required for Council to manage the tenancy into the future.

### **6. SOCIAL IMPLICATIONS**

The NDIS is a new way of providing individualised support for eligible people with disabilities. It intends to provide an all of life approach for people with disabilities where they can make decisions on the support they need to enable them to participate in their community and achieve their goals. Extending the use of Illoura House to an NDIS provider demonstrates Council's continued support to people with disabilities and the broader Knox community.

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

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.

Author – (Dale Monk, Manager Business and Financial Services) - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – (Michael Fromberg, Director Corporate Services) - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

Following a stringent evaluation process it is recommended to commence the statutory process of Council's Intention to Lease and that Council commence the statutory process to lease 72 Francis Crescent, Ferntree Gully to EACH.

## **10. CONFIDENTIALITY**

This report contains items of a confidential nature.

## **RESOLUTION**

**MOVED:** Councillor Keogh

**SECONDED:** Councillor Pearce

**That Council:**

- 1. Following an Expression of Interest process, appoint EACH as the preferred lessee of the premises at 72 Francis Crescent, Ferntree Gully;**
- 2. Initiate the process specified under section 190 of the Local Government Act 1989 to lease 72 Francis Crescent, Ferntree Gully to EACH and that public notice of the proposed lease be given in the Knox Leader. This proposed lease is to include the following conditions:**
  - a. The rental be \$45,000 per annum, indexed annually with CPI;**
  - b. The term of the lease will be ten (10) years;**
  - c. The service from this site will provide a disability focused centre to support children, families, carers and people with disabilities in Knox.**
- 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 Mortimore and Cr Pearce to consider submissions on Monday 12 November 2018 at 5.00pm in the Council offices, Knox Civic Centre, 511 Burwood Highway, Wantirna South;**
- 4. Authorise the Chief Executive Officer to carry out the administrative procedures required by section 223(3) of the Local Government Act 1989; and**
- 5. Receive a further report on the outcome and associated recommendations of the sections 190 and 223 process.**

**CARRIED**

**Attachments**

1. Expression of Interest Document 72 Francis Crescent, Ferntree Gully (Illoura House) **[10.5.1]**

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# Expression of Interest

## Lease of Facility

### Illoura House

72 Francis Crescent, Ferntree Gully



## 1. Introduction

This document provides information about Illoura House at 72 Francis Crescent, Ferntree Gully and invites Expressions of Interest (EOI) from eligible service providers to lease the facility.

Council's Illoura Early Childhood Intervention Service (ECIS) closed on 24 February 2017, due to changes in the service system associated with the implementation of the National Disability Insurance Scheme (NDIS) and Knox City Councils decision to not be a NDIS Service Provider.

In light of this closure, Council resolved in June 2016 to explore opportunities for the future use of Illoura House as a disability focused centre supporting children, families, carers, and people with disabilities in Knox.

Prior to its closure, a community-based organisation, Illoura ECIS Inc. supported the Council service. Their work included holding fundraising events, playgroups, social events, and parent support activities. This group owns substantial furniture, equipment, educational resources and materials that are currently stored at Illoura House.

Knox City Council is seeking Expressions of Interest for the lease of this Council facility for a 10 year term to a current NDIS Service Provider. Further information regarding this facility is provided in Appendix Two.

Having reviewed this document, should you require further information please contact:

Angela Mitchell  
 Coordinator Property Management  
 Knox City Council  
 (03) 9298 8000  
 Email: [angela.mitchell@knox.vic.gov.au](mailto:angela.mitchell@knox.vic.gov.au)

## 2. Summary

Building:	Illoura House
Location:	72 Francis Crescent Ferntree Gully Forms part of existing title for Tim Neville Arboretum
Facility details:	Building comprising 16 separate rooms, kitchen, 2 out buildings and separate toilet, wash and laundry facilities Approximately 320 Square metres floor area Approximately 110 Square meters veranda
Car parking:	10 parking spaces are available at the facility. Additional parking is available in close proximity at Francis Crescent adjacent to Tim Neville Arboretum
Services:	Utility services connected to the property include Power, Water (separate meter to be installed), Sewerage, Gas and Telecoms
Lease Term:	Ten (10) years
Rental	\$45,000 per annum (plus GST), increasing annually by CPI
Expressions of interest open:	9:00am Monday 2 July 2018




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Expressions of interest      2.00pm Wednesday 18 July 2018  
close:

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This document provides information about Illoura House, and invites Expressions of Interest (EOI) from eligible service providers to lease the facility.

### 3. Sub Lease Arrangements

Sub leasing is permitted and is required to meet service delivery requirements as articulated in the Evaluation Criteria in Section 5.

### 4. Eligibility

Expressions of interest are invited from registered NDIS providers that can deliver Early Childhood Supports and be included in the registration group of Early Intervention Supports for Early Childhood Supports. For further clarification, please refer to National Disability Insurance Scheme (Provider Registration and Practice Standards) Rules 2018.

### 5. Evaluation Criteria

Proposals will be assessed according to the criteria outlined below.

<b>Criterion 1</b>	<b>Weighting</b>
<b>Focus on children 0-6 years with disabilities and/or developmental delay</b>	
<b>Please address each of the below points individually</b>	
Services to be provided from the facility will meet demonstrated community needs relating to the wellbeing and support of children aged 0-6 years with disabilities and/or developmental delay.	50%

Provide a response to each of the below points individually:

1. Are a registered NDIS provider to deliver Early Childhood Supports and be included in the registration group of Early Intervention Supports for Early Childhood Supports;
2. Provide evidence of a track record in the provision of quality and best practice early childhood disability services to children 0-6 years with developmental delay and/or disability to achieve their goals and aspirations and long-term outcomes, regardless of diagnosis;
3. Specify/list the range and scope of services to be provided from the facility with a primary focus of providing early childhood intervention within the universal service system and where families engage in the community;
4. Provide evidence on how the services to be provided respond to demonstrated community needs for children 0-6 years with developmental delay and/or disability; and





5. Provide evidence of a history of collaboration and successful links within Knox and Eastern Metropolitan Region.
6. Demonstrate how you will deliver contemporary and best practice early childhood disability services for children 0-6 years with developmental delay and/or disability.

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**Criterion 2**
**Weighting**

**Focus on family support for children aged 0-6 years with disabilities and/or developmental delay**

**Please address each of the below points individually**

Services to be provided from the facility will meet demonstrated community needs relating to the wellbeing and support of siblings, parents and carers of children aged 0-6 years with disabilities and/or developmental delay. Provide a response to addressing the following criteria: 20%

1. Are a registered NDIS provider
2. Provide evidence of the provision of information, support and/or programs for the siblings, parents and carers of children 0-6 years with developmental delay and/or disability;
3. Provide evidence on how the services to be provided respond to demonstrated community needs; and
4. Provide evidence of a history of collaboration and successful links within Knox and Eastern Metropolitan Region.

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**Criterion 3**
**Weighting**

**Focus on people with disabilities, their parents and carers across the life-span**

**Please address each of the below points individually**

Services to be provided from the facility will meet demonstrated community needs relating to the wellbeing and support of people with disabilities and their parents and carers. Provide a response to addressing the following criteria: 20%

1. Are a registered NDIS provider
2. Provide evidence of the provision of information, support and/or programs that support people with disabilities across the life span including older children, young people and adults; and
3. Provide evidence of the provision of information, support and/or programs that support parents and carers of people with disabilities.

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**Criterion 4**
**Weighting**

**Focus on service provider governance and compliance**

**Please address each of the below points individually**

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The respondent is financially sustainable and has a demonstrated track record of good governance evidenced by. Provide a response to addressing the following criteria: 10%

1. Are a registered NDIS provider
  2. Provide evidence of governance structure and practices including the management of infrastructure/facilities;
  3. Financial performance for 2016-17 and 2017-18, including annual reports and financial statements for last two years;
  4. Do you propose to make any modifications to the facility? If so, please provide evidence of your capacity to fund facility renovations/capital upgrades if required to meet service needs; and
  5. Provide evidence of how your service adheres to NDIS Quality and Safeguarding Framework to ensure high quality supports and safe environments for all NDIS participants.
- 

## 6. Submission Process

EOI's are to include:

- Completed Expression of Interest form (final page of this EOI document);
- Response to addressing the Evaluation Criteria outlined in Section (5) of this document;
- Most recent annual reports including financial statements.

Completed Expression of Interest are to be submitted via the Knox City Council eTender Portal:

**On or before: 2.00pm Wednesday 18 July 2018**

All costs incurred by a respondent to the invitation to express interest in the property will be born entirely by the respondent.

Late submissions will not be considered.

## 7. Evaluation Process

An evaluation panel will be formed to review and score each EOI Proposal in accordance with the Evaluation Criteria as outlined in Section 5.

Respondents should ensure that sufficient information is included in its Proposal to facilitate a detailed evaluation.

Respondents must not approach, or request any other person to approach, any member of the Council staff; or a Councillor of the Council, to solicit support for its Proposal or otherwise seek to influence the outcome of the Expression of Interest process.

Following evaluation of proposals, Council will advertise its intent to lease to a preferred service provider in line with the requirements of the Local Government Act 1989. Once this process has been completed, Council will make a final decision.

Council reserves the right to request further information at any stage of the evaluation process.



## 8. Timeframe

The expression of interest process is currently planned to proceed as outlined below. Council reserves the right to amend these timeframes if necessary.

2 July 2018	Expressions of Interest period opens
18 July 2018	Expressions of Interest period closes
July/August 2018	Evaluation of Proposals
September 2018	Recommendations of preferred lessee presented to Council
October 2018	Advertising intent to lease to a preferred service provider
November 2018	Submission period
December 2018	Council decision reached and lease documents prepared

## 9. Property Description

### General

Illoura House was purchased by Council in 1988. The building supported the delivery of early childhood intervention services between that time and prior to the closure of the service on 24 February 2017 as a result of the implementation of the NDIS.

The building is constructed on the existing title of the Tim Neville Arboretum, which is owned by Council. Illoura House consists of 16 separate rooms, kitchen, two out buildings and separate toilet, wash and laundry facilities. There is also a shed and multi-purpose room situated on the north-eastern corner of the building. A floor plan of the facility is provided in Section (8).

This Expression of Interest is for the entire facility. Sub lease arrangements are permitted within the scope of this Expression of Interest to ensure responders are able to meet service delivery requirements as articulated in the Evaluation Criteria. Any sub leasing arrangements must be documented within the Expression of Interest.

Utility services connected to Illoura House include the following:

- Gas
- Water (Currently does not have its own meter, this will be installed as part of any occupancy agreement)
- Electricity supply and switchboard
- Sewerage and trade waste
- Fire protection
- Communications connection.

### Car parking & access

Ten on site car parking spaces are available at the facility. Additional parking is also available in close proximity at Francis Crescent adjacent to Tim Neville Arboretum.



## Garden & Play Area

The facility has an open front garden and a secured garden and play area at the rear of the property. Council will continue to maintain the front garden and car park area. The rear area can be subject to negotiation if the premises were to be made available to a single tenant. Alternatively, this area could continue to be maintained by Council.

## Inspection of Facility

Inspection of the facility can be arranged by contacting Brett Anderson, Facilities Coordinator, on 9298 8000 or email: [Brett.anderson@knox.vic.gov.au](mailto:Brett.anderson@knox.vic.gov.au).

## Zoning

The facility is located within the Public Park and Recreation Zone (shown as PPRZ on planning scheme maps).

## Overlays

The following overlays apply to the property:

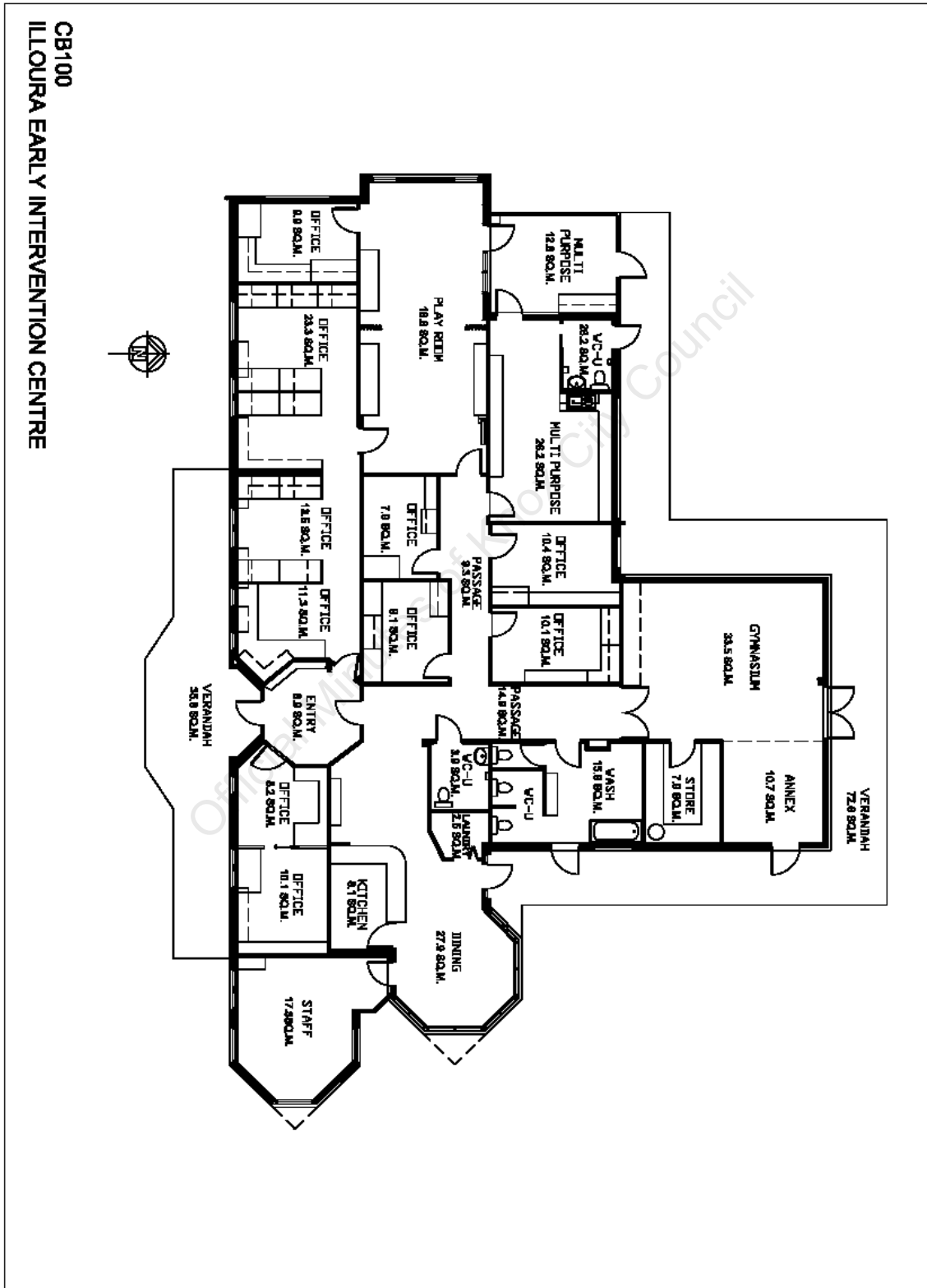
- > Significant Landscape Overlay (SLO#) which triggers permits for the removal of larger trees.
- > Design development overlay (DDO2) which primarily relates to residential development and includes a minimum of 500m<sup>2</sup> subdivision control within a residential zone.
- > Special Building Overlay (SBO) applies to a small portion of the site along the western boundary. This control relates to areas subject to flooding from overland flow paths.
- > The lease/licence of these premises by Council for the purposes specified is a permitted use of the site under the Knox Planning Scheme.

More information in regards to the Knox Planning Scheme is available upon request or can be accessed from Councils web page [www.knox.vic.gov.au/planning](http://www.knox.vic.gov.au/planning)



### Appendix One – Floor Plan

Note: - the facility also includes a shed located at the north-eastern corner of the property that is not indicated on the floorplan below.





## Appendix Two – Equipment, Resources owned by Illoura ECIS Inc.

Currently furniture, equipment, educational resources and materials owned by Illoura ECIS Inc. are stored at Illoura House. These items were used to support the provision of Council's Illoura Early Childhood Intervention Service, which has now closed.

Illoura ECIS Inc. has indicated a willingness to be approached regarding the purchase of these items. Further information including a detailed inventory will be provided to the preferred service provider once the evaluation process is complete.

This advice is provided for information only. Whether or not an arrangement is made to purchase some or all of the furniture, equipment, educational resources and materials currently stored at Illoura House has no bearing on, or connection with, this Expression of Interest process.

Any such purchase will be considered a private arrangement between the purchasing organisation and Illoura ECIS Inc.

If an arrangement is not entered into, the furniture, equipment, educational resources and materials will be removed prior to the commencement of any future tenancy.

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## Appendix Three – Maintenance Schedule

ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Building Structure</b>	<ul style="list-style-type: none"> <li>Replacement and repair of load bearing structural members.</li> <li>Replacement of internal/external lining and cladding.</li> </ul>	<ul style="list-style-type: none"> <li>Repairs to linings (internal/external) damaged by Licensee.</li> </ul> <p>Investigate and service all maintenance items every six (6) months, repair all items as required.</p>
<b>Car Parks</b>	<ul style="list-style-type: none"> <li>Maintenance of adjacent car parks.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Ceiling fans</b>	<ul style="list-style-type: none"> <li>Replacement and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Regular cleaning.</li> </ul>
<b>Ceiling Finishes</b>	<ul style="list-style-type: none"> <li>Major repair and/or replacement due to structural faults, age, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Minor repairs to suspended ceiling tiles, diffusers.</li> </ul> <p>Investigate every three (3) months and repair as required.</p>
<b>Ceilings</b>	<ul style="list-style-type: none"> <li>Major repair and/or replacement due to structural faults, age, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Repairs due to misuse.</li> </ul>
<b>Clocks</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and replacement.</li> </ul>
<b>Electrical and Mechanical Services including light fittings</b>	<ul style="list-style-type: none"> <li>Replacement when required of hot water/gas service.</li> <li>Gas supply, meters and distribution systems.</li> <li>Emergency lighting systems and signs.</li> <li>Electrical distribution systems including cable, switches, fuses, isolators, contactors and sockets.</li> </ul>	<ul style="list-style-type: none"> <li>Electrical appliances ie fridge/stove and light fittings/switches. Hot and cold water storage, circulation and distribution system, heat emitters and valves – check appliances yearly, repair as required. Service appliances as per manufacturer's recommendations. Where appropriate provide service report with Annual Report.</li> <li>Light fittings (globe/lamp replacement) – check every week, replace/repair globes as required.</li> <li>'Test and Tag' all electrical equipment.</li> </ul>
<b>Exit signs</b>	<ul style="list-style-type: none"> <li>Replacement and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Reporting of faults to Council.</li> </ul>
<b>External Doors &amp; Frames</b>	<ul style="list-style-type: none"> <li>Replacement due to age or structural fault.</li> <li>Repair of all external doors due to vandalism.</li> <li>Maintenance and replacement of all locks.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all emergency exit doors are clear of obstructions.</li> <li>Minor repairs including: <ul style="list-style-type: none"> <li>Ease and adjust doors.</li> <li>Frames/sills.</li> <li>Reglaze.</li> <li>Putties/beads/clips.</li> <li>Door furniture, draught stripping.</li> <li>Reform mastic seal to walls.</li> <li>Door stops/closers.</li> <li>Hinges.</li> </ul> </li> </ul> <p>Investigate and service all maintenance items every six (6) months, repair all items as required.</p>



ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>External Fences</b>	<ul style="list-style-type: none"> <li>Replacement of title boundary fencing.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Fire services and alarms</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and replacement in accordance with relevant Australian standards. Inspection reports to be included with Annual Report.</li> <li>Ensure clear access to extinguishers and hose.</li> </ul>
<b>Floor Finishes</b>	<ul style="list-style-type: none"> <li>Replacement and maintenance of floor covering.</li> </ul>	<ul style="list-style-type: none"> <li>All floor finishes, tiles, pvc tiles/sheets, carpets/carpet tiles/parquetry, that were initially installed by Licensee - repair as required.</li> </ul>
<b>Floors</b>	<ul style="list-style-type: none"> <li>Replacement and repairs to sub floor structures.</li> </ul>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Fridge</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning, maintenance, repair and replacement.</li> </ul>
<b>Furniture Fixtures &amp; Fittings</b>	<ul style="list-style-type: none"> <li>Repair and replacement of any furniture, fixtures and fittings supplied and installed by the Licensor such as but not limited to the following: <ul style="list-style-type: none"> <li>- cupboards, shelves, counters</li> <li>- flywire screens, fixed seating and benches</li> <li>- cubicles, clothes hooks and rails</li> <li>- mirrors</li> <li>- hand dryers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Regular cleaning and repair due to misuse of lockers, chairs, tables and other equipment.</li> <li>First aid and safety equipment – as per Council’s procedures (OH&amp;S 027).</li> <li>Curtains, blinds, and tracks, signs, notices and noticeboards (portable and fixed) - investigate and service all maintenance items every six (6) months, repairs all items as requested.</li> <li>All other internal furniture, fixtures and fittings - investigate and service all maintenance items every six (6) months, repairs all items as requested.</li> </ul>
<b>Grounds and Surrounds Within Licensed Area</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Removal of litter.</li> <li>All maintenance and repair.</li> </ul>
<b>Heating and cooling systems (plant and fixtures)</b>	<ul style="list-style-type: none"> <li>Replacement (where applicable).</li> </ul>	<ul style="list-style-type: none"> <li>Air conditioning cooling systems and controls – where applicable, check and service unit/control every six (6) months as per the manufacturer’s recommendations. Repair as required. Provide service report with Annual Report.</li> <li>Servicing and maintenance. Replacement due to misuse.</li> </ul>





ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Internal Doors and Linings</b>	<ul style="list-style-type: none"> <li>• Replacement due to age or structural fault.</li> <li>• Maintenance and replacement of all locks.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor Repairs including:               <ul style="list-style-type: none"> <li>- Ease and adjust doors and linings.</li> <li>- Hardware/locks.</li> <li>- Glazing/putties/beads/clips.</li> <li>- Door furniture, draught stripping.</li> <li>- Reform mastic seal to walls.</li> <li>- Door stops/closers.</li> <li>- Hinges.</li> </ul> </li> </ul> <p>Investigate and service all maintenance items every six (6) months, repair all items as required.</p>
<b>Keys</b>	<ul style="list-style-type: none"> <li>• Purchase and maintenance of all locks.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishing and maintaining a key register to be updated annually. Details to be included in Annual Report.</li> <li>• Responsibility for payment of all keys issued by Council.</li> <li>• No locks to be fitted or additional keys cut without Licensor's approval.</li> </ul>
<b>Kitchen and kitchen equipment, including (but not limited to) stoves, ovens, cook tops, boiling water units and range hoods</b>	<ul style="list-style-type: none"> <li>• Replacement of non commercial equipment (exceeds width of 600mm).</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning and maintenance.</li> <li>• Replacement of commercial equipment (exceeds width of 600mm).</li> <li>• Compliance with the relevant Health Acts and maintenance as required under the Health Act.</li> </ul>
<b>Maintenance of Facilities that have been added at Licensee's Sole Expense</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<ul style="list-style-type: none"> <li>• All maintenance, repair, replacement costs – as required.</li> </ul>
<b>Materials Containing Asbestos</b>	<ul style="list-style-type: none"> <li>• Maintain an accurate Asbestos Register for the building.</li> <li>• Removal of asbestos material as per Council's Asbestos Management Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• If it is intended to carry out any maintenance or alterations work and if there is any doubt or concern about possible asbestos content in any material, the Licensee must contact the Licensor for investigation and further advice before any works commence.</li> <li>• Materials containing asbestos must not be used in any repair or maintenance work without prior written approval of the Licensor.</li> </ul>



ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Minor Building Works/Improvements</b>	<ul style="list-style-type: none"> <li>Any future statutory / by law requirements or changes that impact upon the Purpose of Use as stated with Item 9 will be the responsibility of the Licensor.</li> </ul>	<ul style="list-style-type: none"> <li>Prior to any minor building works commencing, the Licensor must be notified in writing and official approval given. Statutory requirements regarding OH&amp;S, Fire Regulations and Building Standards must be adhered to.</li> <li>The Licensee is to contact Council's Facilities Department for any further details regarding the above maintenance responsibilities.</li> </ul>
<b>Non permanent fixtures, including (but not limited to) tables and chairs, crockery, cutlery, drink fridge, dishwashers, toilet roll holders, mirrors, office equipment</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and replacement.</li> </ul>
<b>Painting of Ceilings, Walls and Other Surfaces</b>	<ul style="list-style-type: none"> <li>Internal/external painting of the previously painted surfaces in accordance with Council's Facility Maintenance Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Regular cleaning and repair due to Licensee misuse in accordance with the following:               <ul style="list-style-type: none"> <li>- all preparation, painting and maintenance of previously painted surfaces in accordance with Australian Standards 2311</li> <li>- painted surfaces require maintenance when displaying any cracking, flaking, peeling, blistering surfaces powdering, faded colour and/or uneven lustre</li> </ul> </li> </ul>
<b>Pest Control</b>	<ul style="list-style-type: none"> <li>Eradication of white ant and termites.</li> </ul>	<ul style="list-style-type: none"> <li>Keep all areas of the facility free of rodents and pests in accordance with Council's Health Department guidelines – inspect yearly and eradicate if required.</li> </ul>



ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Plumbing and Fixtures</b>	<ul style="list-style-type: none"> <li>• Replacement and repair to water supply.</li> <li>• Replacement and repair to storm water drains and underground sewer lines.</li> <li>• Replacement if due to fair wear &amp; tear:               <ul style="list-style-type: none"> <li>➢ WC pans and cisterns, wash basins and brackets, sinks and sink tops, urinal bowls and cisterns, WC seats/ chains, cistern syphons, mechanisms, fittings (soap/towel/paper dispenser/holders, personal hygiene units, shower curtains/rails etc) overflow pipes and fittings, drinking fountains.</li> <li>- Shower heads/flexible hoses/sanitary fittings</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Re-washer/reseal/renew taps.</li> <li>• Re-washer/renew ball vales.</li> <li>• Mastic seal to fittings/wall.</li> <li>• Costs associated with additional fixtures not standard within facility.</li> <li>• Replacement if due to negligence or vandalism:               <ul style="list-style-type: none"> <li>➢ WC pans and cisterns, wash basins and brackets, sinks and sink tops, urinal bowls and cisterns, WC seats/chains, cistern syphons, mechanisms, fittings (soap/towel/paper dispenser/holders, personal hygiene units, shower curtains/rails etc) overflow pipes and fittings, drinking fountains.</li> <li>- Shower heads/flexible hoses/sanitary fittings</li> </ul> </li> </ul> <p>Investigate and service all maintenance items every six (6) months, repair all items as required.</p>
<b>Roof and Associated Fittings</b>	<ul style="list-style-type: none"> <li>• Clear blockages.</li> <li>• Clean out gutters/pipes/gullies.</li> <li>• Replacement and repair of roofing, spouting and downpipes.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>Roof, including skylights and guttering</b>	<ul style="list-style-type: none"> <li>• Maintenance and repairs.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>Rubbish Collection</b>	<ul style="list-style-type: none"> <li>• Weekly emptying of external rubbish receptacles.</li> </ul>	<ul style="list-style-type: none"> <li>• Empty bins inside facility – weekly.</li> <li>• Keep facility and surrounds litter free – weekly.</li> <li>• All costs associated with additional bins.</li> </ul>
<b>Security Lighting</b>	<ul style="list-style-type: none"> <li>• Installation, maintenance and replacement.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>Security System</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<ul style="list-style-type: none"> <li>• Full responsibility, including purchase, installation, service, maintenance and replacement.</li> <li>• Key or PIN number must be supplied to Council.</li> </ul>



ITEM	COUNCIL RESPONSIBILITY	LICENSEE RESPONSIBILITY
<b>Signage</b>	<ul style="list-style-type: none"> <li>Repair and maintenance of standard Council reserve/ facility signage.</li> </ul>	<ul style="list-style-type: none"> <li>Repair and maintenance of all internal and exterior signs. Note: signs to be installed in accordance with Council's Sponsorship and Promotional Signs on Council Land Policy.</li> <li>Inspect yearly.</li> </ul>
<b>Telephones</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Internal and external (exchange line) telephone system - check appliances yearly, repair as required. Service appliances as per manufacturer's recommendations.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>Maintenance and repairs.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning and consumable costs.</li> </ul>
<b>Vandalism (external)</b>	<ul style="list-style-type: none"> <li>Repair as determined in agreement with Licensee.</li> </ul>	<ul style="list-style-type: none"> <li>Report to Council and Police.</li> </ul>
<b>Vandalism (internal)</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Report to Council and police.</li> <li>Repair and replacement where necessary.</li> </ul>
<b>Wall hangings</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<ul style="list-style-type: none"> <li>Installation, cleaning, maintenance and replacement.</li> </ul>
<b>Walls (Internal)</b>	<ul style="list-style-type: none"> <li>Structural maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>Regular cleaning and repair if damaged through misuse.</li> </ul>
<b>Waste and Soil Pipes</b>	<ul style="list-style-type: none"> <li>Repair and renewal due to age or structural fault.</li> </ul>	<ul style="list-style-type: none"> <li>Clear blockages.</li> <li>Clean out silt/grease traps.</li> <li>All traps/waste/vents/pipes and fittings.</li> </ul>
<b>Windows including plate glass</b>	<ul style="list-style-type: none"> <li>Replacement when due or as a result of external vandalism.</li> </ul>	<p>Repair as required.</p> <ul style="list-style-type: none"> <li>Ease and adjust sashes/easements.</li> <li>Glazing/putties/beads/clips.</li> <li>Fasteners, stays/window guards (including internal guards).</li> </ul> <p>Investigate and service all maintenance items every six (6) months, repair all items as required.</p>

# Illoura House – EOI Cover Sheet

## Organisation Details:

Organisation Name:

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Website:

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## Contact Details

Name of Contact Person:

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Location Address:

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Email Address:

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Telephone (work):

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Telephone (mobile):

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## Important

- Please provide a brief summary of why you would like to lease Illoura House (below);
- Please provide a response to each of the criteria as outlined in Section 5; and
- Please also attached any supporting documentation, including two annual reports and financial statements.

## 10.6 Proposed Sale of Parcel of Land within 3 The Avenue, Ferntree Gully

**SUMMARY:** Coordinator Property Management, Angela Mitchell

This report recommends that Council give notice of its intention to commence the statutory process to sell the parcel of land within 3 The Avenue, Ferntree Gully, contained in Certificate of Title Volume 8094 Folio 204, being Lot 1 on Title Plan 257548B, by private treaty to EACH ABN 46 197 549 317.

On 23 July 2018, Council resolved to sell two parcels of land contained in Certificate of Title Volume 7527 Folio 110, being Lot 3 on Plan of Subdivision 20631, and Certificate of Title Volume 7090 Folio 816, being Lot 17 on Plan of Subdivision 10154, known as 3 The Avenue, Ferntree Gully to EACH for the price of \$1.1 million plus GST. Council subsequently identified that the property known as 3 The Avenue, Ferntree Gully included an additional triangular area of land with an area of 60.2m<sup>2</sup> (approx.), being the land contained in Certificate of Title Volume 8094 Folio 204, being Lot 1 on Title Plan 257548B. Council proposes to include this parcel in the land Council proposes to sell to EACH.

The property at 3 The Avenue, Ferntree Gully has been assessed as surplus to Council's requirements in accordance with Council's Sale of Land and Buildings Policy.

Council has obtained a valuation of the parcel contained in Certificate of Title Volume 8094 Folio 204, being Lot 1 on Title Plan 257548B, which shows that the parcel does not increase the value of 3 The Avenue, Ferntree Gully.

### RECOMMENDATION

That Council, being of the opinion that a parcel of land within 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 parcel of land within 3 The Avenue, Ferntree Gully known as Lot 1 on Title Plan 257548B, identified in Certificate of Title Volume 8094 Folio 204 (refer Appendix A) by way of private treaty to EACH (ABN 46 197 549 317) for no additional consideration.
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 \_\_\_\_\_, Cr \_\_\_\_\_ and Cr \_\_\_\_\_ to consider submissions on Monday 12 November 2018 at 5.30pm.
3. That a further report be presented to Council following the conclusion of the statutory process.
4. Directs that the sale of Lot 3 on Plan of Subdivision 20631 and contained in Certificate of Title Volume 7527 Folio 110, and Lot 17 on Plan of Subdivision 10154 and contained in Certificate of Title Volume 7090 Folio 816, known as 3 The Avenue, Ferntree Gully pursuant to Council's resolution dated 23 July 2018, proceed once a further report has been presented to Council in respect of the proposed sale of Lot 1 in accordance with recommendation 3 above

## 1. INTRODUCTION

3 The Avenue, Ferntree Gully is located on the southern side of The Avenue within 300m of Ferntree Gully Station and 100m from the Council's property of 88-100 Station Street, Ferntree Gully.

The Country Fire Authority is immediately adjacent to the west of the site, with retail uses to the east, detached housing to the south and The Avenue to the north.

The property was in a long-term lease arrangement with Eastern Access Community Health (EACH), previously Knox Community Health Service, who vacated the property in 2017 due to the condition of the buildings on the site.

In 2017, 3 The Avenue, Ferntree Gully was identified as surplus to Council requirements, particularly in light of the purchase of 88-100 Station Street for future community use.

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 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 on 23 July 2018 resolved as follows:

"That Council, having completed the statutory process in accordance with the Local Government Act 1989

- 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.
- 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.
- Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documentation pertaining to this sale."

In the process of finalising contracts, it was identified that included within the property boundary of 3 The Avenue, Ferntree Gully was an additional triangular area of land with an area of 60.2m<sup>2</sup> (approx.), which is contained in a separate title, Certificate of Title Volume 8094 Folio 204, being Lot 1 on Title Plan 257548B (refer Appendix A).

Following discussions with EACH and, considering the above resolution, it is appropriate to transfer this land to EACH. The land is of a triangular shape with its widest point being 2.59 metres adjoining the southern boundary of the property and closely located to the existing tree, which is required to be retained. Considering the impediments of this land and previous negotiations with EACH, it is proposed to transfer this land to EACH for no additional consideration.

The assessment of this site, in accordance with the criteria listed in the Sale of Land and Buildings Policy, should be considered as part of the entire property, 3 The Avenue, Ferntree Gully. This assessment is attached as Appendix B.

## **2.1 Land Use Zoning**

3 The Avenue, Ferntree Gully is zoned Mixed Use Zone, with a Design & Development Overlay – Schedule 8 (Ferntree Gully Village) which includes a height limit of 8 metres/2 storeys and Vegetation Protection Overlay – Schedule 3. The area proposed to be transferred is within the above.

## **2.2 Affordable/Social Housing**

The Knox Affordable Housing Action Plan 2015-2020 outlines the role of Council in providing Affordable Housing in the Municipality. Council's role with regard to such housing proposes that Council "consider providing surplus land, building, capital or other in-kind resources to assist the development of affordable housing".

## **2.3 EACH Proposal**

The previous tenant, EACH, has provided a proposal in relation to this site and has indicated an interest to develop the site. EACH Housing, a subsidiary of EACH and a recognised Government Housing Agency is proposing to develop the site for disability and social housing.

EACH Housing has indicated there is a growing demand for 'autonomous and independent living in the community' by those with a disability – specialist disability accommodation (SDA). The estimated demand for SDA in Knox ranges between '35 and 89 SDA dwellings' in Knox. EACH Housing have experience in developing SDA's and have already constructed a site in Ringwood.

## **2.4 Future Use of 3 The Avenue, Ferntree Gully**

As this site has been identified as surplus to Council's requirements, a sale by private treaty to EACH due to the following is the preferred option:

- 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; and
- 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.

It is proposed to sell this site to EACH for no additional consideration as it comprises part of 3 The Avenue, Ferntree Gully which Council has previously resolved to sell to EACH for \$1.1 million plus GST.

## **2.5 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.

Should a property be considered for sale, the policy stipulates that the public process be selected from the options of public auction, public tender or registration of expressions of interest and that this will be determined by the Chief Executive Officer on recommendation from the Director Corporate Services and be based on achieving the optimum return to Council.

An alternative method of sale is by private treaty and it is recommended on this occasion due to the size and limitations of this land on its own, and that Council has previously resolved to sell the two abutting sites to EACH for \$1.1 million plus GST, this area of land be sold by private treaty to EACH.



### **3. CONSULTATION**

Should Council resolve to sell the property, a public consultation program on a proposal to sell will be undertaken to fulfil both its statutory and community engagement obligations.

The consultative process covers the following measures:

- Pursuant to section 189 of the Local Government Act 1989, Council will place a public notice in a newspaper which is generally circulating within the municipality at least four weeks prior to the sale of land.
- The public notice will invite submissions on the proposal to sell the land.
- Submissions will be considered by Council pursuant to section 223 of the Local Government Act 1989.
- Submitters have the opportunity to be heard in person in support of any written submission they make should they desire to do so.
- Following consideration of the report, Council will then decide whether to proceed with its proposal to sell the land.

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

Vegetation Protection Overlay-Schedule 3 (VPO3) of the Knox Planning Scheme affects the entire site. This overlay seeks to protect remnant overstorey vegetation. As indicated above, one of the trees close to the land proposed to be sold to EACH has been identified to be retained which may reduce the developable site area.

Amenity issues such as impact on neighbouring properties and landscaping would be considered as part of any future planning process if the property is proposed to be redeveloped.

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

Council obtained a valuation for 3 The Avenue, Ferntree Gully dated 3 July 2018. Council has now obtained a valuation of the land contained in Certificate of Title Volume 8094 Folio 204, being Lot 1 on Title Plan 257548B, which shows that the parcel does not increase the value of 3 The Avenue, Ferntree Gully. The proposed sale of the parcel of land within 3 The Avenue, Ferntree Gully for no additional consideration is in accordance with the valuation which is circulated under separate cover as confidential Appendix C.

### **6. SOCIAL IMPLICATIONS**

The EACH Housing proposal 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**

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 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.

Author – Coordinator Property Management, Angela Mitchell - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

As this parcel of land is within the property envelope known as 3 The Avenue, Ferntree Gully no additional consideration be commenced. EACH has indicated in previous proposals that they would construct SDA's on this site. This 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. that they would construct SDA's on this site. This 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. that they would construct SDA's on this site. This 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**

This report contains items of a confidential nature.

## **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Keogh

**That Council, being of the opinion that a parcel of land within 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 parcel of land within 3 The Avenue, Ferntree Gully known as Lot 1 on Title Plan 257548B, identified in Certificate of Title Volume 8094 Folio 204 (refer Appendix A) by way of private treaty to EACH (ABN 46 197 549 317) for no additional consideration.**
- 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 Holland, Cr Keogh and Cr Pearce to consider submissions on Monday 12 November 2018 at 5.30pm.**

3. That a further report be presented to Council following the conclusion of the statutory process.
4. Directs that the sale of Lot 3 on Plan of Subdivision 20631 and contained in Certificate of Title Volume 7527 Folio 110, and Lot 17 on Plan of Subdivision 10154 and contained in Certificate of Title Volume 7090 Folio 816, known as 3 The Avenue, Ferntree Gully pursuant to Council's resolution dated 23 July 2008, proceed once a further report has been presented to Council in respect of the proposed sale of Lot 1 in accordance with recommendation 3 above

**CARRIED**

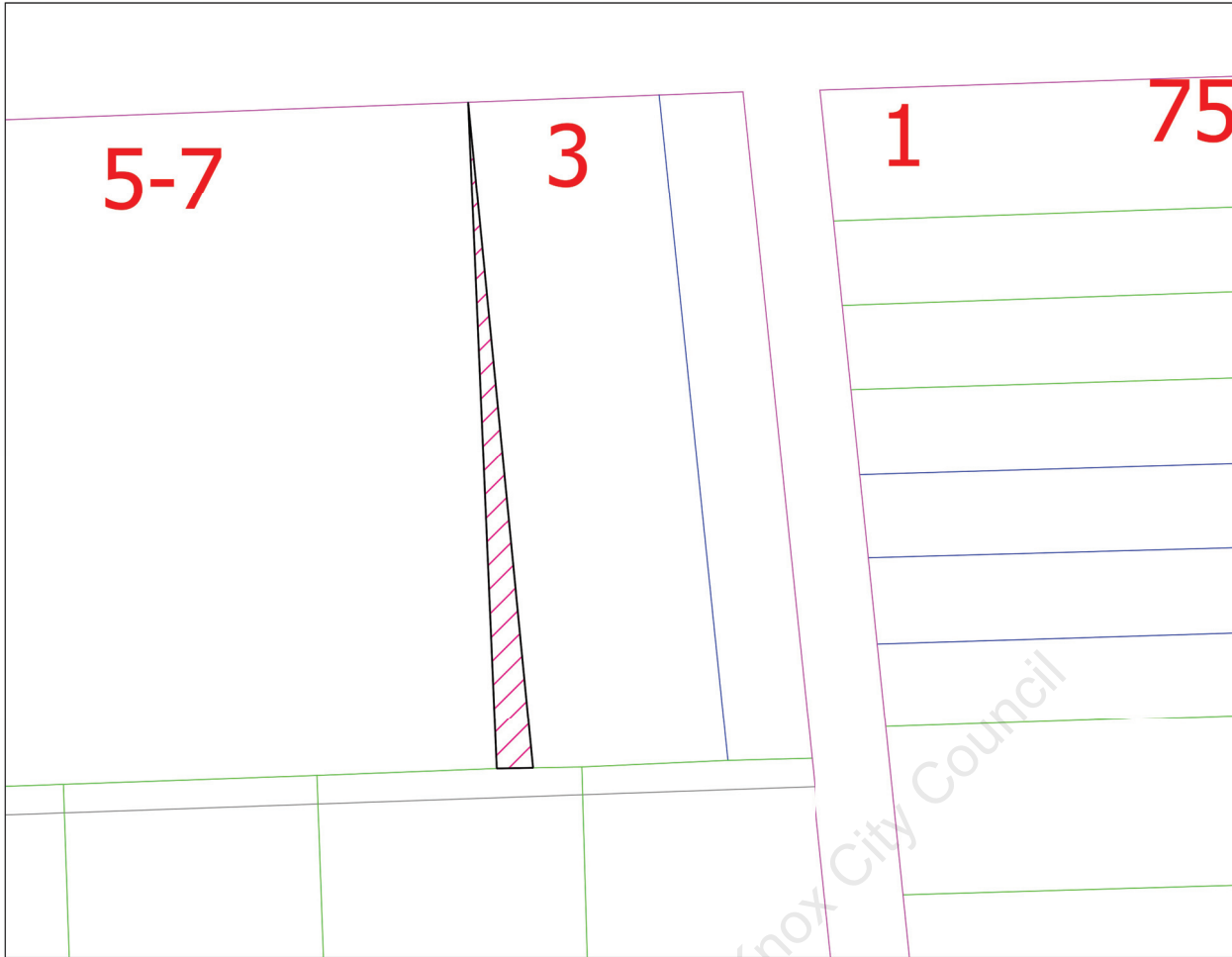
**Councillor Seymour returned to the meeting at 07:49 pm before the vote on item 10.6**

**Attachments**

1. Proposed Sale of Parcel of Land within 3 The Avenue Ferntree Gully - Appendix A **[10.6.1]**
2. Proposed Sale of Parcel of Land within 3 The Avenue Ferntree Gully - Appendix B **[10.6.2]**

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### 3 The Avenue, Ferntree Gully - Land Proposed to Be Sold



### 3 The Avenue, Ferntree Gully - Land Proposed to Be Sold



## 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>	The Council and Community Plan identifies a need for increasing social housing and supporting vulnerable people and people with disabilities. 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. The Knox Disability Housing Network has also endorsed that there is an undersupply of Specialist Disability Accommodation within Knox. The site has the potential to accommodate specialist disability accommodation and social housing. It could also accommodate other community services, however Council's purchase of land in Ferntree Gully Village may make this unnecessary.

## 10.7 Minor Grants Applications 2018-19

**SUMMARY: Damian Watson, Governance Officer**

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 ten (10) recommended Minor Grants Program applications for a total of \$24,304.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
<b>Bayswater Senior Citizens Inc.</b>	Funding to purchase lounge chairs, pots and sandwich makers to supply warm soup and toasted sandwiches to members.	\$1,300.00	\$1,300.00
<b>TLC Support Inc.</b>	Funding to enable volunteers to provide Breakfast Club to students at Bayswater Secondary College through the purchase of food, toaster and a sandwich press.	\$1,233.00	\$1,233.00
<b>Scouts Victoria- City of Knox District</b>	Funding to replace the front and rear doors of the facility to meet current building standards.	\$3,000.00	\$3,000.00
<b>Rotary Club of Knox</b>	Funding for venue hire, advertising, graphic design, printing and postage for an information evening on the topic of suicide.	\$3,000.00	\$3,000.00

<b>Knox City Football Club</b>	Funding to set up equipment for the upcoming All Nations Cup.	\$3,000.00	\$3,000.00
<b>Knox Hockey Club</b>	Funding to purchase trophies and a goalkeeper kit.	\$3,000.00	\$3,000.00
<b>Ferntree Gully Senior Citizens Inc.</b>	Purchase of a laptop security package, printer and office home and student pack for the committee.	\$1,111.00	\$1,111.00
<b>Choral Institute Melbourne</b>	Funding for a two hour musical Christmas presentation to boost local trading and interest at Wantirna Mall.	\$3,000.00	\$3,000.00
<b>Ferntree Gully Arts Society</b>	Funding for project materials and marketing for an annual street art exhibition.	\$2,660.00	\$2,660.00
<b>St Simons Catholic Parish</b>	Funding to pay for amusement rides costs for the upcoming November Fete.	\$3,000.00	\$3,000.00
	<b>TOTAL</b>	<b>\$24,304.00</b>	<b>\$24,304.00</b>

2. Note that inclusive of the above grants, a total of \$70,435.81 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs.

3. Refuse the five (5) Minor Grants Program Applications for a total of \$9,830.00 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
<b>1812 Theatre</b>	Funding to pay for a designed to create a front cover, back cover and layout format	\$3,000.00	\$3,000.00

	for a historical book on the theatre.		
<b>Knox Interfaith Network</b>	One year's public and products liability insurance premium.	\$550.00	\$550.00
<b>Upper Ferntree Gully Junior Football Club</b>	Purchase trophies for the 2018 season.	\$1,000.00	\$1,000.00
<b>EACH</b>	Funding to run a Dental Health week promotion.	\$2,280.00	\$2,280.00
<b>Upper Ferntree Gully Football Club</b>	Funding to replace the Club Honour Board.	\$3,000.00	\$3,000.00
	<b>TOTAL</b>	<b>\$9,830.00</b>	<b>\$9,830.00</b>

## 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 27 August 2018 Ordinary Council meeting. It recommends ten grants for Council's approval and recommends five applications for refusal.

The Ferntree Gully Arts Society have withdrawn their Minor Grants Application which was approved at the last Ordinary Council meeting for \$580.00, as the event which the two volunteers sought to attend through the grants money has sold out.

The first Minor Grants Program application recommended for refusal does not comply with the eligibility requirements of section 6.11 of the Policy. This section states that the applicant must be an incorporated association to be eligible for a minor grant. 1812 Theatre is not an incorporated association.

The second Minor Grants 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 be refused. The Knox Interfaith Network applied for a minor grant for the same purpose and same amount of \$550.00 which was approved in the Ordinary Council Meeting of August 2017.

The third Minor Grants 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 be refused. The Upper Ferntree Junior Football Club applied for a minor grant for the same purpose of supporting the Junior Presentation Night under the amount of \$2,200.00 which was approved in the Ordinary Council Meeting of August 2017.

The fourth Minor Grants Application recommended for refusal does not comply with the eligibility requirements of section 6.11 of the Policy. This section states that the applicant must be an incorporated association to be eligible for a minor grant. EACH is not an incorporated association.

The fifth Minor Grants Application for refusal does not comply with the requirements of section 6.22 of the Policy. This section states that an application may be refused for an amount that would increase the total funding provided from the Minor Grants Program to the same organisation to more than \$5,000 in the current and previous two financial years. The Upper Ferntree Gully Junior Football Club and Upper Ferntree Gully Football Club have the same incorporation number and are therefore the same incorporated association. In the last financial year, this incorporated association received \$5,000 in minor grants.

The Minor Grants Policy states under section 6.35 that once the annual budget allocation is exhausted, the Minor Grants Program will be suspended immediately. In this event, new applications would not be accepted until the beginning of the new financial year.

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At the current rate of accepted applications, it is likely that the annual allocated funds under the Minor Grants Program of \$148,500.00 will be exhausted prior to the end of the financial year.

### **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.

Author – Governance Officer, Damian Watson - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## 9. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

## 10. CONFIDENTIALITY

Confidential Appendix A contains each of the individual grant applications for Council's consideration.

**Councillor Seymour left the meeting at 7.51pm before discussion on item 10.7 due to a declared indirect conflict of interest under Section 79(2)(c) of the Local Government Act 1989.**

## RESOLUTION

**MOVED: Councillor Keogh**

**SECONDED: Councillor Lockwood**

**That Council:**

- Approve the fifteen (15) Minor Grants Program applications for a total of \$34,134.00 as detailed below:**

Applicant Name	Project Title	Amount Requested	Amount Recommended
Bayswater Senior Citizens Inc.	Funding to purchase lounge chairs, pots and sandwich makers to supply warm soup and toasted sandwiches to members.	\$1,300.00	\$1,300.00
TLC Support Inc.	Funding to enable volunteers to provide Breakfast Club to students at Bayswater Secondary College through the purchase of food, toaster and a sandwich press.	\$1,233.00	\$1,233.00
Scouts Victoria-City of Knox District	Funding to replace the front and rear doors of the facility to meet current building standards.	\$3,000.00	\$3,000.00
Rotary Club of Knox	Funding for venue hire, advertising, graphic design, printing and postage for an information evening on the topic of suicide.	\$3,000.00	\$3,000.00
Knox City Football Club	Funding to set up equipment for the upcoming All Nations Cup.	\$3,000.00	\$3,000.00
Knox Hockey Club	Funding to purchase trophies and a goalkeeper kit.	\$3,000.00	\$3,000.00
Ferntree Gully Senior Citizens Inc.	Purchase of a laptop security package, printer and office home and student pack for the committee.	\$1,111.00	\$1,111.00
Choral Institute Melbourne	Funding for a two hour musical Christmas presentation to boost local trading and interest at Wantirna Mall.	\$3,000.00	\$3,000.00

<b>Ferntree Gully Arts Society</b>	<b>Funding for project materials and marketing for an annual street art exhibition.</b>	<b>\$2,660.00</b>	<b>\$2,660.00</b>
<b>St Simons Catholic Parish</b>	<b>Funding to pay for amusement rides costs for the upcoming November Fete.</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>1812 Theatre</b>	<b>Funding to pay for a designer to create a front cover, back cover and layout format for a historical book on the theatre.</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>Knox Interfaith Network</b>	<b>One year's public and products liability insurance premium.</b>	<b>\$550.00</b>	<b>\$550.00</b>
<b>Upper Ferntree Gully Junior Football Club</b>	<b>Purchase trophies for the 2018 season.</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>EACH</b>	<b>Funding to run a Dental Health week promotion.</b>	<b>\$2,280.00</b>	<b>\$2,280.00</b>
<b>Upper Ferntree Gully Football Club</b>	<b>Funding to replace the Club Honour Board.</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
	<b>TOTAL</b>	<b>\$34,134.00</b>	<b>\$34,134.00</b>

2. Note that inclusive of the above grants, a total of \$80,265.81 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs.

**CARRIED**

**Attachments**

Nil

## 10.8 Resolutions of Contract No.2359 and Contract No.2362

### **SUMMARY: Damian Watson, Governance Officer**

**This report informs Council of changes regarding two resolutions from the Strategic Planning Committee Meeting in July 2018. The report considers that the two resolutions not remain confidential and are disclosed to the public.**

### **RECOMMENDATION**

**That Council declares the following two resolutions from the 9 July 2018 Strategic Planning Committee are not confidential, pursuant to Section 77(2)(b) Local Government Act 1989 (Vic):**

- 1. Item 2 Contract No.2359- Maintenance of Main Roads, Outer Separators and Other Areas; and**
- 2. Item 3 Contract No. 2362-Maintenance of Reserves, Road Closures and Other Areas**

### **1. INTRODUCTION**

The Council considered the following two reports (both available publically) at its 25 June 2018 Council Meeting, where it was resolved to defer consideration of the two items to the 9 July 2018 Strategic Planning Committee:

- Item 2 Contract No.2359 - Maintenance of Main Roads, Outer Separators and Other Areas; and
- Item 3 Contract No. 2362 - Maintenance of Reserves, Road Closures and Other Areas

### **2. DISCUSSION**

When these two items were considered at the Strategic Planning Committee in July 2018, whilst the reports were both available publically, Council resolved to consider these reports 'in camera', and as a consequence the Council resolutions were not made public at that time.

It is now considered that these two resolutions should not remain confidential and that they be disclosed to the public, pursuant to Section 77(2)(b) Local Government Act 1989 (Vic).

The resolutions to be made public are as follows:

Contract No.2359

*AMENDMENT*

*MOVED:CR. HOLLAND*

*SECONDED:CR. PEARCE*

*That Council:*

1. *accept the Schedule of Rates tender submitted by Herbert Contractors Pty Ltd for Contract No 2359 – (Maintenance of Main Roads, Outer Separators, and Other Areas), subject to the tenderer lodging a security deposit of 5% of the expected earnings based on the first year’s program of works by way of bank guarantee or cash;*
2. *accepts the tender by Herbert Contractors Pty Ltd and the Chief Executive Officer formalises and signs the contract documentation, and*
3. *that all tenderers are advised accordingly.*

THE AMENDMENT WAS PUT AND CARRIED

THE AMENDMENT BECAME THE MOTION

THE MOTION WAS PUT AND CARRIED

#### Contract No. 2362

AMENDMENT

MOVED:CR. HOLLAND

SECONDED:CR. PEARCE

*That Council:*

1. *accept the Schedule of Rates tender submitted by Herbert Contractors Pty Ltd for Contract No 2362 – (Maintenance of Reserves, Road Closures and other Areas), subject to the tenderer lodging a security deposit of 5% of the expected annual earnings based on the first year’s program of works by way of bank guarantee or cash;*
2. *accepts the tender by Herbert Contractors Pty Ltd and the Chief Executive Officer formalises and signs the contract documentation; and*
3. *all tenderers are advised accordingly.*

THE AMENDMENT WAS PUT AND CARRIED

THE AMENDMENT BECAME THE MOTION

THE MOTION WAS PUT AND CARRIED

### **3. CONSULTATION**

No consultation has been undertaken in relation to the information detailed in this report.

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

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

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

There are no financial or economic implications associated with this report.

### **6. SOCIAL IMPLICATIONS**

By ensuring the relevant Council resolutions are publically available, the Council is transparent in releasing relevant information.

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

Provision of the releasing the relevant Council resolutions to the public 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.

Author – Governance Officer, Damian Watson - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

For the purposes of transparency and accountability, the resolutions for Items 2 and 3 from the Strategic Planning Committee on July 9 2018 should be made available in the public domain as they were both publically available reports. This will allow members of the public to be informed of developments in the local community and where Council funds are being directed.

**Councillor Seymour returned to the meeting at 07:55 pm prior to discussion on item 10.8.**

## **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

**That Council declares the following two resolutions from the 9 July 2018 Strategic Planning Committee are not confidential, pursuant to Section 77(2)(b) Local Government Act 1989 (Vic):**

- 1. Item 2 Contract No.2359- Maintenance of Main Roads, Outer Separators and Other Areas; and**
- 2. Item 3 Contract No. 2362-Maintenance of Reserves, Road Closures and Other Areas**

**CARRIED**

**Attachments**

Nil

Official Minutes of Knox City Council



## 11 Items for Information

### 11.1 Assemblies of Councillors

**SUMMARY: Manager Governance and Strategy, Phil McQue**

**This report provides details of Assembly of Councillors for the period 8 August 2018 to 6 September 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.

#### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

**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.**

#### **CARRIED**

#### **Attachments**

- 1. Council Report - Assemblies of Councillors - Appendix A - 2018-09-24 [11.1.1]**



## Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 8/8/2018

**Name of Committee or Group (if applicable):** Knox Arts & Culture Advisory Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Peter Lockwood

Cr Jackson Taylor

**Name of Members of Council Staff Attending:**

Elissa Pachacz

**Matters Considered:**

1. City Futures Presentation
2. Reports to Council: Immerse Review and Festivals Review
3. Consultation: Activation Hubs in Knox
4. Knox Arts & Culture Advisory Committee Priorities 2018-19

**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:** Elissa Pachacz

\* 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.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 13/8/2018

**Name of Committee or Group (if applicable):** Special Issues Briefing

**Time Meeting Commenced:** 7.12pm

### Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Tony Holland

Cr Peter Lockwood

Cr Lisa Cooper

Cr Jackson Taylor

Cr Darren Pearce

Cr Adam Gill

Cr Nicole Seymour

### Name of Members of Council Staff Attending:

Ian Bell

Ralph Anania

Michael Fromberg

Paige Kennett

Matt Hanrahan

Tanya Clarke (Item 4)

Julia Oxley

Anthony Petherbridge (Item 4)

Kerry Stubbings

Cliff Bostock (Item 4)

### Matters Considered:

1. Update on Local Government Bill 2018
2. Review of Council Report Template
3. State Basketball Centre (KRSP) – Terms of Agreement
4. Millers Homestead

### 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.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 20/8/2018

**Name of Committee or Group (if applicable):** Special Issues Briefing

**Time Meeting Commenced:** 6.30pm

#### Name of Councillors Attending:

Cr John Mortimore, Mayor Cr Tony Holland (arrived 6.47pm)

Cr Jake Keogh, Deputy Mayor Cr Lisa Cooper

Cr Peter Lockwood Cr Darren Pearce

Cr Jackson Taylor

#### Name of Members of Council Staff Attending:

Ian Bell Andrea Szymanski (Item 1)

Michael Fromberg David Yeouart (Item 1)

Matt Hanrahan Geoff McMeeken (Item 2)

Julia Oxley Tanya Clarke (Items 3 & 4)

Kerry Stubbings Sam Sampanthar (Item 3)

Paige Kennett Yvonne Rust (Item 4)

Rodney McKail

#### Matters Considered:

1. Lewis Park Masterplan
2. Contract No. 2109 – Receipt of Recyclables
3. Establishing Environmental Upgrade Agreements in Knox
4. Boronia Renewal Project

#### 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.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 21/8/2018

**Name of Committee or Group (if applicable):** Knox Multicultural Advisory Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Jake Keogh, Deputy Mayor

**Name of Members of Council Staff Attending:**

Joan Pepi

Merran Graf

**Matters Considered:**

1. State Government Strategic Engagement Coordinators Initiative – Migrant Information Centre
2. End of Life Care – Eastern Health
3. Reports from Knox Multicultural Advisory Committee Members
4. Cultural Diversity Week 2019
5. 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:** Joan Pepi

\* 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.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 23/8/2018

**Name of Committee or Group (if applicable):** Early Years Advisory Committee

**Time Meeting Commenced:** 5.30pm

**Name of Councillors Attending:**

Cr Adam Gill

Cr Lisa Cooper

**Name of Members of Council Staff Attending:**

Janine Brown

Vicki Kindilien

Robyn Renkema

Beck Wright

Sam Stanton

Jane Kuchins

Jennie Lindrea

**Matters Considered:**

1. Induction of New Members
2. Confirmation of Minutes from Previous Meeting
3. Child Safe Standards/Reportable Conduct Scheme
4. Building Capacity through Supported Playgroups – Linkages with Community
5. Early Years Advisory Committee Round Table Discussion

**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:** Robyn Renkema

\* 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.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 28/8/2018

**Name of Committee or Group (if applicable):** Community Development Fund Evaluation Panel

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Jake Keogh, Deputy Mayor

Cr Tony Holland

**Name of Members of Council Staff Attending:**

Saskia Weerheim

Deb Robert

Jodie Heriot

Cassie Wright

**Matters Considered:**

1. Presentations from 5 applicants with applications over \$15,000
2. Assessment and Discussion of the 2018-19 Community Development Fund Grant Applications

**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:** Cassie 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.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 30/8/2018

**Name of Committee or Group (if applicable):** Community Development Fund Evaluation Panel

**Time Meeting Commenced:** 6.30pm

#### Name of Councillors Attending:

Cr Jake Keogh, Deputy Mayor

Cr Jackson Taylor

Cr Tony Holland

#### Name of Members of Council Staff Attending:

Deb Robert

Jodie Heriot

Cassie Wright

#### Matters Considered:

1. Presentations from 5 applicants with applications over \$15,000
2. Assessment and Discussion of the 2018-19 Community Development Fund Grant Applications

#### 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:** Cassie 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.





## Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 4/9/2018

**Name of Committee or Group (if applicable):** Community Development Fund Evaluation Panel

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Jackson Taylor

Cr Tony Holland

**Name of Members of Council Staff Attending:**

Saskia Weerheim

Deb Robert

Cassie Wright

**Matters Considered:**

1. Presentations from 5 applicants with applications over \$15,000
2. Assessment and Discussion of the 2018-19 Community Development Fund Grant Applications

**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:** Cassie 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.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 6/9/2018

**Name of Committee or Group (if applicable):** Community Development Fund Evaluation Panel

**Time Meeting Commenced:** 6.00pm

**Name of Councillors Attending:**

Cr Jake Keogh, Deputy Mayor

Cr Tony Holland

**Name of Members of Council Staff Attending:**

Deb Robert

Jodie Heriot

Cassie Wright

**Matters Considered:**

2018-19 Community Development Fund Grant Assessment

**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:** Cassie Wright

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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## 12 Motions for Which Notice has Previously Been Given

### **NOTICE OF MOTION No 84 PORTRAITS OF PAST MAYORS**

#### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Mortimore

**That Council:**

**1. Resolve to relocate the Mayoral portraits to relevant libraries where they are able to be viewed by more residents, with the exception of the portraits of Mayors George Knox and Albert Chandler, as outlined below:**

- Cr Tom Blaze, Knox Library
- Cr Hurtle Lupton, Boronia Library
- Cr Bernard Seebek, Rowville Library
- Cr Marie Wallace, Bayswater Library
- Cr Wally Tew, Ferntree Gully Library

**2. Liaise with the Eastern Region Library Corporation to include an expanded biography with the Mayoral Portraits, acknowledging the contribution of each individual Councillor to their local community.**

**CARRIED**

Official Minutes of Knox City Council

13 Supplementary Items

Nil.

14 Urgent Business

14.1 Urgent Business

Nil.

14.2 Call Up Items

Nil.

15 Questions Without Notice

Nil.

16 Confidential Items

Nil.

**MEETING CLOSED AT 8.06pm**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on Monday, 22 October

.....  
Chairperson