

AGENDA



Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 22 October 2018 at 7:00 pm

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Tony Doyle

Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 24 September 2018

4 Petitions and Memorials

5 Reports by Councillors

5.1 Committees and Delegates

5.2 Ward Issues

6 City Development Officers' Reports for consideration

6.1 Planning Applications Decided Under Delegation - September 2018

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

RECOMMENDATION

That the planning applications decided under delegation report (between 1 September to 30 September 2018) be noted.

1. REPORT

Details of planning applications decided under delegation from 1 September to 30 September 2018 are attached. The applications are summarised as follows:

Application Type	No
Building and Works: Residential	2
Other	6
Units	23
Subdivision	16
Tree Removal/Pruning	12
Change of Use	5
Single Dwelling	4
Signage	2
Liquor Licence	1
Fence	1
Total	72

Report Prepared By: Manager, City Planning & Building, Paul Dickie

Report Authorised By: Director, City Development, Julia Oxley

Attachments

Nil

Knox City Council

Planning Applications Decided by Responsible Officer**1 September 2018 – 30 September 2018**

Ward	No/Type	Address	Description	Decision
Baird	2018/6231	10 Jersey Road BAYSWATER VIC 3153	Buildings and Works (Alterations to existing buildings, self storage units & car parking)	19/09/2018 Approved
Baird	2018/6125	17 Oaklands Avenue FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey and one (1) single storey dwelling (total 3 dwellings)	5/09/2018 Notice of Decision
Baird	2018/6448	3 Henry Street BORONIA VIC 3155	Fifteen lot subdivision (Approved Unit Site)	20/09/2018 Approved
Baird	2018/6421	5 Woodvale Road BORONIA VIC 3155	Fifteen lot subdivision (Approved Unit Site)	14/09/2018 Approved
Baird	2018/6305	3/87 Dorset Road FERNTREE GULLY VIC 3156	Use the land for indoor recreation centre (Gymnastics and Fitness Centre), display of business identification signs (non-illuminated)	26/09/2018 Notice of Decision
Baird	2018/6427	15 Messmate Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	13/09/2018 Notice of Decision
Baird	2018/6396	59-63 Dorset Road FERNTREE GULLY VIC 3156	21 lot subdivision (Approved unit site)	10/09/2018 Approved
Baird	2018/6478	1 Woodvale Road BORONIA VIC 3155	Six lot subdivision (Approved Unit Site)	21/09/2018 Approved
Baird	2018/9130	40 London Drive BAYSWATER VIC 3153	Construction of mezzanine floor and waiver of car parking spaces	3/09/2018 Approved
Baird	2018/6387	14 Park Crescent BORONIA VIC 3155	Three lot subdivision (Approved Unit Site)	10/09/2018 Approved
Baird	2018/6388	15 Woodvale Road BORONIA VIC 3155	Four lot subdivision (Approved Unit Site)	10/09/2018 Approved
Baird	2018/6286	35 Pine Crescent BORONIA VIC 3155	Development of the land for two (2) double storey and one (1) single storey dwellings	14/09/2018 Notice of Decision
Baird	2018/9139	2/309 Dorset Road BORONIA VIC 3155	Verandah and Deck	13/09/2018 Approved
Baird	2018/6166	50 Wattletree Road FERNTREE GULLY VIC 3156	The development of the land for a double storey dwelling to the rear of the existing dwelling	6/09/2018 Notice of Decision
Baird	2018/6089	18 Zeising Court BORONIA VIC 3155	Development of the land for three (3) double storey dwellings and 3 lot subdivision	26/09/2018 Notice of Decision

Ward	No/Type	Address	Description	Decision
Chandler	2018/6456	28 Augusta Road THE BASIN VIC 3154	Remove Eleven (11) Trees	7/09/2018 Approved
Chandler	2018/9142	3 Bouganville Street BORONIA VIC 3155	Habitat Prune One (1) Eucalyptus obliqua	19/09/2018 Approved
Chandler	2018/6376	13 Locksley Place THE BASIN VIC 3154	The development of the land for a double storey dwelling	17/09/2018 Approved
Chandler	2018/9134	41 Landscape Drive BORONIA VIC 3155	Pruning of one (1) Eucalyptus goniocalyx	7/09/2018 Approved
Chandler	2018/9138	9 Stuart Street THE BASIN VIC 3154	Removal of one (1) Eucalyptus obliqua	18/09/2018 Approved
Chandler	2018/6395	5 Locksley Place THE BASIN VIC 3154	Development of the land for a double storey dwelling	12/09/2018 Approved
Chandler	2018/6345	3 Locksley Place THE BASIN VIC 3154	Development of the land for a double storey dwelling	20/09/2018 Approved
Chandler	2018/6363	74 Stewart Street BORONIA VIC 3155	Two lot subdivision (approved unit site)	14/09/2018 Approved
Chandler	2018/9145	1 & 2/41 Harcourt Road BORONIA VIC 3155	Removal of (1) Cedrus deodara	18/09/2018 Approved
Chandler	2018/6331	30 St Elmo Avenue FERNTREE GULLY VIC 3156	Development of the land for a single storey dwelling to the rear of the existing dwelling, vegetation removal	26/09/2018 Notice of Decision
Chandler	2018/6135	2-8 St Elmo Avenue FERNTREE GULLY VIC 3156	Development of a single storey dwelling to the front of the existing dwelling and the removal of vegetation	7/09/2018 Notice of Decision
Collier	2018/6053	509 Boronia Road WANTIRNA VIC 3152	Development of the land for two (2) double storey and four (4) three storey dwellings (Total 6 Dwellings) and access to a Road Zone Category 1 Zone	6/09/2018 Approved
Collier	2018/6227	26 Barmah Drive East WANTIRNA VIC 3152	Construction of four (4) two storey dwellings	6/09/2018 Approved
Collier	2018/6217	8 Downe Place WANTIRNA VIC 3152	Development of a double storey dwelling to the rear of the existing dwelling and a 2 lot subdivision	17/09/2018 Approved
Collier	2018/6532	10 Bushy Park Lane WANTIRNA SOUTH VIC 3152	Small annex to existing building to be used in winemaking	27/09/2018 Approved
Dinsdale	2018/6328	2/573 Burwood Highway KNOXFIELD VIC 3180	Liquor licence (Food and Drink Premises)	20/09/2018 Approved

Ward	No/Type	Address	Description	Decision
Dinsdale	2018/6386	3 Ann Street BAYSWATER VIC 3153	Three lot subdivision (Approved Unit Site)	7/09/2018 Approved
Dinsdale	2018/6270	16 Allanfield Crescent WANTIRNA SOUTH VIC 3152	Construction of two double storey dwellings on the land	26/09/2018 Notice of Decision
Dinsdale	2018/6487	67 Coleman Road WANTIRNA SOUTH VIC 3152	Two lot subdivision (Approved Unit Site)	7/09/2018 Approved
Dinsdale	2017/6739	95 Orange Grove BAYSWATER VIC 3153	Development of three double storey dwellings	20/09/2018 Notice of Decision
Dinsdale	2018/9137	81 Allanfield Crescent BORONIA VIC 3155	Two lot subdivision (Approved Unit Site)	10/09/2018 Approved
Dinsdale	2018/6047	405 Boronia Road BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings and alteration of access to a Road Zone Category 1 road	6/09/2018 Notice of Decision
Dinsdale	2018/6240	6 Allanfield Crescent WANTIRNA SOUTH VIC 3152	Construction of two (2) double storey dwellings	20/09/2018 Approved
Dinsdale	2018/6301	90 Sasses Avenue BAYSWATER VIC 3153	Development of the land for two (2) single storey dwellings	21/09/2018 Approved
Dobson	2018/6449	2 Townley Place UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus viminalis	7/09/2018 Approved
Dobson	2018/6263	32 Sherwood Way LYSTERFIELD VIC 3156	Use and development of the land for a single dwelling	12/09/2018 Approved
Dobson	2018/6491	2 Kilander Court FERNTREE GULLY VIC 3156	Remove one (1) Syzygium paniculatum and one (1) Araucaria heterophylla	18/09/2018 Approved
Dobson	2018/6291	39 Kevin Avenue FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	26/09/2018 Approved
Dobson	2018/9132	103 Glenfern Road FERNTREE GULLY VIC 3156	Front fence	13/09/2018 Approved
Dobson	2018/6260	4 Hughes Road UPPER FERNTREE GULLY VIC 3156	Development of the land for a single dwelling and vegetation removal	12/09/2018 Approved
Dobson	2018/6444	6/1031 Burwood Highway FERNTREE GULLY VIC 3156	Change of use (Yoga studio)	26/09/2018 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2018/6091	11 Mount View Road UPPER FERNTREE GULLY VIC 3156	Buildings and Works (construction of a double storey dwelling)	13/09/2018 Approved
Dobson	2018/9143	103 Glenfern Road FERNTREE GULLY VIC 3156	Remove one (1) Grevillia robusta	18/09/2018 Approved
Dobson	2018/9135	4/6 Lording Street FERNTREE GULLY VIC 3156	Removal of one (1) Liquidambar styraciflua	11/09/2018 Approved
Dobson	2018/6115	24 Rathgar Road LYSTERFIELD VIC 3156	Development of the land for nine double storey and nine single storey dwellings (total 18 dwellings) and 18 lot subdivision	13/09/2018 Refused
Dobson	2018/6279	21 Alma Avenue FERNTREE GULLY VIC 3156	Buildings and Works (Construction of a single dwelling) and removal of vegetation	10/09/2018 Approved
Dobson	2018/9136	16 Clematis Avenue FERNTREE GULLY VIC 3156	Remove one (1) Eucalyptus radiata	18/09/2018 Approved
Dobson	2018/6358	595 Wellington Road LYSTERFIELD VIC 3156	The construction of a single dwelling on the land	26/09/2018 Approved
Friberg	2018/6545	138 Murrindal Drive ROWVILLE VIC 3178	Two lot subdivision (Approved Unit Site)	27/09/2018 Approved
Friberg	2018/6438	20 Clyde Street FERNTREE GULLY VIC 3156	Three lot subdivision (Approved Unit Site)	14/09/2018 Approved
Friberg	2018/9147	17 Otira Road KNOXFIELD VIC 3180	Two lot subdivision (Approved unit site)	20/09/2018 Approved
Friberg	2018/6266	19 Conn Street FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling	27/09/2018 Approved
Friberg	2018/6271	4 Brice Grove KNOXFIELD VIC 3180	The construction of two double storey dwellings on the land	26/09/2018 Notice of Decision
Taylor	2018/6230	Wellington Village SC 1100 Wellington Road ROWVILLE VIC 3178	Alteration to existing signage	7/09/2018 Approved
Taylor	2018/6497	15 Oaktree Rise LYSTERFIELD VIC 3156	Removal of four (4) Cupressus x leylandii and the pruning of one (1) Syzygium paniculatum	18/09/2018 Approved
Tirhatuan	2018/6256	3 Gilbert Court SCORESBY VIC 3179	The development of the land for two (2) double storey dwellings	6/09/2018 Notice of Decision

Ward	No/Type	Address	Description	Decision
Tirhatuan	2018/6373	43 Rocco Drive SCORESBY VIC 3179	Alteration to existing building to increase internal floor area and a reduction in the car parking requirements as at Clause 52.06 Car parking	26/09/2018 Approved
Tirhatuan	2018/6290	23 & 24/8 Enterprise Drive ROWVILLE VIC 3178	Buildings and works to construct a mezzanine extension and a reduction in car parking requirements	18/09/2018 Approved
Tirhatuan	2018/9133	9 Paulette Court SCORESBY VIC 3179	Two lot subdivision (Approved Unit Site)	5/09/2018 Approved
Tirhatuan	2018/9141	11A Taylors Lane ROWVILLE VIC 3178	Two lot subdivision (Approved Unit Site)	13/09/2018 Approved
Tirhatuan	2018/6309	727 Stud Road SCORESBY VIC 3179	Development of the land for six (6) double storey dwellings and alteration of access to a road zone category 1	13/09/2018 Notice of Decision
Tirhatuan	2018/6437	Lot 1 Wellington Road ROWVILLE VIC 3178	Removal of Native Vegetation	21/09/2018 Approved
Tirhatuan	2018/6147	10 Deschamp Crescent ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings	17/09/2018 Approved
Tirhatuan	2018/6326	Stamford Park Est 980 Stud Road ROWVILLE VIC 3178	Business identification and major promotional signage	13/09/2018 Approved
Tirhatuan	2018/6142	4 Kiama Close SCORESBY VIC 3179	Development of a double storey dwelling to the side of the existing dwelling	11/09/2018 Approved
Tirhatuan	2018/6461	1114 & 1116 Stud Road ROWVILLE VIC 3178	Twenty lot subdivision (Approved unit site)	27/09/2018 Approved
Tirhatuan	2018/6470	1085 Stud Road ROWVILLE VIC 3178	Buildings and Works - Dual lane drive through to existing convenience restaurant including associated business identification signage	27/09/2018 Approved

Total: 72

6.2 Planning Application - 5 Gibbs Road Ferntree Gully (Application No. P/2018/6118)

SUMMARY: Principal Planner, Michelle Willis

Planning Application P/2018/6118 for the construction of three (3) double storey dwellings on the land at 5 Gibbs Road, Ferntree Gully.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of three (3) double storey dwellings at 5 Gibbs Road, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2018/6118 has been lodged with Council for the development of the land for three double storey (3) dwellings at 5 Gibbs Road, Ferntree Gully.

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

Whilst the application is considered to be satisfactory, it is noted that the proposal is for three dwellings on a lot less than 1,000 square metres within the Knox Neighbourhood Character area, and that two of the dwellings would be classified as townhouses. The Knox Housing Strategy 2015 states the preferred dwelling typology as single dwellings and dual occupancies on lots less than 1,000 square metres.

2. DISCUSSION

It is considered that the development will provide an appropriate balance between the need for additional housing within a fully serviced area and the amenity of occupants and adjoining residents.

The proposed development is considered to be consistent with the State and Local policy direction for urban design and neighbourhood character for the following reasons:

- The corner location of the site allows for the design to meet objectives for garden area and open space.
- It is recommended that any permit issued include conditions requiring further setback of the upper storey, and separation of Dwellings 2 and 3 at the upper storey.
- The design of the development will make a positive contribution to the surrounding area, with the built form considered to be appropriate in form and scale. The development incorporates important neighbourhood character features such as pitched roofs, brick finishes, eaves and car parking located behind or alongside the proposed dwellings.
- The proposal includes appropriate setbacks and large private open space areas. It ensures ample opportunities for meaningful landscaping throughout the site and will include the provision of canopy trees that will contribute to the long-term amenity of the area.

The proposed development complies with the Development in Residential Areas and Neighbourhood Character Policy, and with the purpose of the General Residential Zone – Schedule 2 and ResCode.

On balance it is considered that the proposal responds to State and Local Planning Policies, including the Knox Housing Strategy 2015. It is recommended that a Notice of Decision to Grant a Planning Permit be issued.

A thorough assessment of the planning application is detailed at Appendix A with the Site and Application Plans shown in Appendix B.

3. CONSULTATION

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total 2 objections were received.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Parks Department, Arborist, and ESD Officer. No major concerns were raised with the application. Any conditions from referral authorities have been included in the Conditions within the Recommendation.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Appendix A.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

6. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 4 of the Officer's Report at Appendix A.

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.

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna.

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure.

Goal 2 - We have housing to meet our changing needs.

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

Strategy 2.2 - Encourage high quality sustainable design.

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs.

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 – Principal Planner, Michelle Willis - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

The development provides appropriate areas for planting which will enhance the natural environment, is consistent with the desired future character of the area and provides for housing diversity with a mix of bedroom numbers and private open space areas that are easy to maintain. It is therefore recommended that Council support the application and issue a Notice of Decision to Grant a Planning Permit.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of three (3) double storey dwellings at 5 Gibbs Road, Ferntree Gully, subject to the following conditions:

Amended Development Plans

- 1. Prior to the issue of a Building Permit under the Building Act 1993 for the development, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 Upper storey levels to be setback no less than 1 metre from ground floor levels.**
 - 1.2 A minimum 1 metre separation provided between upper storeys of Dwellings 2 and 3.**
 - 1.3 The following windows to be a screened to a height of 1.7m above finished floor level:**
 - 1.3.1 Dwelling 2's south facing upper storey sitting room window;**

- 1.3.2 Dwelling 3's south facing Bedroom 2 window; and
- 1.3.3 Dwelling 3's south facing hall window (outside of water closet).
- 1.4 Southern boundary fence to be increased to a height of 1.8 metres in accordance with Clause 55.04-6 (Overlooking) of the Knox Planning Scheme.
- 1.5 Deletion of paths leading to Dwelling entries.
- 1.6 Street Tree Protection Fencing measures and Tree Protection Zones (TPZ) to be drawn on the Development, Drainage and Landscape Plans.
- 1.7 The TPZ fencing associated with the Street Tree east of Dwelling 3's driveway to be installed a minimum 2m from the trunk and be bordered by the footpath and the road.
- 1.8 The TPZ fencing associated with the Street Tree east of Dwelling 2's driveway must be installed a minimum 4.3m from the trunk and be bordered by the footpath and the road.
- 1.9 Any changes to plans to ensure compliance with Condition 3.5 of this permit.
- 1.10 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
- 1.11 The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.10 of this Planning Permit.
- 1.12 A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.13 Delete reference of water tanks from Development and Landscape plans.
- 1.14 All levels to be to AHD (Australian Height Datum).
- 1.15 Amended Sustainable Design Assessment in accordance with Condition 12.

To the satisfaction of the Responsible Authority.

Other Plans

- 2. Prior to the issue of a Building Permit under the Building Act 1993 for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
 - 2.1 Drainage plans in accordance with Condition 3.
 - 2.2 Landscape plans in accordance with Condition 4.

To the satisfaction of the Responsible Authority.

Drainage Plans

- 3. Prior to the issue of a Building Permit under the Building Act 1993 for the development, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:
 - 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
 - 3.2 The internal drains of the dwellings to be independent of each other.

- 3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
- 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
- 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
- 3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.8 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority.

Landscaping

- 4. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
 - 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**
 - 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
 - 4.4 Details of the surface finishes of pathways and driveways.**
 - 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
 - 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
 - 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**
 - 4.8 The plan must also show the provision of at least 9 additional indigenous or native canopy trees and 4 additional large feature shrubs with a mature height of 4-5metres chosen from Plant List 1 or 2 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5metres tall when planted and are to be in the following areas:**
 - a) 2 large canopy trees and 1 medium canopy tree located in the front setback to unit 1.**
 - b) 1 medium canopy tree located in the front setback to Dwelling 2.**
 - c) 1 medium canopy tree located in the front setback to Dwelling 3.**
 - d) 1 medium canopy tree and 1 small canopy tree in the POS of Dwelling 1.**

- e) 1 medium canopy tree and 1 large feature shrub with a mature height of 4-5 metres located in the POS of Dwelling 2.
 - f) 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres located in the POS of Dwelling 3.
- 4.9 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.

To the satisfaction of the Responsible Authority.

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

General

- 7. All development must be in accordance with the endorsed plans.
- 8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:
 - 8.1 An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
 - 8.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.
 - 8.3 Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m².
- 9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
- 10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
- 11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

- 12. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.
- 13. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.

Street Tree Removal

- 14. Prior to the issue of a Building Permit under the Building Act 1993 for the development approved under this permit, all costs associated with the removal of the street tree/s (amenity value, tree and stump removal and planting and maintaining a new tree) must be paid to Council by the owner/developer. The removal and replacement of the street tree/s must be undertaken by Council.**

Tree Protection

- 15. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 16. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
- 17. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 18. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 19. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 20. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**
- 21. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
 - 21.1 Construction activities.**
 - 21.2 Dumping and/or storage of materials, goods and/or soil.**
 - 21.3 Trenching or excavation.**
 - 21.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.**
- 22. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.**

Car Parking & Accessways

- 23. Before the dwellings are occupied, driveways and car parking areas must be:**
- 23.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and**
 - 23.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and**
 - 23.3 Treated with an all-weather seal or some other durable surface.**
- To the satisfaction of the Responsible Authority.**
- 24. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**

Fencing

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

Amenity During Construction

- 27. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
- 27.1 The appearance of building, works or materials on the land.**
 - 27.2 Parking of motor vehicles.**
 - 27.3 Transporting of materials or goods to or from the site.**
 - 27.4 Hours of operation.**
 - 27.5 Stockpiling of top soil or fill materials.**
 - 27.6 Air borne dust emanating from the site.**
 - 27.7 Noise.**
 - 27.8 Rubbish and litter.**
 - 27.9 Sediment runoff.**
 - 27.1 Vibration.**

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

Stormwater

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

Permit Expiry

- 29. This permit will expire if one of the following circumstances applies:**
- 29.1 The development is not started within two years of the date of this permit.**
 - 29.2 The development is not completed within four years of the date of this permit.**

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

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

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 3.6L/s to the existing Council drainage system for a 20 year ARI event.
- Applicant is to direct all stormwater to the Council stormwater pit near the north west corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- The street tree can be removed upon receipt of \$295. Total cost for street tree removal includes; amenity value (using the City of Melbourne- Amenity Value Formula), cost of tree & stump removal and planting and maintaining a new tree for 2 years, in accordance with Council's Green Streets Policy. For details regarding the cost and/or the timing of the

removal and replacement of the street tree/s, please contact Council's Active Open Space Team on (03) 9298 8425.

- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Michelle Willis

Report Authorised By: Paul Dickie, Manager, City Planning and Building

Attachments

1. 5 Gibbs Road Ferntree Gully Planning Council Officer Report Appendix A **[6.2.1]**
2. 5 Gibbs Rd Ferntree Gully P 2018 6118 - Council Attachments Appendix B **[6.2.2]**

Appendix A Officer Assessment Report

Appendix B Site Plan and Application Plans

Planning Application P/2018/6118 for the construction of three (3) double storey dwellings on the land at 5 Gibbs Road, Ferntree Gully.

1. Summary:

Subject Site:	5 Gibbs Road, Ferntree Gully
Proposed Development:	The construction of three (3) double storey dwellings on the land
Existing Land Use:	Single dwelling
Site Area:	753sqm
Planning Scheme Controls:	General Residential Zone – Schedule 2
Application Received:	5 March 2018
Number of Objections:	Two (2)
PCC Meeting:	N/A
Ward:	Baird

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2018/6118 to assist in making a decision on the application. It should be read in conjunction with the other appendices.

2. Background

2.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Appendix B.

- The subject site is located on the western corner of Gibbs Road, known as 5 Gibbs Road, Ferntree Gully. The site is regular in shape and has an eastern frontage to Gibbs Road of 15.24m and northern frontage to Gibbs Road of 38.40m; and a total area of 753sqm.
- The subject site contains a single storey brick dwelling with pitched tiled roof. The dwelling is setback approximately 10.2m from the eastern frontage and 3.5m from the northern frontage. The site also contains a galvanised iron shed and brick garage. A 1.95m high timber paling fence exists to the northern frontage boundary.
- Access to the site is via a crossover to the western end of the northern street frontage and has access to a double brick garage.
- A 1.83m drainage easement is located on the western boundary of the land.
- No covenants are registered on the copy of title.
- No significant existing vegetation exists on the site.

- The subject site and surrounds are located within an established residential area, containing a mixture of single and two storey built form. There is the presence of some multi dwelling development in the wider area. Wattlevue Primary is located on the northern side of Gibbs Road.

2.2 The Proposal

The proposal seeks permission for the construction of three (3) double storey dwellings on the land. Refer to attached plans at Appendix B. Details of the proposal are as follows:

- The existing single storey dwelling will be removed (planning permit not required for demolition).
- The construction of 3 double storey dwellings.
- The development will comprise: 2 x 2-bedroom dwellings and 1 x 3-bedroom dwellings.
- Each dwelling will have its own access, Dwelling 1 will be accessed via the eastern frontage and Dwellings 2 – 3 will be accessed via existing crossovers to the northern frontage.
- Dwelling 1 has been proposed with a single garage and tandem car space; and Dwellings 2 – 3 have been proposed with a single garage.
- Dwellings will reach a maximum height of 7.23m and be constructed of face brickwork, rendered blue board and pitched tiled roof.
- Site coverage is 39% and permeability is 42%.
- All vegetation is proposed to be removed.

3. Consultation

3.1 Advertising

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total 2 objections were received and are summarised below.

Neighbourhood Character/ density

- The proposal is not considered to be an overdevelopment of the site with the dwellings generally complying with the requirements of the General Residential Zone 2, in particular garden area, private open space and landscaping.
- A condition of any permit issued will require upper storeys to be setback a minimum of 1 metre from ground floor level and Dwellings 2 and 3 be separated at upper storey to ensure compliance with Clause 22.07 (Development in residential areas and neighbourhood character).

Traffic and Parking

- The application has been referred to Council's Traffic Engineers who have not raised concern with the traffic generated by the proposed development.
- The number of car parking spaces provided onsite is in accordance with Clause 52.06 (Car Parking) of the Knox Planning Scheme.

Southern boundary fence too low / overlooking

- The existing 1.7m high timber paling fence is proposed to be retained. A condition of any permit issued will require the height of this fence to be increased in height to 1.8 metres to provide for appropriate screening of ground floor overlooking in accordance with Clause 55.04-6 (Overlooking) of the Knox Planning Scheme.
- A number of upper storey windows within the southern elevation of Dwellings 2 and 3 have the potential to overlook the adjoining property to the south. A condition of any permit will require the following windows to be a screened to a height of 1.7m above finished floor level:
 - Dwelling 2's south facing upper storey sitting room window;
 - Dwelling 3's south facing Bedroom 2 window; and
 - Dwelling 3's south facing hall window (outside of water closet).

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

Street setback

- Dwelling 1 is setback 7.65m the eastern frontage. While it is acknowledged this does not comply with the Standard of Clause 55.03-1 (Street setback), it is considered to comply with the objective as the street setback is considered to respect the preferred neighbourhood character and makes efficient use of the site. Only a small portion of the building protrudes into this setback, otherwise the building is setback 9 metres. In addition to this, there is sufficient space available at the frontage of the site to provide for meaningful landscaping to help integrate the development into the area.
- Dwellings 2 and 3 front the side street and are setback 5 metres from the street frontage. This exceeds the 4.5 metre requirement of the General Residential Zone – Schedule 2.

3.2 Referrals

The application was referred to external authorities and internal departments for advice. The following is a summary of relevant advice:

Traffic Engineer: Satisfied with location of crossover, the road bends and slows traffic down significantly which makes access much safer.

The shorter driveways of Dwellings 2 and 3 will provide opportunity to illegally park, with rear of vehicles overhanging the footpath. Driveway to be either 5.4m from the garage door to property boundary or shorter than 3.5m so a vehicle cannot fit. Following further discussion, it was agreed these options could not be achieved as it would result in either garages being located forward of the dwelling or a reduction in secluded private open space.

Standard conditions to be included on any permit issued.

Stormwater: Inadequate overland flow path is shown through the property. Dwelling 1 garage and Dwelling 3 storage shed acts as an obstruction to overland flow during peak rainfall events. Standard conditions to be included on any permit issued, including a condition requiring that overland flow paths be addressed.

Landscape: Landscape Plan should be required to show nine (9) canopy trees and four (4) large shrubs. Standard conditions to be included on any permit issued.

Parks: Street trees 1 & 2 can be retained within this design, Tree Protection Zone fencing is required. Tree 3 is within 3 metres to the proposed cross-over; this tree can be transplanted at cost to the applicant.

Arborist: All plant material is shown to be removed, no significant vegetation is present. Neighbours vegetation will not be impacted upon.

ESD Officer: The Sustainable Design Assessment (SDA) submitted with the application is not satisfactory; an amended SDA should be required as a condition of any permit issued.

Assets: The proposed crossover to Dwelling 1 must be constructed a minimum of 500mm from boundary and match width of the internal driveway. The crossover to Dwelling 2 needs to be reconstructed due to damage. The crossover to Dwelling 3 must incorporate a side entry pit and remain one (1) metre clear of the power pole.

4. Discussion

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

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the General Residential Zone – Schedule 2. A permit is required for the construction of two or more dwellings on a lot. Schedule 2 to the General Residential Zone varies the ResCode requirements for Standard B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).

- Subject to conditions of any permit issued, the proposal is consistent with the purpose of the General Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.
- Landscaping - The site can accommodate nine (9) canopy trees, which exceeds the minimum landscaping requirements for Standard B13.
- Private Open Space - Complies. All dwellings are provided with 80m² of private open space, including 60m² of secluded private open space with a minimum dimension of 5m.
- Front Fence Height - Complies, the existing 1.92 timber paling fence is to be retained to the side of Dwelling 1 to provide for seclusion to this Dwelling's private open space. The remainder of this fence is to be removed.
- Dwelling 1 setback 7.65m the eastern frontage. While it is acknowledged this does not comply with the Standard of Clause 55.03-1 (Street setback), it is considered to comply with the objective as the street setback is considered to respect the preferred neighbourhood character and makes efficient use of the site. Only a small portion of the building protrudes into this setback, otherwise the building is setback nine (9) metres. In addition to this, there is sufficient space available at the frontage of the site to provide for meaningful landscaping to help integrate the development into the area.
- Dwellings 2 and 3 front the side street and are setback five (5) metres from the street frontage. This exceeds the 4.5 metre requirement of the General Residential Zone – Schedule 2.

4.1.2 Overlays

The site is not affected by any overlays.

4.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing, Sustainability and Environment, Transport and Urban Design (including neighbourhood character).

4.2.1 Housing

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

Municipal Strategic Statement: Council's MSS encourages development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable. The MSS makes specific reference to the diversifying and aging population in Knox which will see an increase in the number of smaller household types, with 'lone person' and 'couple only' households making up just over half of all households in Knox within 20 years.

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the

desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

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

The proposed development is considered to be consistent with the state and local policy direction for housing provision for the following reasons:

- Subject to conditions of any permit issued, the design response will respect the low scale single and double storey nature of surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties.
- Housing choice – The development provides two x 2-bedroom dwellings and one x 3-bedroom dwelling, providing a range of housing choices.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – This has been discussed above under Clause 15.02.
- Location – While the site is not located within an Activity Centre, it has access to a number of urban services within an established area. The subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Neighbourhood Character Policy below in Section 4.4.4.

4.2.2 Sustainability and Environment

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

Clause 22.04 Environmentally Sustainable Development: This new policy introduced into the Knox Planning Scheme under Amendment C150 requires applicants to address Environmentally Sustainable Development (ESD) principles including energy performance, water resources, indoor environmental quality, stormwater, waste management, transport and urban ecology, by applying these principles within the proposed development.

- An amended Sustainable Design Assessment will be required as a condition of any permit issued.

4.2.3 Transport

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

The site is located within a 600m walk of bus stops on Burwood Highway.

4.4.4 Urban Design (including Neighbourhood Character)

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

Clause 21.05 Built Environment and Heritage – Development should address needs of changing household structures, creating high quality, well-designed places that respect and strengthen the local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways.

Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).



Clause 22.07 Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area. Clause 22.07 identifies the subject site within a Knox Neighbourhood Area, where areas will continue to contribute to the protection and enhancement of Knox's distinctive environmental and biological values, and continue to be low-scale neighbourhood where significant indigenous and native vegetation is retained and complemented. Applications must also consider accessible, sustainable and architectural design elements.

The proposed development is considered to be consistent with the state and local policy direction for urban design and neighbourhood character for the following reasons:

- Subject to conditions of any permit issued requiring further setback of upper storey and separation of Dwellings 2 and 3 at upper storey, the design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates important neighbourhood character features such as pitched roofs, brick finishes, eaves and car parking located behind or alongside the proposed dwellings.
- The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site.
- The proposal includes appropriate setbacks and large private open space areas and ensures ample opportunities for meaningful landscaping throughout the site and will include the provision of canopy trees that will contribute to the long term amenity of the area.

4.3 Particular Provisions

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

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

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

- Car parking provision: The proposal satisfies the car parking provision as each two (2) bedroom dwelling is provided with a single garage and the three (3) bedroom dwelling is provided with a single garage and tandem car parking space. No visitor car parking spaces are required.
- Car parking design: Complies. A standard condition of approval will require an annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.

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

Neighbourhood Character and Infrastructure

Neighbourhood Character – The development complies with Neighbourhood Character, refer above.

Residential Policy – Complies, refer above.

Dwelling Diversity – N/A.

Integration with the Street – Complies.



Appendix A

Site Layout and Building Massing

Street Setback – See GRZ2 assessment.

Building Height – Complies.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

Landscaping – Complies see GRZ2 assessment. A condition of any permit to issue will require landscape plans to the satisfaction of the Responsible Authority.

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Can comply, as discussed in advertising section of report.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies, see GRZ2 assessment.

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Can comply. Details of letterboxes will be required as permit of any permit to issue.

Front fence – Complies.

4.5 General Decision Guidelines

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

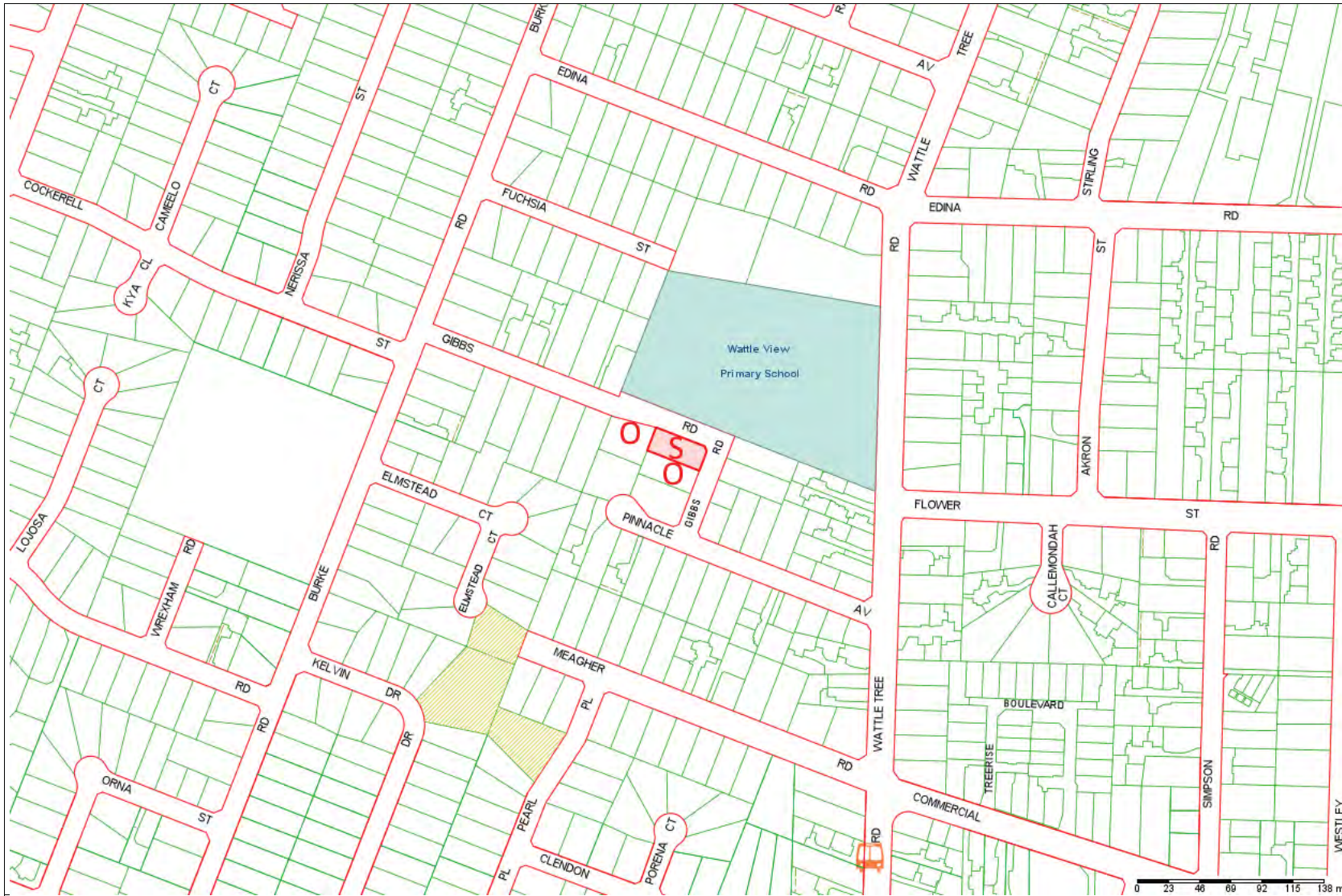
- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.



5. Conclusion

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

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the General Residential Zone - Schedule 2.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.



Knox City Council
REPORT APPENDIX B

Property Address	5 Gibbs Road, FERNTREE GULLY
Application Number	P/2018/6118
Description	The construction of three (3) double storey dwellings on the land
Wardname	Baird

LEGEND:

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

Scale: 1:3000

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

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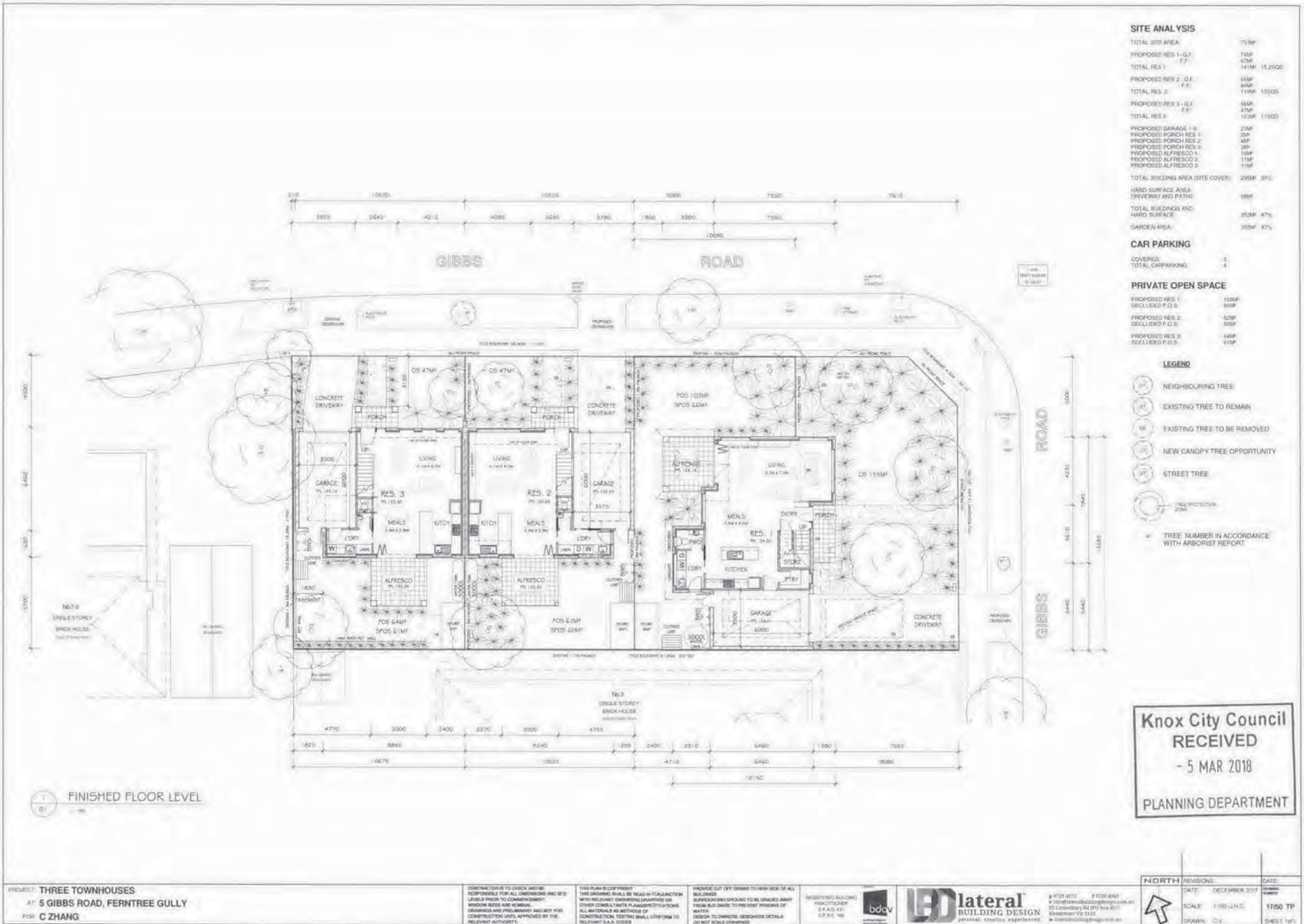
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- Road Boundaries
- City Boundary
- Bus Route
- Reserves
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- Tertiary Schools
- Primary Schools
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SITE ANALYSIS

TOTAL SITE AREA	751M ²
PROPOSED RES 1 - G.F.	743M ²
TOTAL RES 1	1413M ² (18.25%)
PROPOSED RES 2 - G.F.	553M ²
TOTAL RES 2	1106M ² (14.72%)
PROPOSED RES 3 - G.F.	574M ²
TOTAL RES 3	1148M ² (15.28%)
PROPOSED GARAGE 1-3	235M ²
PROPOSED PORCH RES 1	23M ²
PROPOSED PORCH RES 2	30M ²
PROPOSED PORCH RES 3	30M ²
PROPOSED ALFRESCO 1	119M ²
PROPOSED ALFRESCO 2	119M ²
PROPOSED ALFRESCO 3	119M ²
TOTAL BUILDING AREA (SITE COVER)	2954M ² (39%)
HARD SURFACE AREA (DRIVEWAY AND PATHS)	188M ²
TOTAL BUILDINGS AND HARD SURFACE	3142M ² (41.8%)
GARDEN AREA	3655M ² (48.2%)

CAR PARKING

COVERED	1
TOTAL CAR PARKING	4

PRIVATE OPEN SPACE

PROPOSED RES 1	135M ²
SECLUDED P.O.S.	55M ²
PROPOSED RES 2	62M ²
SECLUDED P.O.S.	50M ²
PROPOSED RES 3	64M ²
SECLUDED P.O.S.	61M ²

- LEGEND**
- (T) NEIGHBOURING TREE
 - (E) EXISTING TREE TO REMAIN
 - (R) EXISTING TREE TO BE REMOVED
 - (N) NEW CANOPY TREE OPPORTUNITY
 - (S) STREET TREE
 - (P) TREE PROTECTION 2.0M
 - (#) TREE NUMBER IN ACCORDANCE WITH ARBORIST REPORT

**Knox City Council
RECEIVED
- 5 MAR 2018
PLANNING DEPARTMENT**

<p>PROJECT: THREE TOWNHOUSES AT: 5 GIBBS ROAD, FERNTREE GULLY FOR: C ZHANG</p>	<p>CONTRACTOR IS TO CHECK AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SETS LEVELS PRIOR TO COMMENCEMENT. DIMENSIONS AND PRELIMINARY AND NOT FOR CONSTRUCTION LEVELS APPROVED BY THE RELEVANT AUTHORITY.</p>	<p>THIS PLAN IS COPYRIGHT © AND THE DRAWING SHALL BE READ IN CONJUNCTION WITH RELEVANT ENGINEERING DRAWINGS OR OTHER CONSULTANTS PLANNING/POSITIONS. ALL MATERIALS AND METHODS OF CONSTRUCTION, TESTING SHALL conform TO RELEVANT S.A.A. CODES.</p>	<p>PREPARE OUT OF DRAWING TO HIGH SIDE OF ALL BUILDINGS. SURROUNDINGS SPECIFIC TO BE DRAINED AWAY FROM BUILDINGS TO PREVENT FLOODING OF WATER. DESIGN TO OWNERS. DESIGNERS DETAILS DO NOT SCALE DRAWINGS.</p>	<p>REGISTERED BUILDING PRACTICER C.P.R. 451 C.P.R. 181</p>	<p>bdcv</p>	<p>lateral BUILDING DESIGN practical. creative. experimental.</p>	<p># 9725 4872 # 9720 6941 # 1046@ferntreegully@lateral.com.au 33 Canterbury Rd (PO) Hwa RELL Ferntree Gully VIC 3152 www.lateralbuildingdesign.com.au</p>	<p>NORTH</p>	<p>REVISIONS:</p> <table border="1"> <tr> <th>DATE</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> <tr> <td>DECEMBER 2017</td> <td></td> <td></td> </tr> </table>	DATE	DESCRIPTION	DATE	DECEMBER 2017			<p>SCALE: 1:100 U.N.C. DRAWN: C.V. SHEET 1 of 1</p>
DATE	DESCRIPTION	DATE														
DECEMBER 2017																

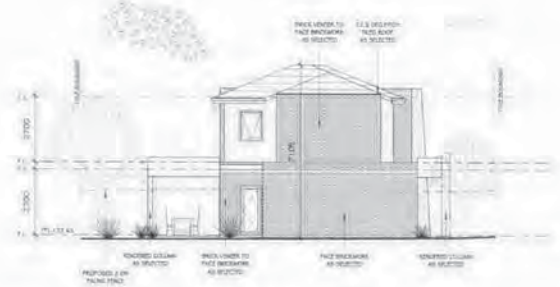
5 GIBBS ROAD FERNTREE GULLY APPENDIX B



1 NORTH ELEVATION
D3 1:100



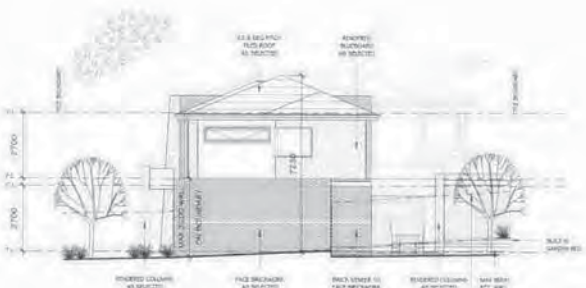
2 EAST ELEVATION
D3 1:100



5 INTERNAL EAST ELEVATION
D3 1:100



3 SOUTH ELEVATION
D3 1:100



4 WEST ELEVATION
D3 1:100



6 INTERNAL WEST ELEVATION
D3 1:100

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PLANNING DEPARTMENT

PROJECT: THREE TOWNHOUSES
AT 5 GIBBS ROAD, FERN TREE GULLY
FOR: C ZHANG

CONTRACTOR IS TO CHECK AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SITE LEVELS PRIOR TO COMMENCEMENT. WINDOW SIZES ARE NOMINAL. DRAWINGS ARE PRELIMINARY AND NOT FOR CONSTRUCTION UNLESS APPROVED BY THE RELEVANT AUTHORITY.

THIS PLAN IS COPYRIGHT AND SHOULD BE READ IN CONJUNCTION WITH RELEVANT ENGINEERING DRAWINGS OR OTHER CONSULTANTS' PLANS/SPECIFICATIONS. ALL MATERIALS AND METHODS OF CONSTRUCTION, FINISHES SHALL CONFORM TO RELEVANT S.A.A. CODES.

PROMOTE OUT OF DRAINAGE TO THE SIDE OF ALL BUILDINGS. SUBORDINATE TO BE GRADUALLY AWAY FROM BUILDERS TO PREVENT POOLING OF WATER. CHECK TO OWNERS' DRAWINGS DETAILS ON NOT SCALE DRAWINGS.

REGISTERED BUILDING PRACTICER
C.P.A.S. 181
O.P.S.C. 181

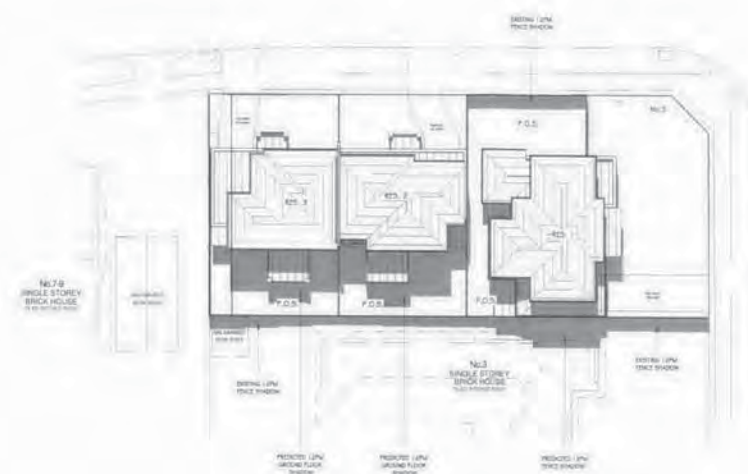
bdcv
lateral BUILDING DESIGN
personal, creative, experimental.

8 1725 4572 2 1726 4581
1 2018/03/05 10:00 AM
15 Cavanagh Rd (PO Box 851)
Hawthorn VIC 3122
www.lateralbuildingdesign.com.au

NORTH	REVISIONS		DATE
			DECEMBER 2017
↑	SCALE	1:100 UNO	17/50 TP
	DRAWN	C.V.	SHEET 3/63



1 SHADOW DIAGRAM - 9AM EQUINOX
S11 1:100



2 SHADOW DIAGRAM - 12PM EQUINOX
S11 1:100



3 SHADOW DIAGRAM - 3PM EQUINOX
S11 1:100

Knox City Council
RECEIVED
- 5 MAR 2018
PLANNING DEPARTMENT

PROJECT: SHADOW DIAGRAMS
AT: 5 GIBBS ROAD, FERNTREE GULLY
FOR: C ZHANG

CONTRACTOR IS TO CHECK AND BE RESPONSIBLE FOR ALL DIMENSIONS AND IF IT LEVELS PRIOR TO COMMENCEMENT. WINDOW SIZES ARE NOMINAL. DIMENSIONS ARE FOR GENERAL AND NOT FOR CONSTRUCTION UNLESS APPROVED BY THE RELEVANT AUTHORITY.

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PROVIDE CUT OFF BRIMS TO HIGH SIDE OF ALL BUILDINGS SURROUNDING GROUND TO BE GRADED AWAY FROM BUILDINGS TO PREVENT POONDING OF WATER. DESIGN TO COMPLY DRAWING DETAILS DO NOT SCALE DIMENSIONS.

REGISTERED BUILDING PRACTITIONER
S.P.S. 411
S.P.S. 363



9729 8075 # 9725 6249
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6.3 Planning Application - Use and Development of the Land for a Childcare Centre, 468 Boronia Road, Wantirna (Application No. P/2018/6028)

SUMMARY: Senior Planner, Domenic Petrilli

Planning Application P/2018/6028 for the use and development of the land for a Childcare Centre at 468 Boronia Road, Wantirna South

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the use and development of a childcare centre at 468 Boronia Road, Wantirna South, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2018/6028 has been lodged with Council for assessment for the use and development of the land for a Childcare Centre at 468 Boronia Road, Wantirna South.

The planning history for the site includes the Victorian Civil and Administrative Tribunal (VCAT) directing that a planning permit be issued for a childcare centre in 2008, and Council issuing a planning permit for three dwellings in 2015. Neither permit has been acted upon.

Following assessment of the application, the proposal is considered to be satisfactory. It is noted that VCAT has previously found that a childcare centre is appropriate for the site, and that the proposal complies with the Non-Residential Uses in Residential Areas Policy.

2. DISCUSSION

It is considered that the development will provide an appropriate balance between the need for a community service appropriately located within a residential area whilst protecting the amenity of adjoining residents and existing neighbourhood character.

The proposed use and development are considered to be consistent with the Planning Policy Framework and the Local Planning Policy Framework for the following reasons:

- Car parking and vehicle access has been provided in accordance with the Planning Scheme requirements.
- The scale and design of the proposed building is considered to be characteristic of the surrounding area and will allow for meaningful landscaping to be provided on site.
- Outdoor activities will be located within the front setback to Boronia Road.
- The proposed childcare centre is not a large centre, and the hours of operation proposed are considered to be reasonable.
- Conditions are proposed on any permit to be issued to manage other potential amenity impacts.
- The proposed centre will provide a service which can fulfil local community needs.

The proposed development complies with the purpose of the General Residential Zone – Schedule 2, Clause 22.03 (Non Residential Uses in Residential Areas Policy) and with Clause 22.07 (Development in Residential Areas and Neighbourhood Character) of the Knox Planning Scheme.

A thorough assessment of the planning application is detailed at Appendix A.

3. CONSULTATION

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total 16 objections to the application were received. These raised concerns regarding a non-residential use in the area, impact of the development on landscaping, car parking and traffic concerns, concerns with the design of the development, and impacts on amenity.

The application was referred internally to Council's Traffic Engineer, Drainage Engineer, Assets Officer, Landscape Officer, Waste Management Officer, Health Services, Council's Parks and Arborist and externally to VicRoads. No major concerns were raised with the application. Any conditions from referral have been included in the Conditions within the Recommendation.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report at Appendix A.

Any potential amenity issues can be managed by permit conditions. Refer to the Officer's Report and Conditions within the Recommendation.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

6. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 5 of the Officer's Report at Appendix A.

There are no risk implications, resulting from the preparations of this report.

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.

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna.

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure.

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

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

The proposed development is considered to be consistent with these parts of the Plan. The new use provides a community service and employment opportunities, whilst providing a built form that is respectful of existing neighbourhood character and opportunities for landscaping that will enhance the protected green city environment.

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 Planner, Domenic Petrilli - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

On balance it is considered that the proposal responds to State and Local Planning Policies. The proposal will facilitate a service that can fulfil local community needs in a building that is consistent with the character of the area, and where off site impacts can be appropriately managed. It is recommended that a Notice of Decision to Grant a Planning Permit be issued.

10. RECOMMENDATION

That Council issue a Notice of Decision to grant a Planning Permit for the use and development of a childcare centre at 468 Boronia Road, Wantirna South, subject to the following conditions:

Amended Plans

- 1. Before the use and development commences, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the mediated plans *FD Architects Pty Ltd Revision B dated 09/08/2018* but modified to show:**

An assessment of the noise generated by the use and its operation on the land (*including car parking, deliveries, and any plants*) undertaken by a suitable qualified acoustic engineer and the inclusion of any recommendations for noise treatment to be shown on the plans.

- 1.1 Variation of the materials used or further articulation on the eastern and western walls to the satisfaction of the Responsible Authority.**
- 1.1 A notation that double glazed windows will be used to all rooms providing child care on the eastern and southern side, including the kitchen and foyer.**

- 1.2 A notation on the plans stating that south facing kitchen, east facing teacher's room windows to have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.3 Deletion of the Colorbond fence and continuation of the metal fence (50% transparent) along the Boronia Road and the Pach Road frontages.
- 1.4 All structures and landscape areas on both sides of the vehicle entrance lower than 900mm height.
- 1.5 A minimum of six car parking spaces allocated to staff either by signage or pavement marking.
- 1.6 Accessway grades not steeper than 1:10 (10 per cent) within 5 metres of the frontage.
- 1.7 All vehicles able enter and exit the site in a forward direction.
- 1.8 Crossovers at least one metre clear of all assets in the road reserve.
- 1.9 The accessible car parking spaces at least 2.4m wide with an adjacent shared area, line marked with symbols and signed. A bollard must be installed in the shared area in accordance with AS2890.6:2009. Accessible parking spaces are to be located as close as possible to entrances and must conform to AS2890.6:2009.
- 1.10 Annotation stating that the car parking area must not be used as a storage area.
- 1.11 The lighting in the car park and pedestrian access in accordance with AS1158.
- 1.12 All surfaces for pedestrian and vehicular access within the Tree Protection Zones (TPZ) of T1 and T2 be of porous material and construction to be above the existing grade.
- 1.13 No grade changes are to occur within the TPZ's of T1, T2 & T19 other than what is indicated on the plan proposal as 'Encroachments.'
- 1.14 That the footings for construction of the porch and canopy within the TPZ's of T1 and T2 are of a tree root sensitive nature.
- 1.15 Annotation stating that should any tree roots be encountered within the TPZ's of T2, T2 and T19 during demolition and construction activities, they are not to be cut and Council's Arborist must be contacted on 9298 8125 for inspection and further advice.
- 1.16 Any tree protection measures set out in Conditions 22-25.

Other Plans

- 2 Prior to the issue of a Building Permit under the *Building Act 1993* for the development, the following plans and computations must be submitted concurrently to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
 - 2.1 Drainage plans in accordance with Condition 3.
 - 2.2 Landscape plans in accordance with Condition 4.
 - 2.3 Waste Management Plan in accordance with the Mediated "Frater" Waste Management Plan dated 09/08/2018.

- 2.4 A Sustainable Design Assessment in accordance with Condition 14.
- 2.5 A Car Parking Management Plan in accordance with Condition 25.
- 2.6 A Construction Management Plan in accordance with Condition 27.

To the satisfaction of the Responsible Authority.

Drainage

- 3 Prior to the issue of a Building Permit under the *Building Act 1993* for the development, three copies of drainage plans and computations prepared by a qualified Civil Engineering Consultant must be submitted to and approved by the Responsible Authority. Drainage works on site must be undertaken and completed in accordance with these plans to the satisfaction of the Responsible Authority prior to the occupancy of the building.
 - 3.1 All storm water drainage discharge from the site must be connected to the legal point of discharge.
 - 3.2 An on-site detention system designed by a suitably qualified engineering consultant to ensure no net increase in storm water discharge from the proposed development.
 - 3.3 The on-site detention system to be installed in a suitable location for easy access and maintenance.
 - 3.4 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
 - 3.5 All levels to be to AHD (Australian Height Datum).

Landscaping

- 4 Before the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:
 - 4.1 A survey (including botanical names) of all existing vegetation to be retained and / or removed.
 - 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines).
 - 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.
 - 4.4 Details of the surface finishes of pathways and driveways.
 - 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
 - 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - 4.7 Landscaping and planting within all open areas of the site.

- 4.8** The plan must also show the provision of at least seven (7) additional trees or native canopy trees and at least five (5) additional medium/large shrubs with a mature height of 4-5 metres chosen from plant list 1 or 2 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum of 1.5 – 2.0 metres tall when planted and are to be in the following areas:
- 4.8.1** Two (2) large indigenous canopy trees, two (2) medium canopy trees and two (2) small canopy trees in the outdoor activity area.
- 4.8.2** Five (5) large feature shrubs with a mature height of 4-5 metres located in the along the southern boundary.
- 4.8.3** One (1) small canopy tree in the landscape area adjacent the entry steps.
- 5** Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
- 6** The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority.

General

- 7** All use/development must be in accordance with the endorsed plans.
- 8** The use/development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
- 9** Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
- 10** Prior to the occupation of the development, the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.

Number of children

- 11** Except with the prior written consent of the Responsible Authority, no more than 58 children under the care of the centre are permitted to be on the site at any given time.

Hours of Operation

- 12** Except with the prior written consent of the Responsible Authority, the use authorised by this permit may only operate between the hours of 6.00am and 6.30pm Monday to Friday. Staff may be present at the centre outside of these hours.

Sustainable Design Assessment

- 13** Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.

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

Tree Protection

- 15 All works, including excavation, within the critical root zone areas of the tree/s to be retained on the land as well as street trees on Pach Road must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected (including street trees), to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**

- 16 Prior to any works commencing on the site, all trees and vegetation to be retained including street trees are to be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the Responsible Authority.**

16.1 The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.

**16.2 Street trees 1 & 2 - The TPZ fencing must be encompass the entire nature strip and be bordered by the existing driveway, footpath and the road.
Street trees 3, 4, 5 – The TPZ fencing must encompass the entire naturestrip and be bordered by the proposed driveway, footpath and the road.**

Ground protection measures will be required for the TPZ within the property - ie. 100mm mulch, rumble boards.

Street trees 6 & 7 – The TPZ must be a minimum 3m from the trunks of both trees and be bordered by the footpath.

16.3 The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.

16.4 No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the Responsible Authority.

- 17 Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**

- 18 The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**

18.1 Construction activities.

18.2 Dumping and/or storage of materials, goods and/or soil.

18.3 Trenching or excavation.

18.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.

Car Parking and Accessways

19 Before the development is occupied, areas set aside for the parking of vehicles and access lanes as shown on the endorsed plan must be:

19.1 Fully constructed in accordance with plans submitted to and approved by the Responsible Authority. The plans must show existing and proposed levels of driveways and car parking areas, together with drainage layout, invert levels, surfacing and vehicular crossing proposals.

19.2 Properly formed to such levels that they can be used in accordance with the plans.

19.3 Constructed to the absolute minimum standard of 125 mm depth of reinforced concrete or other approved hardstanding sealed surface.

19.4 Line-marked to indicate each car space and all access lanes to the satisfaction of the Responsible Authority.

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

21 Car parking areas must not be used for storage.

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

23 Prior to the occupation of the use, the existing vehicle crossing must be removed and the nature strip reinstated to the satisfaction of the Responsible Authority.

Car Parking Management Plan

24 Before the issue of a Building Permit under the Building Act 1993 for the development, a Car Parking Management plan must be prepared by an appropriately qualified traffic consultant must be submitted to and approved by the Responsible Authority. When approved, the document will be endorsed and form part of this permit.

The Car Parking Management Plan must address, but is not necessarily limited to, all of the following:

24.1 Allocation of car parking in relation to the operation of the use (e.g. staffs/visitors), including the offsite parking.

24.2 A minimum of six car parking spaces must be allocated to staff either by signage or pavement marking.

24.3 Signage for parking spaces.

24.4 Line marking of parking spaces.

24.5 An operational manual that details staff policies for car parking, procedures for the management of express car parking spaces (e.g. spaces kept for drop off) and complaints handling procedures.

To the satisfaction of the Responsible Authority.

- 25 The land owner/permit holder must commence, implement, and maintain the car parking management plan as approved (or as varied by the written consent of the Responsible Authority) to the satisfaction of the Responsible Authority.

Construction Management Plan

- 26 Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:

- 26.1 A detailed schedule of works including a full project timing.
 - 26.2 A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.
 - 26.3 The location for the parking of all construction vehicles and construction worker vehicles during construction.
 - 26.4 A fully detailed plan indicating where construction hoardings would be located.
 - 26.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.
 - 26.6 Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site;
 - 26.7 Site security and public safety measures.
 - 26.8 Construction times, noise and vibration controls.
 - 26.9 Restoration of any Council assets removed and/or damaged during construction.
 - 26.10 Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).
 - 26.11 Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).
 - 26.12 An emergency contact that is available for 24 hours a day.
 - 26.13 All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
- 27 During the construction, the following must occur to the satisfaction of the Responsible Authority:
- 27.1 Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.
 - 27.2 Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.

- 27.3** Vehicle borne material must not accumulate on the roads abutting the site.
 - 27.4** The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.
 - 27.5** All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.
 - 27.6** All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).
 - 27.7** Amenity during Construction.
- 28** Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
- 28.1** The appearance of building, works or materials on the land.
 - 28.2** Parking of motor vehicles.
 - 28.3** Transporting of materials or goods to or from the site.
 - 28.4** Hours of operation.
 - 28.5** Stockpiling of top soil or fill materials.
 - 28.6** Air borne dust emanating from the site.
 - 28.7** Noise.
 - 28.8** Rubbish and litter.
 - 28.9** Sediment runoff.
 - 28.10** Vibration.

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

Amenity

- 29** The attenuation recommendations outlined in the endorsed Acoustic Report for 468 Boronia Road Wantirna must be implemented and then maintained to the satisfaction of the Responsible Authority.
- 30** Noise from the property must not exceed limits prescribed by the State Environment Protection Policy (Control of noise from Commerce Industry & Trade) No. N-1 and State Environment Protection Policy (Control of noise from Public premises) No. N-2.
- 31** All outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent light from the site causing any detriment to the locality.
- 32** The amenity of the area must not be adversely affected by the use or development as a result of:
 - 32.1** Transport of materials, goods or commodities to or from the land.
 - 32.2** Appearance of any building, works, stored goods or materials.
 - 32.3** Emission of noise, artificial light, vibration, smell, fumes, smoke, steam, soot, ash, dust, waste water, waste products or oil.
 - 32.4** The presence of vermin.

To the satisfaction of the Responsible Authority.

Fencing

- 33 The cost of new fencing shown on the endorsed plan is to be borne by the owner/developer.**
- 34 All fencing associated with the Child Care Centre is to meet the requirements for Children's Services Centre Outdoor Play Spaces and comply with AS1926.1.**

Stormwater

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

Permit Expiry

- 36 This permit will expire if one of the following circumstances applies:**
- 36.1 The development is not started within two years of the date of this permit.**
 - 36.2 The development is not completed within four years of the date of this permit.**
 - 36.3 The use is not started within four years of the date of this permit.**

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or as specified under Section 69 of the Planning and Environment Act 1987.

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- The total Permissible Site Discharge for the property including all dwellings is 4.8L/s to the existing Council drainage system for a 5 year ARI event.**
- Applicant is to direct all stormwater to the kerb and channel near the south-west corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.**

The applicant must demonstrate how overland flow for the 100 year ARI will be appropriately managed to Council's satisfaction – details must be included in the engineering stormwater design plans.

- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.

Other Notes:

- A building permit must be obtained before development is commenced.
- A road opening permit is required to be obtained to connect to Council assets. For more information or to access the request form please visit http://www.knox.vic.gov.au/Form/Forms.aspx?Form_Id=21
- The operator must be in receipt of a current Food Act 1984 registration issued by the Health Services of Knox City Council with regard to the operation of the kitchen.
- The childcare centre is to be DDA (Disability Discrimination Act 1992) compliant.
- Water tanks are encouraged to be incorporated into the development.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Landscape plans are to address Knox City Council's Landscape Guidelines. Guidelines are available on request from Landscape Services 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- A minimum of 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- All litter and rubbish associated with the construction must be contained on site at all times.
- No sign(s) must be displayed within a Road Reserve except with the prior written consent of the Responsible Authority and/or VicRoads.
- A planning permit is required to erect and display any advertising sign/s on the subject land.
- The plans must incorporate WSUD design; Raingardens and/or Bioswales to treat the water runoff from the hard surfaces (car parks and driveway's). The surface area of the proposed raingarden should be 3-5% of the surface area of the catchment feeding it. The levels should be shown on the plan and the concrete pavement should be shaped to drain into the raingardens/bioswales (at the lowest points of the hard surface areas) through gaps in the kerbing. Details of the raingarden/bioswales should be shown on drainage and landscape plan in accordance with Knox City Council's standard. The roof water is to be captured by rainwater tanks and reused for toilet flushing and garden.
- At least 50% of the vegetation species located in the raingarden should comprise of some or all of the following; Carex sp, Juncus sp, Melaleuca and Goodenia. This ensures adequate removal of Nitrogen and Phosphorus. Low and tufting plants proposed for the raingarden should be planted at a minimum density of 6 plants/m2.

Report Prepared By: Senior Planner, Domenic Petrilli

Report Authorised By: Manager, City Planning and Building, Paul Dickie

Attachments

1. City Planning Council Report 468 Boronia Road Wantirna South P **[6.3.1]**
2. 468 Boronia Rd Wantirna South P 2018 6028 **[6.3.2]**

Appendix A Officer Assessment Report

Appendix B Site Plan and Application Plans

Planning application P/2018/6028 for the use and development of the land for a Childcare Centre at 468 Boronia Road, Wantirna South.

1. Summary

Subject Site:	468 Boronia Road, Wantirna South
Proposed Development:	The use and development of the land for a Childcare Centre
Existing Land Use:	Existing residential development
Site Area:	1,110m ²
Planning Scheme Controls:	General Residential Zone – Schedule 2
Application Received:	12 October 2017
Number of Objections:	16
Ward:	Dinsdale

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2018/6028 to assist in making a decision on the application. It should be read in conjunction with the other appendices.

3. Background

3.1 Previous Permit Applications

There have been two planning permits issued on the site:

Planning permit P/2014/6524 was issued on 27 February 2015 and allowed the construction of three double storey dwellings on the land.

Planning permit P/2007/6175 for use of the land as a Child Care Centre was refused by Council on 23 October 2007. The applicant appealed this decision to the Victorian Civil and Administrative Appeals Tribunal (VCAT). On 27 May 2008, VCAT set aside Council's decision and directed that a permit be issued for a Child Care Centre for 47 children with the operating hours 6:30am to 6:30pm Monday to Friday.

3.2 Subject Site and Surrounds

The location of the subject site and its surrounds are shown in Appendix B.

- The site is located on the eastern corner of Pach Road and Boronia Road intersection in Wantirna South.
- The site is rectangular in shape with a site area of 1,110m².
- The site has a slope of approximately 2.5m from the north to south.
- The site is currently developed with a single storey brick detached dwelling setback approximately 16 metres from Boronia Road and 8 metres from Pach Road with scattered vegetation across the frontage to Boronia Road.



- The site has an existing vehicle crossover on Pach Road.
- A 1.83 metre wide easement is located along the southern (rear) boundary.
- No restrictions are registered on the Title.
- The adjoining site to the east contains a three unit development with the common property area (e.g. driveway).
- The adjoining property to the south contains a single storey brick dwelling.
- The Knox Club is located 95 metres to the west. Another Childcare centre "SmartOz Kidz" is located approximately 50 metres to the west at 472 Boronia Road.
- Bus routes 664, 901 and 969 operate along Stud Road (200 metres to the west).
- Regency Park Primary School, St Lukes Primary School, Bayswater West Primary School, Bayswater South Primary School and Knox Central Primary School are located within 1.5km of the subject site in various directions.

3.3 The Proposal

The proposed use and development consists of:

- Demolition of the existing dwelling to facilitate a new childcare centre on the site incorporating:
 - Foyer lobby and office, kitchen, laundry, staff room, and amenities.
 - Two child care rooms (under 3 years old and 3-6 years old).
 - A footprint of 414m² with a cantilevered rear to accommodate car parking.
- The proposed building will be setback 9m from Boronia Road and 4.5m from Pach Road.
- 12 car parking spaces are available at the rear of the site (including 5 spaces located underneath the cantilevered rear part of the building).
- Vehicular and pedestrian access via Pach Road. The proposed building will be constructed with rendered brick, vertical cladding and a flat roof.
- A proposed 1.8m high Colorbond fence is proposed along the Pach Road and Boronia Road frontages. A 1.8m high barrier 50% transparent metal fence is proposed to occupy the splay area at the corner of Pach and Boronia Road.
- A number of shrubs and small trees will be removed to facilitate the construction of the building (permit not required for vegetation removal).
- The childcare centre is proposed to operate between the hours of 6.00am and 6.00pm Monday to Friday and cater for 58 children of two different age groups. The centre is intended to have 11 staff members at any given time.

4. Consultation

4.1 Advertising

The application was advertised by way of two signs on the sites frontages and notices were sent to adjoining property owners and occupiers. In total 16 objections were received and are summarised below.

Inappropriate location for a child care centre

- It is considered that the location is consistent with the objectives of Clause 22.03 (Non Residential Uses in Residential Areas Policy) of the Knox Planning Scheme. The proposed child care centre is appropriately located, well designed and there are measures that can be taken to protect the character and amenity of the adjoining residential properties which will be included as conditions of any permit to issue



Traffic and Parking

- It is not expected that the proposal will generate unreasonable volumes of traffic on either Boronia or Pach Road. While there may be some general peak hour congestion along Boronia Road, especially with turning vehicles, it is considered the network will have the capacity to absorb the flow of traffic.
- Councils Traffic Engineers have advised that the proposed child care centre is likely to generate 150 more movements per day, which does not exceed the expected traffic capacity of Pach Road.
- It is also understood that the drop-off and pick-up times of children are staggered and not all at certain times as occurs with schools.
- With regard to parking, the requirement within the Knox Planning Scheme have been satisfied. For a child care centre of 58 children, 12 car parking spaces are required for 58. All 12 car spaces have been provided on site.
- An assessment against car parking requirements can be found at Section 5.3 Particular Provisions of this report.

Already Childcare Centre in the area

- Each application is assessed individually on its merits; the number of childcare centres in the area is not a planning concern particularly in the context of a market economy.
- With primary access within Pach Road, the configuration of the childcare centre would clearly create a difference between the two centres.

Loss of vegetation

- It is noted that none of the vegetation on site was identified as being worthy of retention. Furthermore, no vegetation protection controls affect the site and as such vegetation could be removed at any time without the need for a permit.
- The proposal has retained significant setbacks that will provide space for landscaping. A condition requiring a landscape plan to the satisfaction of the Responsible Authority will enable the requirement for canopy tree planting and adequate landscaping of the site to achieve the green and leafy character.
- It is also noted that none of the mature street trees on the Pach Road frontage are required for removal and their protection can managed via permit condition.

Operating hours

- The application has proposed hours of Monday to Fridays 6am to 6pm, which is typical of child care centres and is close to normal hours of any business. The proposed hours also allows for a good dispersion of drop off and pick up hereafter helping reducing the congestion impact.
- A condition of any permit to issue can restrict the hours to as proposed unless prior consent is received from Council. Conditions of any permit to issue can also limit the delivery of goods and waste collection to certain time with effect to reduce amenity and traffic conflict.

Loss of security/safety

- The proposal provides for safe pedestrian movement in public spaces, between areas of activity and to car parks incorporating clear sightlines; providing continuous accessible paths of travel and appropriate lighting to increase personal security in areas can be implemented by way of permit conditions.



Noise

- With regard to traffic noise, it is considered that the proposal will not attract roadside noise along Boronia Road that differs from existing arterial noise. Roadside noise along Pach Road will still remain as that of a local service road which can be expected from any such road.
- It is noted that the proposal includes an outdoor area that is along Boronia Road, away from the sensitive uses to the south (the residential suburb). It is considered that in such instances, the building would help diffuse the impact of noise.
- A condition of any permit to issue will require the submission of an acoustic report to the satisfaction of the Responsible Authority. Any changes recommended by the acoustic report will need to be shown on the development plans.

Proposed Fencing affecting visibility for vehicles

- It is noted the boundary of the land does not extend to the footpath and there is also a corner splay which enhances visibility.
- Further, the design of the fence has incorporated a 50% transparent metal barrier fence for the corner splay extending four metres into the Pach Road frontage and two metres along the front boundary (Boronia Road)
- It is considered that requiring this 50% permeable metal fence to extend to the whole length of Pach Road which will result in a better street integration. This will also assist in visibility for vehicle enter existing the business.
- It is likely that the fences on southern and eastern boundaries will be of a solid nature as acoustic measures may be required as part of any permit to issue.

Lighting

- No lighting details have been provided of the car parking area and subject land. However, a condition of any permit to issue will require a lighting management plan detailing lighting areas, baffling to avoid direct lights and luminous flux outside the land.

Neighbourhood Character and height and bulk of the building

- It is considered that generally, the scale and design is characteristic of built form found in the area and sufficient space has been made available to provide for meaningful landscaping onsite. Some changes can be made to incorporate pitch roofs in the design as in mediated plans *FD Architects Pty Ltd Revision B dated 09/08/2018* which will be included in any permit to issue

Signage

- The application has not incorporated signage, a separate application will need to be lodged for the display of any business identification sign for which a planning permit is required pursuant to Clause 52.05-9.

Waste collection

- A waste management plan has been submitted with the application. Waste collection can be conducted by a private contractor and hours of collection can be limited to normal business hours.

Devaluation of property

- Devaluation of property is not a planning consideration.



Inaccurate representation of application information

- One objector has disputed some of the data and assertion made in the written statement submitted with the application. It is not considered that the information has any significant impact on Council's decision.

4.2 Referrals

The application was referred to external authorities and internal departments for advice. The following is a summary of relevant advice:

VicRoads: No objection, with no conditions.

Traffic Engineer: The current traffic condition of Pach Road can accommodate the additional traffic without congestion. At least 50% of the car parking is to be allocated on site and a Car parking Management Plan prepared by a qualified Traffic consultant be approval condition of any permit to issue.

Standard conditions to be included on any permit issued.

Parks Services: Street Trees 1, 2, 3, 6, 7 & 8 should be retained within this design. Tree Protection Zone (TPZ) fencing and ground protection will be required and further investigation in consultation with Council's Arborist required to show that major root loss will not occur.

Arborist: The applicant has submitted a redesign, which was based on a Construction Impact Assessment Report which assessed the impact on the street trees near the proposed crossover on Pach Road. Council's Arborist is supportive of the redesign and has provided condition to be included on any permit issued.

Landscape: The site can accommodate seven canopy trees and five large shrubs. Standard conditions to be included on any permit issued and condition for Water Sensitive Urban Design (WSUD) to be incorporated in the design.

Waste: A Waste Management Plan has been submitted with the application indicating waste collection will be conducted by a private waste contractor.

Assets: Standard conditions to be included on any permit issued.

Drainage: Standard conditions to be included on any permit issued.

Health: Certification required from Health Services for use of kitchen. Identified that, with early opening hours and close proximity of the dwelling at 3 Pach Road, adequate sound proofing barriers will be necessary along car parking area.

5. Discussion

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

5.1 Zoning and Overlays

5.1.1 Zone

The site is located in the General Residential Zone, Schedule 2 (GRZ2). The purpose of the GRZ is to encourage development that respects the neighbourhood character of the area; to encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport; to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.



Pursuant to Clause 32.08-2 a planning permit is required to use the land for a childcare centre (Section 2 Use). A planning permit is also required to construct a building or construct and carry out works for a Section 2 Use.

Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:

Non-residential use and development

- Whether the use or development is compatible with residential use.

Response: A child care centre is compatible with residential use as it will serve the local community. The design, height, setbacks and appearance of the proposed buildings and works is compatible with the character of the area and will sit comfortably within the streetscape.

- Whether the use generally serves local community needs.

Response: The proposal will generally serve local community needs.

- The scale and intensity of the use and development.

Response: The maximum number of children in the proposed childcare centre will be 58 at a given time and will operate from 6.00am to 6.00pm Monday to Friday. The size of the centre is considered small in scale and the hours of operation are consistent with the operations of most child care centres in Metropolitan Melbourne. The proposal will not result in any unreasonable amenity impacts on neighbouring properties.

- The design, height, setback and appearance of the proposed buildings and works.

Response: The design, height, setbacks and appearance of the proposed buildings and works is compatible with the character of the area and will sit comfortably within the streetscape.

The proposed building will not be constructed to any side or rear boundary, incorporating generous side and rear setbacks.

- The proposed landscaping.

Response: A setback of nine metres will be preserved to Boronia Road and a generous setback 4.5 metres from Pach Road (western boundary) with cascading recess up to 8 metres. The building is also setback 1.5 metres from the eastern boundary. As such adequate space is provided for landscaping and canopy tree planting to buffer the development to both streets and adjoining properties.

- The provision of car and bicycle parking and associated access ways.

Response: Sufficient car parking has been provided on-site and bicycle parking can be accommodated.

- The safety, efficiency and amenity effects of traffic to be generated by the proposal.

Response: Council's Traffic Department carried out an investigation of traffic conditions at the site and have determined that the level of traffic generated by the proposal can be accommodated without congestion.



5.1.2 Overlays

The site is not affected by any overlays.

5.2 Policy Consideration: Planning Policy Framework and Local Planning Policy Framework

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

5.2.1 Non-residential use in Residential Areas and Amenity

Clause 22.03 Non Residential Uses in Residential Areas Policy: It is policy to support local employment opportunities and reduce dependence upon car based travel by encouraging non-residential uses to generally locate in and around activity centres and other commercial precincts. This supports multipurpose trips and the use of public transport to access multiple businesses.

The policy recognises that residential areas require some complementary non-residential uses for the convenience of residents, supporting opportunities for living close to local services and facilities. These uses include child minding centres. Care must be taken in siting and designing these facilities to avoid any negative impact on the residential amenity of an area and to avoid inappropriate development of defacto commercial precincts.

The objectives of the policy are:

- To support the establishment of appropriately located, attractive, well designed developments, which can fulfil local community needs.
- To protect the character and amenity of residential areas.
- To require that non-residential uses in residential areas do not unreasonable detract from the primary function of the area for residential purposes, or create a defacto commercial precinct.
- To support the role of those existing non-residential uses in residential areas which provide services to the community without significant detriment to the residential amenity.

It is policy that:

- The design, scale and appearance of non-residential premises reflects the residential character and streetscape of the area.
- Non-residential uses locate:
 - On sites with frontages to a road zone or a connector street (i.e. roads carrying a minimum of 3,000 vehicles per day).
 - On the periphery of activity centres or major facilities such as hospitals;
 - Adjacent to other non-residential uses, provided the cumulative impact of the non- residential uses will not create a defacto commercial precinct.
 - On or close to public transport routes.

Non-compliance with the above policy criteria will only be supported where the use is small scale and where its catchment will benefit local residents.

- It is considered that the design, scale and appearance of the child care centre reflects the residential character and streetscape of the area. It is also considered that the proposal meets the locational criteria of Clause 22.03.
- The outdoor activities will be located within the front setback to Boronia Road which means they will located away from the sensitive residential uses to the south and west of the site. In addition, any permit to issue will require the submission of an Acoustic Report to the satisfaction of the Responsible Authority. Any alterations as recommended within the report will be required to be shown on the development plans.



- The centre is proposed to operate between the hours of 6.00am and 6.00pm on weekdays, not during the sensitive night periods or on weekends. Whilst a 6.00am start is proposed, it is reasonable to anticipate that activity associated with the centre at this time would be quite low, consisting of the arrival of staffs, sporadic drop off of children, and it would be expected the bulk of the activity will be inside the building at such time.
- The proposal will not result in any unreasonable overshadowing.
- Given the raised height of the building there is the potential for views from some windows into the adjoining residential properties to the east and south. Treatment to limit the views from the south facing kitchen window and east facing window of the teacher's room should be included on any permit issued.
- A condition can be placed on any permit to issue to ensure light spill is appropriately contained within the site.

Clause 13.05 Noise abatement: Ensures that development is not prejudiced and community amenity is not reduced by noise emissions, using a range of building design, urban design and land use separation techniques as appropriate to the land use functions and character of the area.

- As discussed, the level of noise to the surrounding residential area will be reasonable and can be managed by conditions of any permit to issue.

5.2.2 Sustainability and Environment

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

Clause 22.04 Environmentally Sustainable Development: This new policy introduced into Knox Planning Scheme under Amendment C150 requires applicants to address Environmentally Sustainable Development (ESD) principles including energy performance, water resources, indoor environmental quality, stormwater, waste management, transport and urban ecology, by applying these principles within the proposed development.

- A Sustainable Design Assessment will be required as part of any permit to issue.

5.2.3 Transport

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

- Bus routes 664, 901 and 969 operate along Stud Road (200 metres to the west).
- The site is within the Principal Public Transport Network Area.

5.2.4 Urban Design (including Neighbourhood Character)

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

Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Development in residential areas needs to respond to the particular built form and natural environment elements that make up the neighbourhood character of Knox. These elements include topography, vegetation, building form, scale, siting, materials and front fencing. The subject site is located in the 'Knox Neighbourhood' character area.

The proposal responds to key design objectives, as discussed:

- The building is two storey in scale which is typical of the low-scale built form in the area.
- The building adopts setbacks from front and side boundaries that are consistent with those found in the surrounding neighbourhood. A setback of nine metres will be preserved to Boronia Road and a generous setback 4.5 metres from Pach Road (western boundary) with cascading recess up to 8 metres. The building is also setback 1.5 metres from the eastern boundary and 11 metres from the southern boundary. As such



adequate space is provided for landscaping and canopy tree planting to buffer the development to both streets and adjoining properties.

- The development proposes only one crossover on Pach Road ensuring the retention of existing mature street trees within the Pach Road road reserve.
- The scale and design is characteristic of built form found in the area and sufficient space has been made available to provide for meaningful landscaping onsite. The development respects neighbouring dwellings by utilising materials consistent with existing building in the area. However, the flat roof of the proposed building is not considered appropriate in the neighbourhood context and a pitched roof will be more appropriate. A condition of any permit to issue will require a pitched roof to be incorporated in the design as in mediated plans *FD Architects Pty Ltd Revision B dated 09/08/2018*.

5.3 Particular Provisions

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

Clause 52.06-5 outlines the number of car parking spaces to be provided on site. A child care centre has a ratio of 0.22 spaces to each child permitted, which requires a total of 12 car parking spaces

The proposal provides 12 car parking spaces on site which complies with the requirements of Clause 52.06.

Council's Traffic have advised that the most recent traffic count on Pach Rd was conducted in 2015. It has a traffic volume of approximately 610 two-way daily. This number is within the road hierarchy of an access road, which is usually around 1000 vehicles daily. With the proposed centre, including parents and staff, they could possibly generate 150 more movements per day. In total, this adds up to be 760 movements, which is still within the expected traffic capacity of Pach Road.

From the operation of other child care centres at other sites, it is typical that the drop-off and pick-up times of children are staggered. As such, unlike schools, the traffic generation of the centre will spread out across 1 to 2 hours of the day. It is envisaged that the current traffic condition of Pach Road can accommodate the additional traffic without congestion.

There are also existing footpaths on both sides of Pach Road to cater to pedestrian traffic for vehicles parking off-site. This condition is similar to other child care centres operating in Knox. No pedestrian safety issues are anticipated.

Clause 52.29 Land adjacent to a Road Zone: The purpose of the Clause is to ensure appropriate access to identified road is achieved. Boronia Road is the identified in its capacity as a Road Zone Category 1. The clause carries a statutory referral to VicRoads, the Road Corporation pursuant to Section 55 of the Planning and Environment Act 1987.

In this instance, the proposal did not incorporate the creation or alteration of any access to Boronia Road and consequently, it was determined the consideration of the clause was not relevant to the proposal. Whilst not a determining authority, the application was referred to VicRoads who did not object to the proposal.

5.5 General Decision Guidelines

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

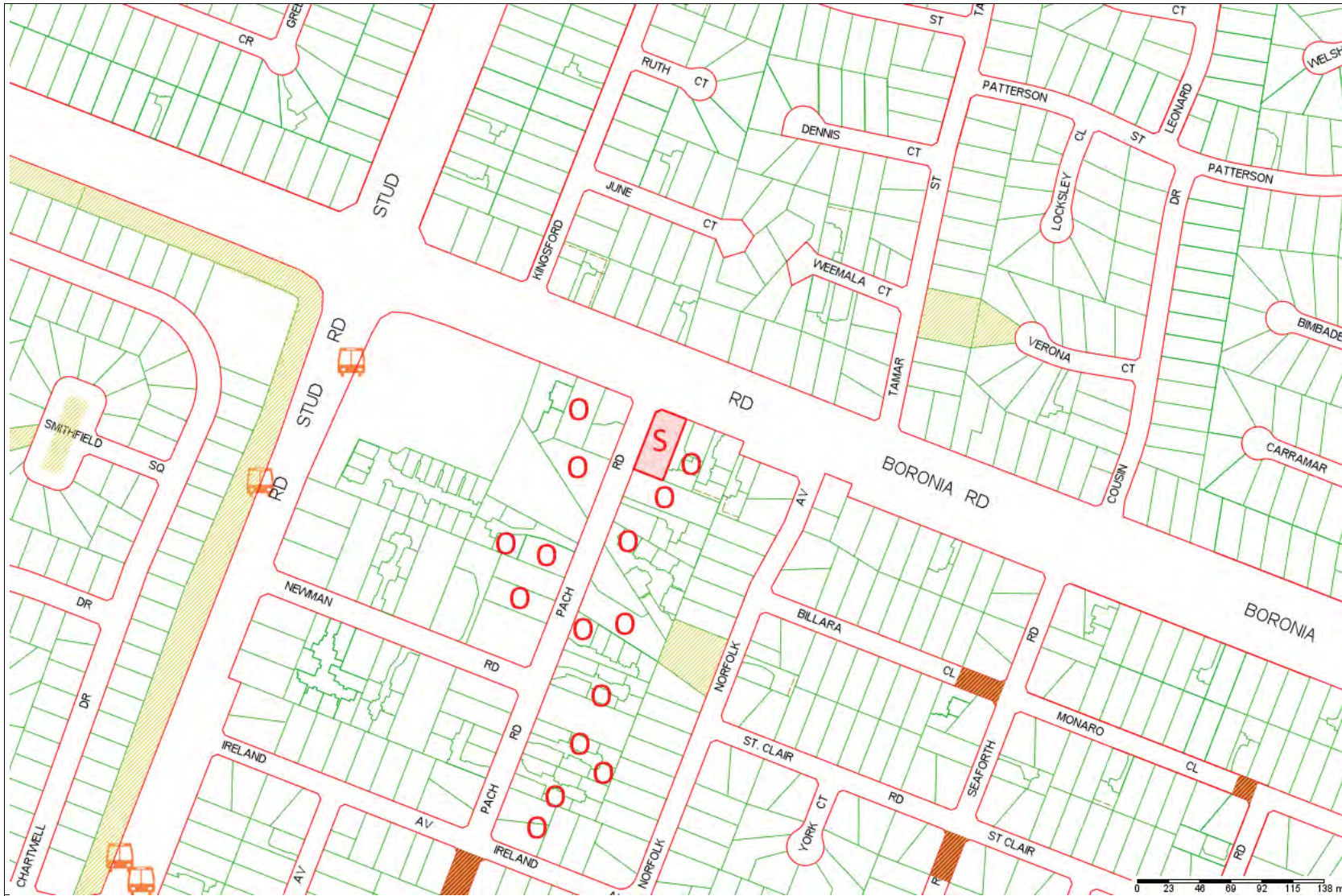
- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.



6. Conclusion

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

- The development is consistent with the Planning Policy Framework and Local Planning Policy Framework with regard to Sustainability and Environment, Transport and Urban Design including Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal is consistent with policy direction within the General Residential Zone - Schedule 2.
- The proposed use is with consistent with policy at Clause 22.03 Non Residential Uses in Residential Areas Policy.
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the provision of canopy trees, shrubs and landscaping across the site.
- Car parking and vehicle and pedestrian access has been provided in accordance with the requirements of Clause 52.06 Car Parking.



Knox City Council
REPORT APPENDIX B

Property Address	468 Boronia Road, WANTIRNA SOUTH
Application Number	P/2018/6028
Description	Use and development of the land for a Childcare centre
Ward	Dinsdale

LEGEND:

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

Scale: 1:3000

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

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



Knox City Council
REPORT APPENDIX B

Property Address	468 Boronia Road, WANTIRNA SOUTH
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LEGEND:

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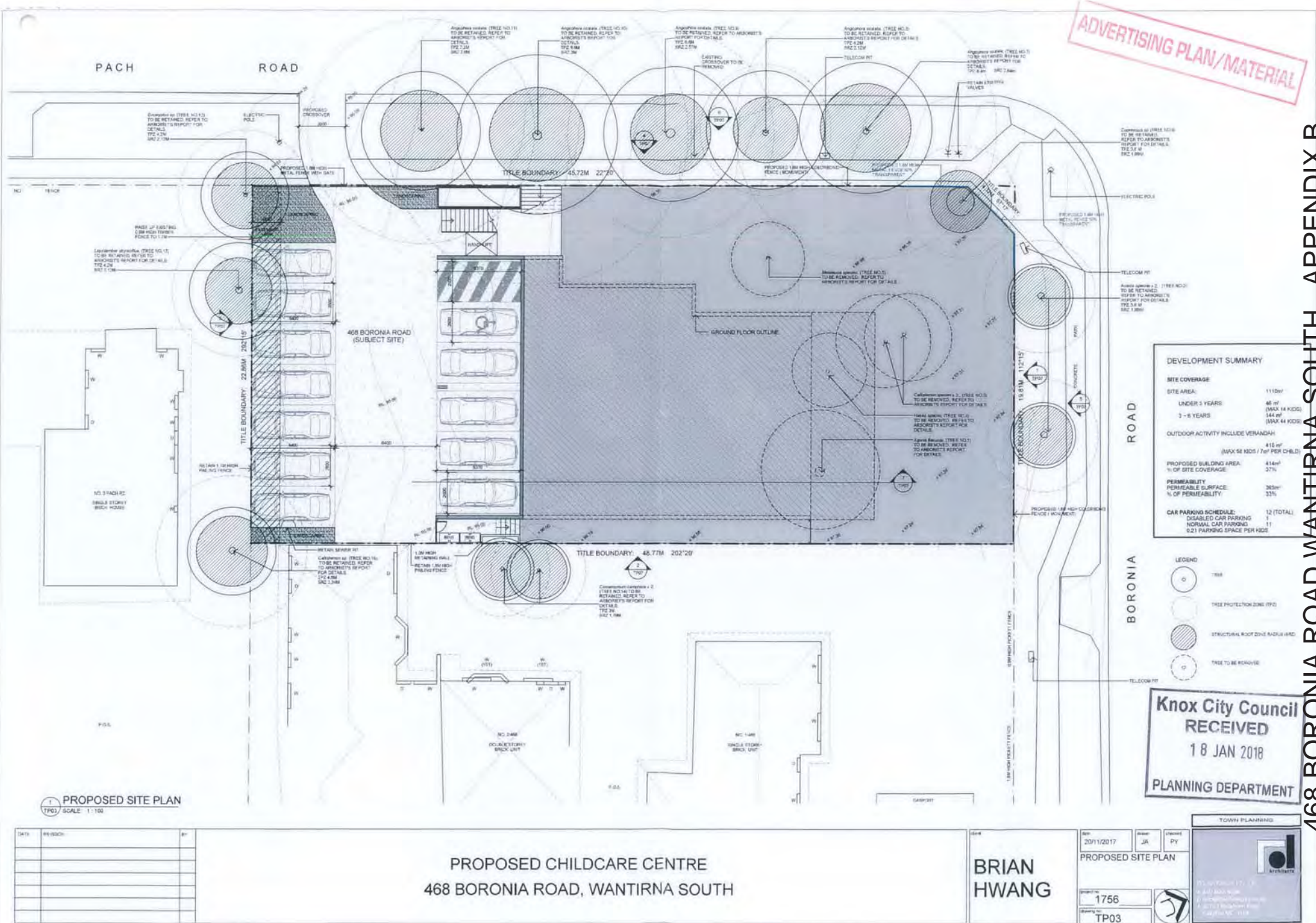


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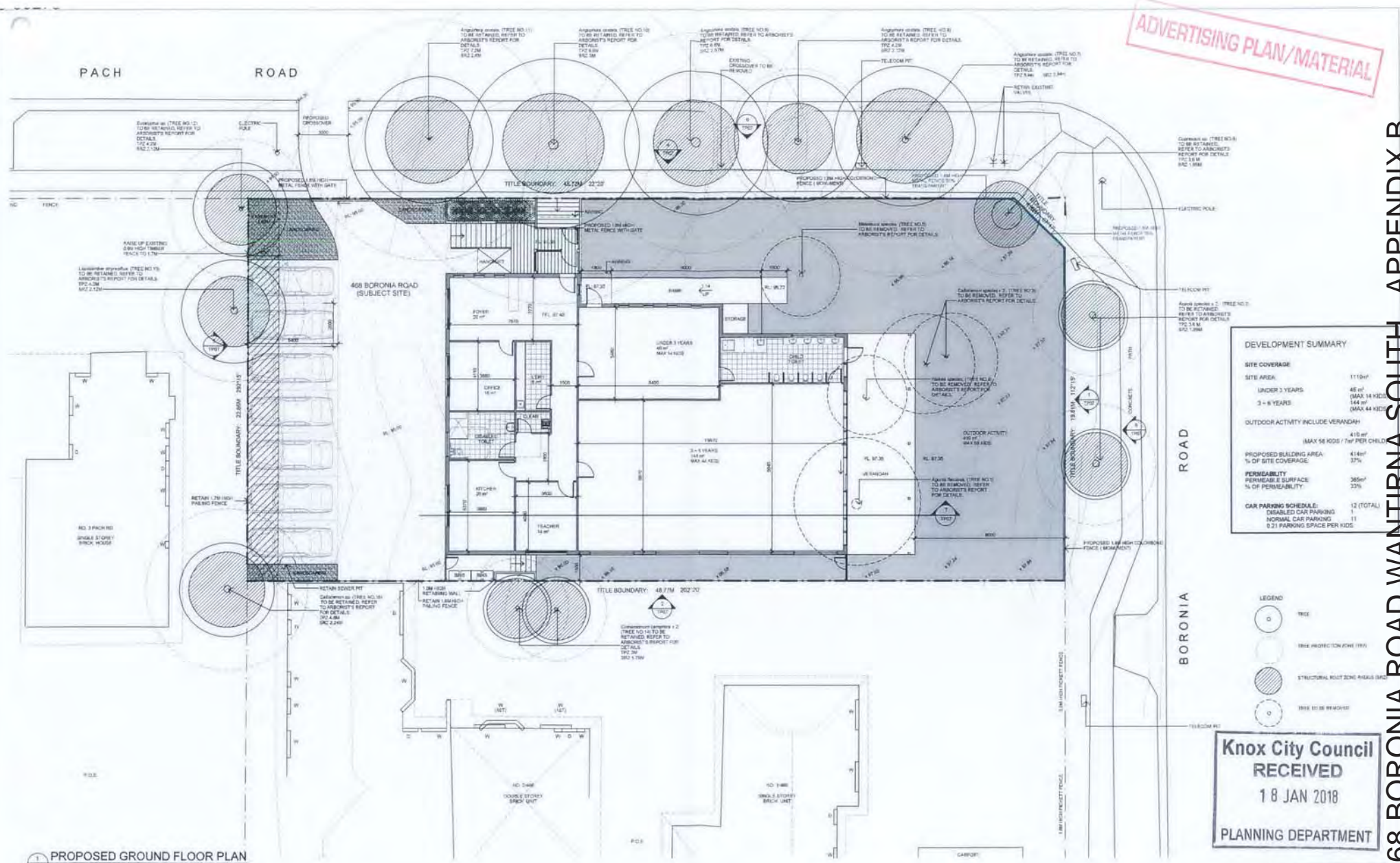
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ADVERTISING PLAN/MATERIAL



DEVELOPMENT SUMMARY

SITE COVERAGE	
SITE AREA	1110m ²
UNDER 3 YEARS	46 m ² (MAX 14 KIDS)
3 - 6 YEARS	144 m ² (MAX 44 KIDS)
OUTDOOR ACTIVITY INCLUDE VERANDAH	
	418 m ² (MAX 56 KIDS / 7m ² PER CHILD)
PROPOSED BUILDING AREA	414m ²
% OF SITE COVERAGE	37%
PERMEABILITY PERMEABLE SURFACE	365m ²
% OF PERMEABILITY	33%
CAR PARKING SCHEDULE:	
DISABLED CAR PARKING	1
NORMAL CAR PARKING	11
0.21 PARKING SPACE PER KIDS	12 (TOTAL)

- LEGEND**
- TREE
 - TREE PROTECTION ZONE (TPZ)
 - STRUCTURAL ROOT ZONE ANALYSIS (SRZ)
 - TREE TO BE REMOVED

Knox City Council
RECEIVED
 18 JAN 2018
 PLANNING DEPARTMENT

1 PROPOSED GROUND FLOOR PLAN
 TP04 SCALE: 1:100

DATE	REVISION	BY

PROPOSED CHILDCARE CENTRE
 468 BORONIA ROAD, WANTIRNA SOUTH

BRIAN HWANG

DATE	2011/2017	BY	JA	DESIGNED BY	PY
PROJECT NO.	1756				
PLAN NO.	TP04				

TOWN PLANNING

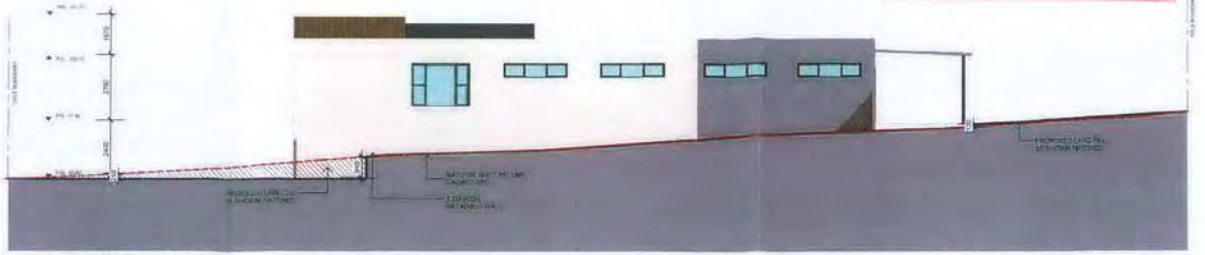
 10 RITCHIE ST, SUITE 101
 WENTWORTHVILLE NSW 2145
 PH (02) 9615 1000
 FAX (02) 9615 1001
 WWW.TOWNPLANNING.COM.AU

468 BORONIA ROAD WANTIRNA SOUTH APPENDIX B

ADVERTISING PLAN/MATERIAL



1 NORTH ELEVATION
TP07 SCALE: 1:100



2 EAST ELEVATION
TP07 SCALE: 1:100



3 SOUTH ELEVATION
TP07 SCALE: 1:100



4 WEST ELEVATION
TP07 SCALE: 1:100



5 NORTH FENCE
TP07 SCALE: 1:100



6 WEST FENCE
TP07 SCALE: 1:100



7 Section 1
TP07 SCALE: 1:100

Knox City Council
RECEIVED
21 MAR 2018
PLANNING DEPARTMENT

DATE	BY DESIGN	BY

PROPOSED CHILDCARE CENTRE
468 BORONIA ROAD, WANTIRNA SOUTH

BRIAN
HWANG

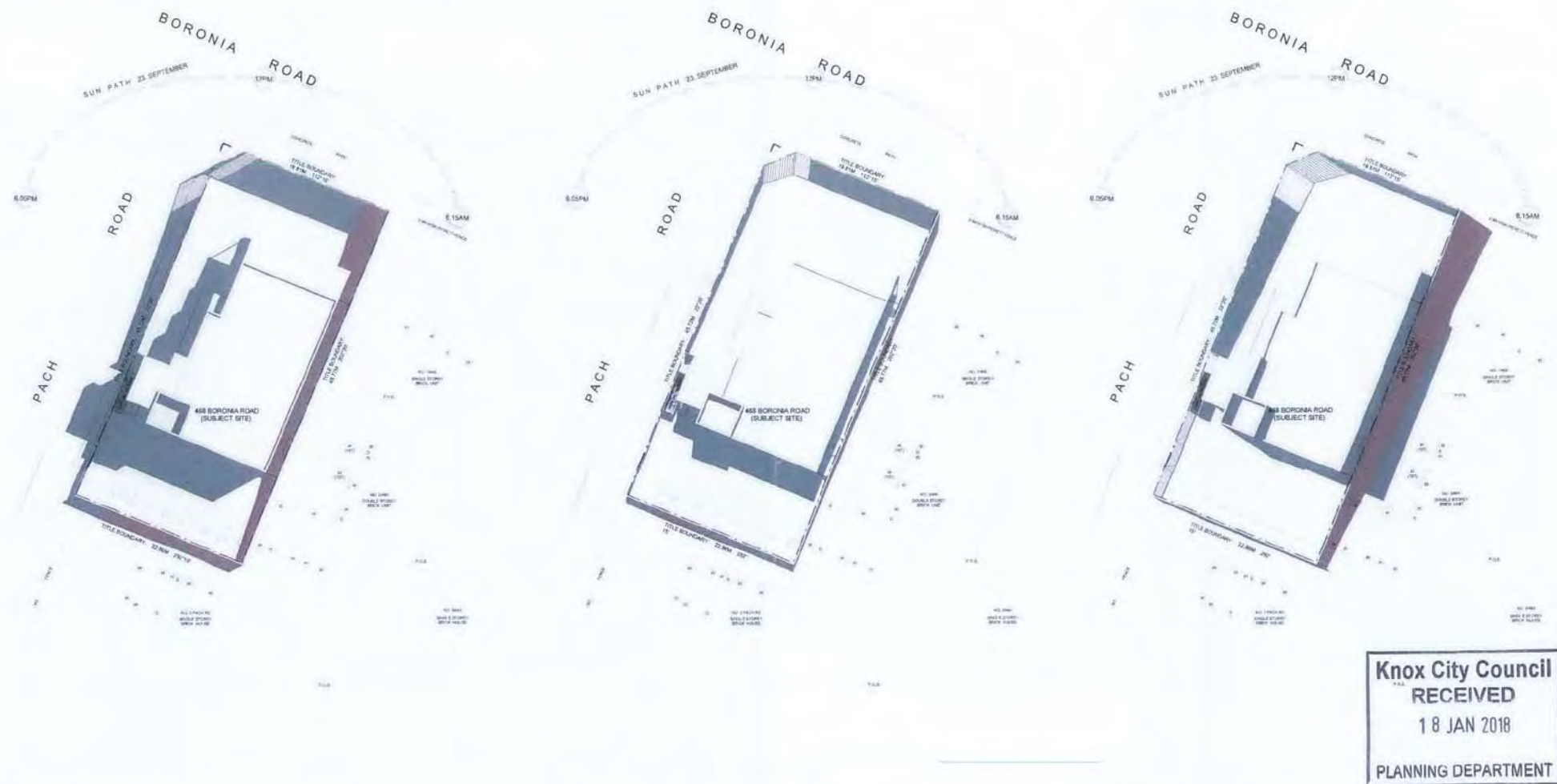
DATE	BY	DATE	BY
20/11/2017	JA		
PROPOSED ELEVATIONS			
1756			
TP07			

TOWN PLANNING

F&P Architecture Pty Ltd.
2/100 ROBINSON ROAD
SYDNEY NSW 2000
AUSTRALIA
GPO BOX 971
SYDNEY NSW 2000

468 BORONIA ROAD WANTIRNA SOUTH APPENDIX B

ADVERTISING PLAN/MATERIAL



1 SHADOW DIAGRAM 9AM
TP06 SCALE 1:250

2 SHADOW DIAGRAM 12PM
TP06 SCALE 1:250

3 SHADOW DIAGRAM 3PM
TP06 SCALE 1:250

Knox City Council
 RECEIVED
 18 JAN 2018
 PLANNING DEPARTMENT

SHADOW CAST BY PROPOSED
 B.C. 0806
 SHADOW CAST BY EXISTING
 FENCES

DATE	REVISION	BY

PROPOSED CHILDCARE CENTRE
 468 BORONIA ROAD, WANTIRNA SOUTH

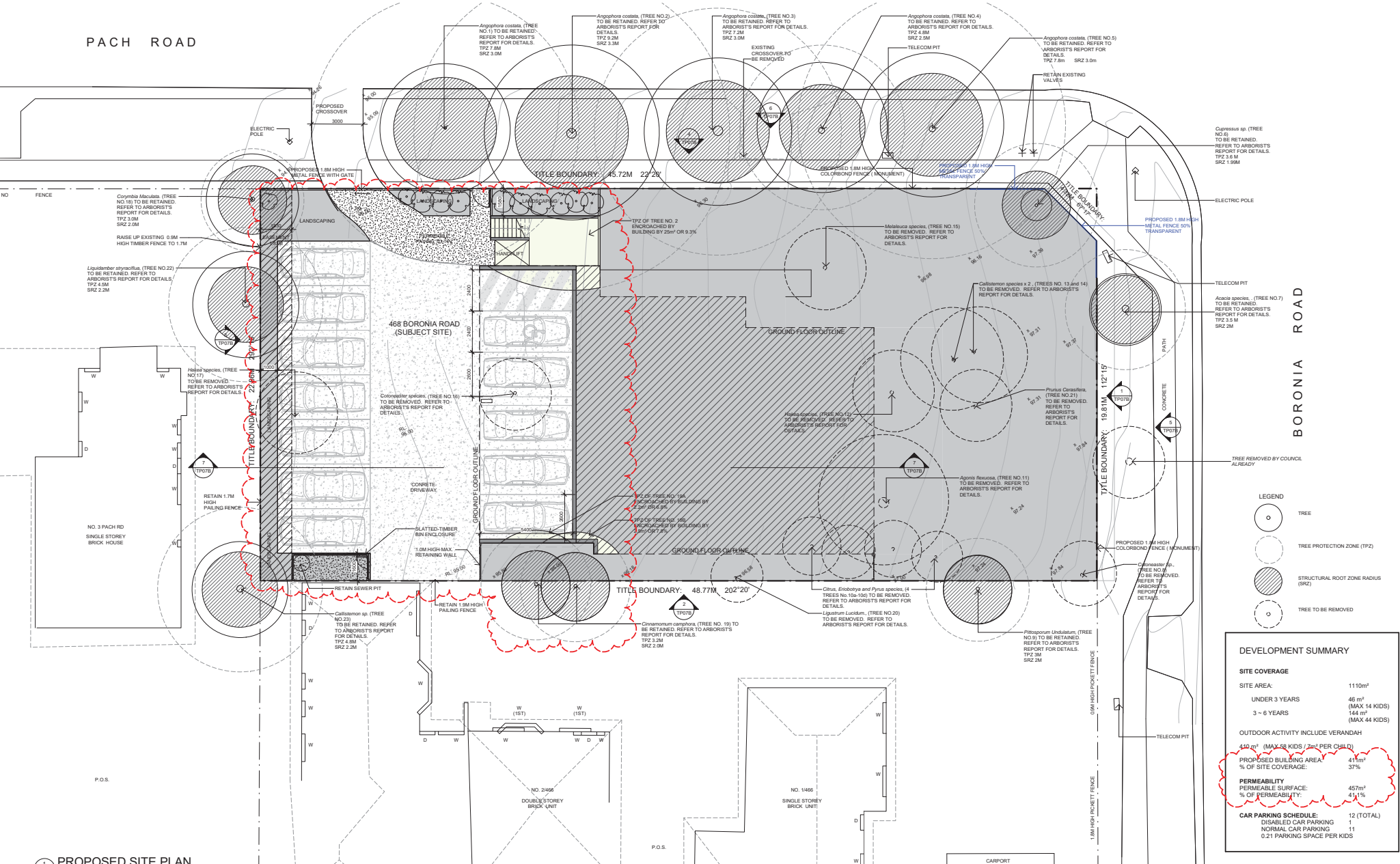
BRIAN HWANG

DATE: 20/11/2017
 NAME: JA
 CHECKED: PY
 PROJECT NO: 1756
 DRAWING NO: TP06



468 BORONIA ROAD WANTIRNA SOUTH APPENDIX B

PACH ROAD



DEVELOPMENT SUMMARY	
SITE COVERAGE	
SITE AREA:	1110m ²
UNDER 3 YEARS:	46 m ² (MAX 14 KIDS)
3 - 6 YEARS:	144 m ² (MAX 44 KIDS)
OUTDOOR ACTIVITY INCLUDE VERANDAH	
410 m ² (MAX 58 KIDS / 2m ² PER CHILD)	
PROPOSED BUILDING AREA:	431m ²
% OF SITE COVERAGE:	37%
PERMEABILITY	
PERMEABLE SURFACE:	457m ²
% OF PERMEABILITY:	41.1%
CAR PARKING SCHEDULE:	
DISABLED CAR PARKING:	1
NORMAL CAR PARKING:	11
0.21 PARKING SPACE PER KIDS:	12 (TOTAL)

1 PROPOSED SITE PLAN
SCALE: 1:100

DATE:	REVISION:	BY:
21.06.2018	A. REVISION IN RESPONSE TO COUNCIL'S EMAIL DATED 06.06.18	ZB
09.08.2018	B. REVISION FOR COUNCIL'S MEETING	ZB

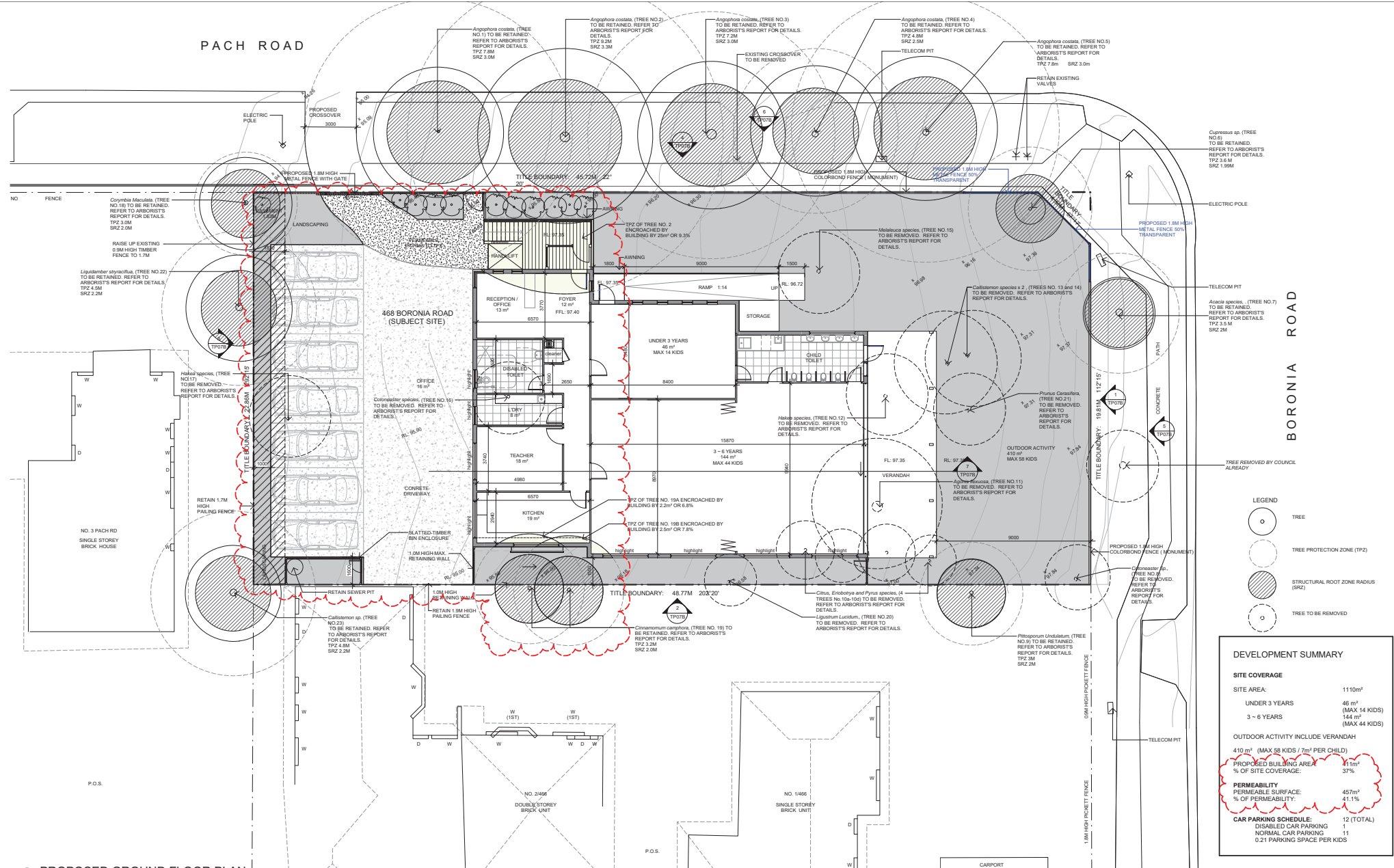
PROPOSED CHILDCARE CENTRE
468 BORONIA ROAD, WANTIRNA SOUTH

BRIAN
HWANG

DATE:	DRAWN:	CHECKED:
09.08.2018	JAZ/B	ZB
PROPOSED SITE PLAN		
PROJECT NO:	1756	
DRAWING NO:	TP03B	

TOWN PLANNING

Fjd Architects Pty. Ltd.
T: (81) 9605 9598
E: info@fjdarchitects.com.au
A: 5733 Blackburn Road, Clayton, VIC 3168



1 PROPOSED GROUND FLOOR PLAN
TP04B SCALE: 1:100

DATE:	REVISION:	BY:
21.06.2018	A. REVISION IN RESPONSE TO COUNCIL'S EMAIL DATED 06.06.18	ZB
09.08.2018	B. REVISION FOR COUNCIL'S MEETING	ZB

PROPOSED CHILDCARE CENTRE
468 BORONIA ROAD, WANTIRNA SOUTH

BRIAN HWANG

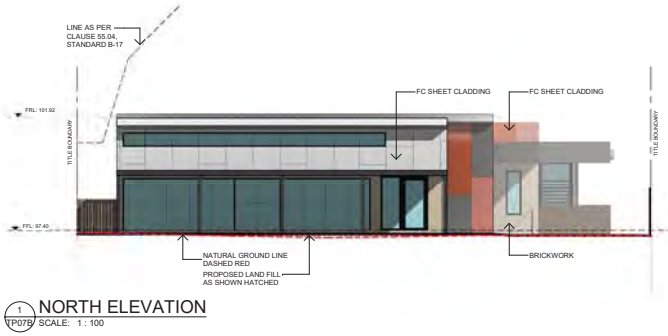
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09.08.2018	A. REVISION IN RESPONSE TO COUNCIL'S EMAIL DATED 06.06.18	ZB
09.08.2018	B. REVISION FOR COUNCIL'S MEETING	ZB

TOWN PLANNING

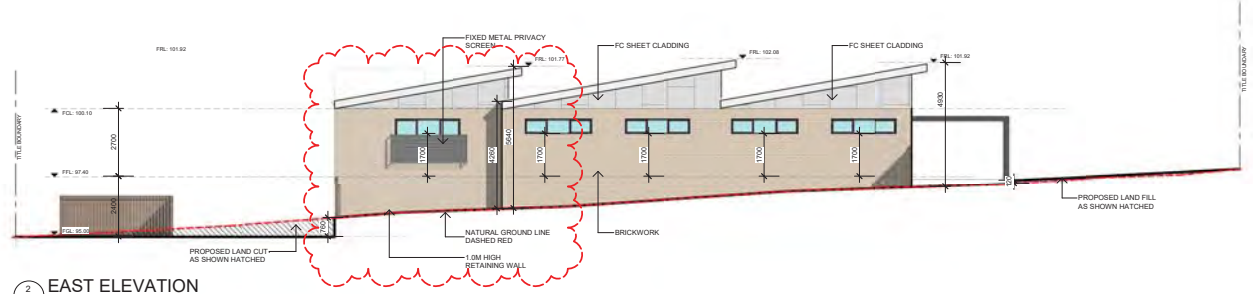
PROPOSED GROUND FLOOR PLAN

project no: 1756
drawing no: TP04B

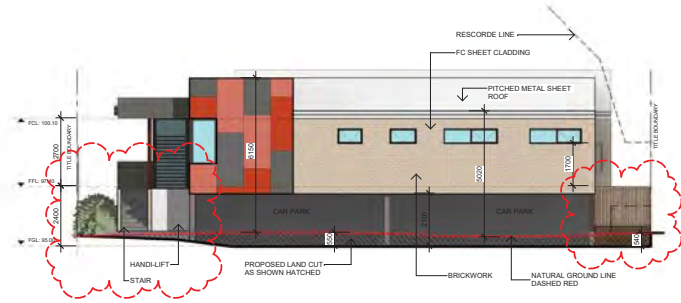
Fid Architects Pty. Ltd.
T: (81) 9605 9598
E: info@fidarchitects.com.au
A: 57/53 Blackburn Road, Clayton, VIC 3168



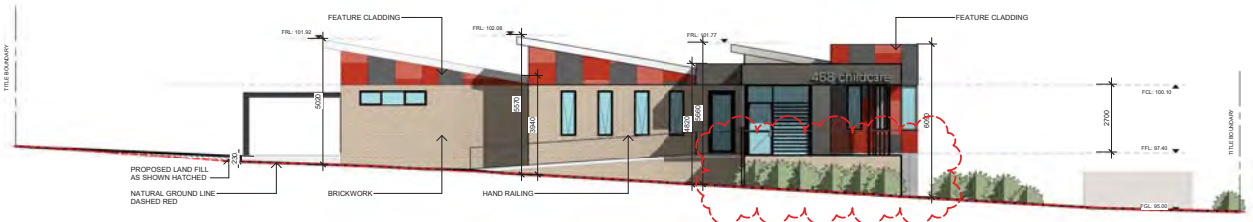
1 NORTH ELEVATION
TP07B SCALE: 1:100



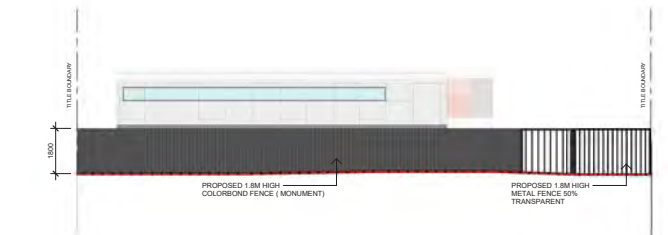
2 EAST ELEVATION
TP07B SCALE: 1:100



3 SOUTH ELEVATION
TP07B SCALE: 1:100



4 WEST ELEVATION
TP07B SCALE: 1:100



5 NORTH FENCE
TP07B SCALE: 1:100



6 WEST FENCE
TP07B SCALE: 1:100

COLOUR & FINISHES SCHEDULE

	FINISHES APPLICATION: CLADDING	FINISHES APPLICATION: DULL 'RED STOP' AT/1 OR SIMILAR PAINT FINISH TO FC SHEET - FEATURE		FINISHES APPLICATION: DARK GREY / BLACK POWDERCOATED METAL COLORBOND FACED AND BRICK ROOFING TO UNIT 1
	FINISHES APPLICATION: CLADDING	FINISHES APPLICATION: DULL 'RED STOP' AT/1 OR SIMILAR PAINT FINISH TO FC SHEET - FEATURE		FINISHES APPLICATION: JAMES HARDIE SCYON MATRIX FIBRE CEMENT CLADDING EXTERNAL WALL CLADDING
	FINISHES APPLICATION: CLADDING	FINISHES APPLICATION: DULL 'RED STOP' AT/1 OR SIMILAR PAINT FINISH TO FC SHEET - FEATURE		FINISHES APPLICATION: DULL 'GLASSPORT' PRISM PAINT FINISH TO FC SHEET CLADDING ABOVE BRICKWORK
	FINISHES APPLICATION: CLADDING	FINISHES APPLICATION: DULL 'RED STOP' AT/1 OR SIMILAR PAINT FINISH TO FC SHEET - FEATURE		FINISHES APPLICATION: DULL 'GLASSPORT' PRISM PAINT FINISH TO FC SHEET - FEATURE CLADDING AND PORCH CANOPY CLADDING



7 Section 1
TP07B SCALE: 1:100

DATE:	REVISION:	BY:
21.06.2018	A. REVISION IN RESPONSE TO COUNCIL'S EMAIL DATED 06.06.18	ZB
09.08.2018	B. REVISION FOR COUNCIL'S MEETING	ZB

PROPOSED CHILDCARE CENTRE
468 BORONIA ROAD, WANTIRNA SOUTH

BRIAN HWANG
 TOWN PLANNING
 PROPOSED ELEVATIONS
 date: 09.08.2018
 draw: JAZB
 check: ZB
 project no: 1756
 drawing no: TP07B
 Fd Architects Pty. Ltd.
 T: (81) 9405 9598
 E: info@fdarchitects.com.au
 A: 57/53 Macdonald Road, Clayton, VIC 3168

6.4 Amendment C173 - Fix-up Amendment to the Knox Planning Scheme

SUMMARY: Strategic Planner – City Futures (David Cameron)

Amendment C173 is a ‘fix up’ amendment to the Knox Planning Scheme. The amendment proposes to fix up minor, technical and administrative errors within the Knox Planning Scheme, including anomalies in zoning, overlays, and ordinances. The proposed changes are a result of: historic anomalies to the Knox Planning Scheme; minor wording or grammatical anomalies that have unknowingly been introduced through successive planning scheme amendments; or anomalies that have been created because historic planning scheme amendments haven’t modified Knox’s planning provisions accurately. While these issues are predominantly administrative issues, the changes do involve rezoning multiple properties within the municipality that are of public interest.

RECOMMENDATION

That Council:

- 1. Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C173, as shown in Appendices A-K to this report.**
- 2. Subject to receiving authorisation from the Minister for Planning, place Amendment C173 on public exhibition for a period of at least one month.**
- 3. Authorise the Director – City Development to make any minor changes required for approval of Amendment C173 by the Minister for Planning, provided these are consistent with the intent of the Amendment as shown in Appendices A-K.**

1. INTRODUCTION

The Knox Planning Scheme (the Scheme) has evolved through various planning scheme amendments. Fix up amendments are undertaken to the Scheme to rectify any errors and anomalies which arise due to multiple changes and iterations of the scheme. These errors can consist of elements such as historic anomalies, redundant provisions, mapping errors or changes in the application of planning scheme provisions.

A table of the proposed changes are detailed as follows:

Address	Current provision(s) to be fixed	Proposed changes
Service road opposite 622, 642 and 646-648 Burwood Highway, Knoxfield	Road Zone Category 1 (RDZ1)	Rezone the RDZ1 to the Commercial 1 Zone (C1Z) and General Residential Zone – Schedule 2 (GRZ2).
622 Burwood Highway, Knoxfield	GRZ2 in the south-west corner of the site	Rezone the site to the C1Z in its entirety, removing the GRZ2 from the south-west corner of the site.

Address	Current provision(s) to be fixed	Proposed changes
6 Winwood Drive, Ferntree Gully	Design and Development Overlay – Schedule 1 (DDO1) and Design and Development Overlay – Schedule 2 (DDO2) both apply to the site	Apply the Design and Development – Schedule 1 (DDO1) over the entirety of the site, removing the Design and Development Overlay – Schedule 2 (DDO2) from the rear of the site.
18 & 20 Mount View Road, Upper Ferntree Gully, 631 Mountain Highway, Bayswater and 1/1 Violen Street, Bayswater	Vegetation Protection Overlay – Schedule 2 (VPO2)	Remove the Vegetation Protection Overlay – Schedule 2 (VPO2).
848 Burwood Road, Ferntree Gully, and 1875 Ferntree Gully Road, Ferntree Gully	C1Z and Commercial 2 Zone (C2Z) both apply to the sites	Apply the C1Z to the entirety of sites and remove the C2Z from areas within these sites.
1873 Ferntree Gully Road, Ferntree Gully	C1Z and C2Z both apply to the site	Apply the C2Z to the entirety of this site, and remove the C1Z applied to this land.
Norvel Road Reserve (lots 13-16 Norvel Road), Ferntree Gully	GR22 applies to part of the Norvel Road Reserve	Apply the Public Park and Recreation Reserve (PPRZ) to the entirety of the reserve and remove the GR22 from an existing portion of parkland.
30 Dorrigo Drive, Boronia (Millers Homestead)	Neighbourhood Residential Zone (NRZ1) applies to a small portion of land at the rear (south-west) of the site.	Rezone the site to PPRZ in its entirety, removing the Neighbourhood Residential Zone – Schedule 1 (NRZ1).
30 Dorrigo Drive, Boronia (Millers Homestead)	Heritage Overlay (HO25)	Update the statement of significance, and make changes to the schedule to the Heritage Overlay (HO25).

2. DISCUSSION

Correcting anomalies and errors in the Knox Planning Scheme is supported by the Planning Scheme Review 2018. More specifically, Action R6 of the Planning Scheme Review 2018 is to “Prepare a planning scheme amendment to ‘fix up’ previous identified anomalies in the Knox Planning Scheme.” This action was identified as a high priority, and the Planning Scheme Review 2018 was endorsed by Council on 25 June 2018.

A more detailed discussion of the proposed planning scheme changes, including the justification for the proposed changes, is included below:

Address	Map reference	Discussion
Service road opposite	Appendix D	The service road opposite the sites at 622, 642 and

Address	Map reference	Discussion
622, 642, and 646-648 Burwood Highway, Knoxfield		<p>646-648 Burwood Highway is currently zoned RDZ1. Following correspondence with VicRoads, it has been ascertained the service road is within municipal ownership and is not a declared arterial road. The zoning therefore does not accurately reflect the roads function as a Council owned asset. The RDZ1 is commonly utilised to represent arterial roads that are owned and managed by VicRoads.</p> <p>The service road is therefore better suited to having a zone that is consistent with the zoning of municipal roads. Municipal roads are commonly zoned with reference to the surrounding residential/ commercial/ industrial zones (rather than application of a road zone). Opposite the subject section of road, and the GRZ2. The proposed zoning is to match these two zones within the service road, where they correspond opposite (as shown in Appendix D).</p>
622 Burwood Highway, Knoxfield	Appendix D	<p>The site at 622 Burwood Highway, contains an existing commercial property, within the C1Z. A small portion of the lot in the southwest corner of the site contains the GRZ2. It is not appropriate to retain this section of zoning, as it does not represent the intention of the lot (to retain a commercial function) and could potentially conflict with the existing use. It is therefore considered appropriate to rezone this small area of the lot to C1Z, to provide consistent zoning across the site, reflect the function of the site, and provide orderly planning controls.</p>
6 Winwood Drive, Ferntree Gully	Appendices E and F	<p>This site at 6 Winwood Drive is currently subject to two Design and Development Overlays, Schedule 1 (Dandenong Foothills: Foothills Backdrop and Ridgeline Area) and Schedule 2 (Dandenong Foothills: Lower Slope and Valley Area).</p> <p>An anomaly exists that the site is covered by two overlay schedules under the DDO, where the surrounding area has a consistent application of one DDO schedule per lot. The two DDO overlay schedules intersect at the approximate mid-point of the lot.</p> <p>The site is orientated to Winwood Drive, with the remainder of Winwood Drive also covered by the DDO1. It is therefore considered appropriate to remove the DDO2 from the southern half of the site and apply the DDO1 to the entire site (as</p>

Address	Map reference	Discussion
		shown in Appendix F). This is consistent with the other properties within Winwood Drive.
18 & 20 Mount View Road, Upper Ferntree Gully, 631 Mountain Highway, Bayswater and 1/1 Violen Street, Bayswater	Appendices G and H	Each of the sites have the VPO2 applied (in some cases only partially over the site) for the protection of significant trees. In all cases the VPO2 has been applied to lots that do not have any significant trees, and as such, has no purpose placed over these sites. These redundant controls are proposed to be removed to apply appropriate and fair planning permit triggers to each site.
848 Burwood Road, Ferntree Gully, and 1875 Ferntree Gully Road, Ferntree Gully	Appendix I	<p>Two commercial sites at 848 Burwood Road, Ferntree Gully, and 1875 Ferntree Gully Road, Ferntree Gully, have both the C1Z and C2Z applied to each site. This is not considered orderly planning, as two zones are problematic when considering applications for development as the expectations for development and land use remain different. This can additionally provide uncertainty to land owners and the broader community, towards the applicable provisions and potential of each site.</p> <p>At each of the sites, the existing commercial premises are located within the C1Z, while a portion of each sites ancillary car parking is located within the C2Z. The sites at 848 Burwood Road and 1875 Ferntree Gully operate as a tavern and a convenience restaurant respectively. Both taverns and convenience restaurants are defined as retail premises in the Scheme and are therefore Section 1 (no permit required) uses.</p> <p>As the primary commercial premises on each site are entirely located under the C1Z, and the C1Z provides no conflict with the existing uses, it is considered suitable that this zone be applied across the sites entirely (and therefore also apply to the ancillary carparks) and the extent of the Commercial 2 Zone be removed.</p>
1873 Ferntree Gully Road, Ferntree Gully	Appendix I	Similarly, the site at 1873 Ferntree Gully Road contains a service station within a C2Z, while a small portion of the site within the southeast corner of the site is zoned C1Z. A service station is classified as an innominate use within both zones, and the use has no impact on a decision to choose which zone is more appropriate regarding land use. However as clarified previously, a single zone should be utilised to provide consistent controls across the entire site. Therefore, as the C2Z applies

Address	Map reference	Discussion
		to the majority of the entire site (and covers the entirety of the existing commercial premises), it is considered appropriate to rezone the entirety of the site as C2Z, removing the existing portion of C1Z.
Norvel Road Reserve (south side of Norvel Road)	Appendix J	<p>The Norvel Road Reserve (parkland portion on the southern side of Norvel Road), is partially zoned PPRZ and GRZ2. As a Council reserve, the PPRZ is best suited as it allows open sports grounds, and outdoor recreation (as no permit required uses). The GRZ2 is better served applying to existing or future residential land.</p> <p>As the Norvel Road Reserve is also within an area of environmental significance (under the Environmental Significance Overlay – Schedule 2), the PPRZ is the most appropriate zone for the reserve as the objective of the PPRZ is to recognise areas of public recreation and open, and conserve areas of significance. It is therefore recommended the extent of the GRZ2 be removed, and the PPRZ be applied to the entire site to represent Council’s intention towards this significant area of open space.</p>
30 Dorrigo Drive, Boronia (Miller’s Homestead)	Appendix K	<p>Miller’s Homestead was discussed in a report to Council on 27 August 2018, and it was noted that Council could update and strengthen the Heritage Overlay that applies to the site as part of this amendment. The report also noted that Council could also consider rezoning the NRZ1 portion of the site at the rear of the dwelling to a PPRZ as part of this amendment.</p> <p>Council, at its meeting of 27 August 2018, resolved to update Heritage Overlay HO25 and rectify the zoning anomaly in the fix up Amendment C154. This amendment number is no longer available for Council to use, and C173 is now the amendment number for this fix up amendment. As such, the update to the Heritage Overlay HO25 and the rectification of the zoning anomaly is now to be addressed in Amendment C173.</p> <p>Given the site is under Council ownership and is currently predominantly zoned PPRZ, it is considered reasonable to rezone the site in its entirety to PPRZ. This avoids multiple zones across the site, and accurately represents the site’s public use.</p> <p>The report recommends changes to the Heritage</p>

Address	Map reference	Discussion
		Overlay HO25 to clarify that internal heritage controls apply to the homestead only, to correctly identify the significant trees on site, accurately locate the site, and to include an updated statement of significance. These changes are in line with the report prepared by David Helms Heritage Planning (Appendix L), which was prepared to review the existing heritage citation and make recommendations in relation to existing controls. These changes are shown in the prepared amendment documentation (Appendix C).

3. CONSULTATION

Following receipt of authorisation from the Minister of Planning to commence exhibition Council will undertake public consultation on the Planning Scheme Amendment to fulfil its statutory obligations under the Planning & Environment Act (1987), with exhibition proceeding for at least one month. Subject to the Ministerial authorisation being provided, exhibition is expected to commence in February 2019.

The proposed exhibition process includes amendment notices to be sent to adjoining owners and occupiers of the various amendment sites, specific State Government Departments for this amendment, as substantial elements for rezoning may be of interest to property owners, and the broader community.

4. ENVIRONMENTAL/AMENITY ISSUES

The amendment is predominantly procedural and corrects existing errors within the Knox Planning Scheme and is therefore unlikely to have environmental impacts. Modifications to the VPO2 are only being undertaken to remove the planning provision from sites where no trees of significance are located. Modifications to the Heritage Overlay related to Miller's Homestead (HO25) will correctly identify heritage significant trees and ensure their heritage importance is recognised within the Knox Planning Scheme.

Amenity issues are unlikely to arise from the amendment. Amenity impacts on neighbouring properties and landscaping issues can be addressed through the consideration of any future planning permit applications.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The amendment is unlikely to result in further financial and economic issues due to its nature of rectifying existing errors and anomalies within the Knox Planning Scheme.

The amendment will likely result in the reduction of unnecessary lodgement of planning permits where redundant controls apply. The amendment will also provide surety to land owners, and the broader community, regarding the regulatory expectations relating to the subject sites.

6. SOCIAL IMPLICATIONS

It is unlikely the amendment will have any social impacts as the amendment will facilitate administrative or minor changes to the Knox Planning Scheme.

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

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

Goal 7 - We are inclusive, feel a sense of belonging and value our identity

Strategy 7.1 - Protect and preserve our local cultural heritage

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 – Strategic Planner, David Cameron - 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

The administrative changes as part of Amendment C173 provide clarity within the Knox Planning Scheme, and remove or modify redundant and inaccurate planning scheme provisions.

The changes proposed are consistent with the intent of the provisions, and are also considered to meet the objectives of planning in Victoria by ensuring the fair and orderly use of land.

10. CONFIDENTIALITY

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

Report Prepared By: Strategic Planner, David Cameron

Report Authorised By: Director, City Development, Julia Oxley

Attachments

1. Appendix A - C173 explanatory report **[6.4.1]**
2. Appendix B - C173 instruction sheet **[6.4.2]**
3. Appendix C - 43 01 s knox (C 173) **[6.4.3]**
4. Appendix D - Knox C 173 002 zn Maps 02 06 Exhibition **[6.4.4]**
5. Appendix E - Knox C 173 005 d-ddo Map 07 Exhibition **[6.4.5]**
6. Appendix F - Knox C 173 006 ddo Map 07 Exhibition **[6.4.6]**
7. Appendix G - Knox C 173 007 d-vpo Map 07 Exhibition **[6.4.7]**
8. Appendix H - Knox C 173 008 d-vpo Map 02 Exhibition **[6.4.8]**
9. Appendix I - Knox C 173 001 zn Map 06 Exhibition **[6.4.9]**
10. Appendix J - Knox C 173 003 zn Map 02 Exhibition **[6.4.10]**
11. Appendix K - Knox C 173 004 zn Map 03 Exhibition **[6.4.11]**
12. Appendix L - Knox Millers Homestead heritage advice final **[6.4.12]**

Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C173

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 Knox City Council.

Land affected by the Amendment

The Amendment applies to:

1. Road reserve (service road) adjacent to 622, 642 and 648 Burwood Highway, Knoxfield;
2. 622 Burwood Highway, Knoxfield;
3. 6 Winwood Drive, Ferntree Gully;
4. 18 & 20 Mount View Road, Upper Ferntree Gully;
5. 631 Mountain Highway, Bayswater;
6. 1/1 Violen Street, Bayswater;
7. 848 Burwood Highway, Ferntree Gully;
8. 1873 Ferntree Gully Road, Ferntree Gully;
9. 1875 Ferntree Gully Road, Ferntree Gully;
10. Norvel Road Reserve, Ferntree Gully; and
11. 30 Dorrigo Drive, Boronia (Miller's Homestead).

A mapping reference table is attached at Attachment A to this Explanatory Report.

What the amendment does

The Amendment proposes to make a suite of changes to the Knox Planning Scheme, rectifying errors, or updating existing planning scheme provisions. Specifically, the Amendment proposes to:

1. Rezone part of the road reserve (service road) adjacent to 622, 642 and 648 Burwood Highway, Knoxfield, from a Road Zone Category 1 (RDZ1) to a General Residential Zone Schedule 2 (GRZ2) and a Commercial 1 Zone (C1Z);
2. Rezone part of 622 Burwood Highway, Knoxfield, from the General Residential Zone – Schedule 2 (GRZ2) to the Commercial 1 Zone (C1Z);
3. Remove the Design and Development Overlay – Schedule 2 (DDO2) from 6 Winwood Drive, Ferntree Gully, and apply the Design and Development Overlay (DDO1) to the entirety of the site;
4. Remove the Vegetation Protection Overlay - Schedule 2 (VPO2) from 18 & 20 Mount View Road, Upper Ferntree Gully; 631 Mountain Highway, Bayswater; and 1/1 Violen Street, Bayswater;
5. Rezone part of 848 Burwood Highway, Ferntree Gully & part of 1875 Ferntree Gully Road, Ferntree Gully, from a Commercial 2 Zone (C2Z) to a Commercial 1 Zone (C1Z);

6. Rezone part of 1873 Ferntree Gully Road, Ferntree Gully, from a C1Z to a C2Z;
7. Rezone part of the Norvel Road Reserve, Ferntree Gully, from a GRZ2 to a Public Park and Recreation Reserve (PPRZ);
8. Rezone part of 30 Dorrigo Drive, Boronia, from the Neighbourhood Residential Zone – Schedule 1 (NRZ1) to a PPRZ; and
9. Amend Schedule 25 to the Heritage Overlay (HO25) as it relates to 30 Dorrigo Drive, Boronia, to clarify the property name, permit trigger descriptions, and include a statement of significance.

Strategic assessment of the Amendment

Why is the Amendment required?

1. The road reserve adjacent to 622, 642 and 648 Burwood Highway, Knoxfield contains a municipal road (a service road connected to the Burwood Highway) that is currently zoned RDZ1. With respect to RDZ1 land, VicRoads is the road management authority. As a municipal road, the service road should be rezoned to reflect its purpose and zoned in line with the adjacent land use zoning. Therefore, the road should be rezoned as C1Z and GRZ2 as shown in Appendix A to properly define its function.
2. The land at 622 Burwood Highway, Knoxfield, contains existing commercial premises fronting Burwood Highway. The majority of the site is covered by the C1Z, with a small portion in the southwest corner zoned GRZ2. The site is proposed to be entirely zoned C1Z to provide consistent zoning across the site and accurately reflect the sites function.
3. Two schedules to the Design and Development Overlay (DDO) have been applied to 6 Winwood Drive, Ferntree Gully. The DDO1 (Dandenong Foothills: Foothills backdrop and ridgeline area) applies to the northern half of the site (fronting Winwood Drive), and the DDO2 (Dandenong Foothills: Lower slope and valley area) applies to the southern half of the property. The two controls provide different guidance and direction for the site, and one DDO schedule should be applied to the site. The DDO1 is proposed to be apply to the site in its entirety, as the DDO1 affects neighbouring properties that also fronting Winwood Drive and is consistent with the application of the DDO in the surrounding area.
4. The application of the VPO2 to the properties 18 & 20 Mount View Road, Upper Ferntree Gully; 631 Mountain Highway, Bayswater; and 1/1 Violen Street, Bayswater, continues to be applied where no significant trees are on site. The VPO2 should be removed as it is a redundant control that applies to these sites.
5. The land at 848 Burwood Highway & 1875 Ferntree Gully Road, Ferntree Gully forms part of a commercial/ light industrial area on the corner of Ferntree Gully Road and Burwood Highway. The sites currently have dual zoning between the C1Z and the C2Z. Both sites are mostly covered by the C1Z, including all commercial buildings. The C2Z applies to the car parks situated within each site. A more appropriate outcome would be to have each site covered by the C1Z in their entirety to better represent their commercial functions and provide a single zone that does not conflict with the existing uses.
6. The land at 1873 Ferntree Gully Road, Ferntree Gully, also forms part of the commercial/ light industrial area on the corner of Ferntree Gully Road and Burwood Highway. The site currently has a C2Z and a C1Z, with the site covered in its majority by the C2Z. A small portion of the site in the south-east corner is zoned C1Z. A more appropriate zoning would result in the site being covered by the C2Z in its entirety to better represent the use of the site (a service station).
7. The land at lots 13-16 Norvel Road, Ferntree Gully are part of the Norval Road Reserve, and located within a GRZ2. The remainder of Norvel Road Reserve is zoned PPRZ. The site would be better served entirely under the PPRZ, which also is covered by the Environmental Significance Overlay – Schedule 2 (ESO2). This would provide consistent planning controls across the site and demonstrate its function and significance as open space.
8. The land at 30 Dorrigo Drive, Boronia (Miller's Homestead) is predominantly zoned PPRZ, with the rear portion of the site zoned NRZ1. The NRZ1 does not accurately represent Council's ownership

and public nature of the site. It is therefore proposed to place the entirety of the site under the PPRZ to ensure a consistent zone in accordance with its existing public function.

9. A revised heritage assessment has been undertaken on the existing Heritage Overlay (HO25) that affects 30 Dorriggo Drive, Boronia (Miller's Homestead). As part of this assessment, it was recommended that Council update the heritage citation and statement of significance, and revise planning permit triggers and vegetation names in line with current heritage guidance. The proposed changes better represent and reflect the heritage character of the site.

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

The amendment implements the objectives of planning in Victoria as outlined in Section 4 of the *Planning and Environment Act 1987*:

- To provide for the fair, orderly, economic and sustainable use and development of the land.
- To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historic interest, or otherwise of special cultural value.
- To enable land use and development planning and policy to be easily integrated with environmental, social, economic, conservation and resource management policies at State, regional and municipal levels.
- To encourage the achievement of planning objectives through positive actions by responsible authorities and planning authorities.

The amendment addresses zoning anomalies that currently present sites with dual zones. To provide for orderly planning, these sites are proposed to revert to a single zone in order to provide surety to Council, property owners, and the general public, as to the status of this land. The partial rezoning of these sites will provide surety on the future intention of the land. Overlays changes are proposed to be applied consistently and fairly, and redundant overlays to be removed.

The proposed changes to the Heritage Overlay at Miller's Homestead (30 Dorriggo Drive, Boronia) are designed to update the existing provisions in line with current advice and application of heritage provisions. The controls will therefore better reflect the heritage character of the site to better conserve the historic character.

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

The rezoning of sites to either the C1Z or the C2Z) will better reflect the purpose of the land, where it has been inaccurately or erroneously zoned. The application of these controls will create consistent zoning for each of the sites and will ensure the best use of controls and planning permit triggers consistent to the surrounding (commercial) area. The rezoning of these sites can provide surety towards commercial property owners towards the use and potential of the sites. A combined GR22 and C1Z being applied to part of the road reserve adjacent to 622, 642 and 648 Burwood Highway, Knoxfield, will ensure consistent controls with surrounding area and reflect municipal ownership.

The application of the PPRZ is also to ensure consistent zoning that reflects the use of the land. The Norvel Road Reserve is existing parkland and Miller's Homestead is a Council owned property. Both sites are predominantly zoned PPRZ, and the remainder of the land will be rezoned to PPRZ to provide appropriate planning controls to the entirety of these public assets.

The removal of the DDO and VPO2 will remove redundant planning scheme provisions. With respect to the VPO2, this control is redundant as there are no significant trees on the specified sites. The application of the DDO – Schedule 1 at 6 Winwood Drive, Ferntree Gully will better reflect the application of the DDO along Winwood Drive and avoid multiple schedules applicable to one site. These changes will have not result in greater environmental impacts, as they are either redundant provisions, or are being applied to better reflect the location of the land.

The removal of redundant provisions and the rectification of anomalies will provide greater clarity on the future intention of sites and will remove unnecessary planning permit triggers.

Does the Amendment address relevant bushfire risk?

None of the sites within the amendment are subject to the Bushfire Management Overlay (BMO), and the bushfire risk is therefore considered minimal. The correction of planning scheme errors the amendment seeks to resolve, will have no impact on future bushfire risk.

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

The amendment complies with the Ministerial Direction on the Form and Content of Planning Scheme under section 7(5) of the Act.

The Amendment is consistent with Minister's Direction No.9 – Metropolitan Strategy (as amended 30 May 2014) pursuant to Section 12 of the Planning and Environment Act 1987 – that requires planning authorities to have regard to the Metropolitan Planning Strategy (Plan Melbourne: 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.

By correcting existing errors and anomalies within the Knox Planning Scheme, the amendment supports the following strategies:

- **11.01-1R Settlement** by utilising appropriate zoning and overlay controls for the needs of exiting communities in relation to commercial and residential land.
- **11.02-1S Supply of urban land** by ensuring a sufficient supply of commercial and residential land through adequate and accurate zoning of commercial and residential lots, and rezoning lots that are currently inaccurately zoned.
- **12.05-2S Landscapes** by applying the vegetation and heritage controls accurately to protect valued landscapes and remove redundant controls.
- **15.01-1R Urban design principles** by achieving appropriate outcomes from the application of the Design and Development Overlay.
- **15.03-1S Heritage Conservation** through appropriate revisions to the Heritage Overlay to provide for the conservation of heritage assets within the municipality.
- **16.01-2S Location of residential development** by zoning land to clearly demarcate between residential, commercial, and open space areas.
- **17.02-1S Commercial** by ensuring commercial zoning accurately applies to commercial land and provide for the communities' business needs.

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:

- **21.03-4 Significant Landscapes** through the accurate placement of vegetation controls and the Heritage Overlay.
- **21.05 Built Environment and Heritage** by promoting local established character supported by accurate zoning provisions and overlays that contribute to sense of place and identity.
- **21.05-6 Heritage** by providing accurate planning scheme controls to conserve places of historical significance within the municipality.
- **21.07-1 Economic growth and employment** by appropriately zoning commercial land in order to recognise existing commercial precincts and provide local employment and industry.

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

The amendment is administrative in nature and predominantly seeks to rectify existing errors within the Knox Planning Scheme. Rezoning sites to commercial or residential zones makes proper use of the Victoria Planning Provisions, as it creates consistent zoning for the sites and it best reflects the use of the sites. The use of the PPRZ is also applied to create consistent zoning for municipal assets.

The modification to the DDO and the removal of the VPO2 will also make proper use of the Victoria Planning Provisions by removing redundant provisions.

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

The views of the relevant agencies were formally sought as part of the exhibition of the amendment. VicRoads has previously provided correspondence that the road reserve (service road) adjacent to the Burwood Highway (proposed to be rezoned GRZ2/C1Z) is not a declared arterial road and is under municipal ownership and management. VicRoads provided no objection to the commencement of this amendment; however, VicRoads will be formally notified during exhibitin of this amendment.

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

The relevant requirements of the Transport Integration Act 2010 were considered as part of the preparation of this amendment.

The amendment will not have a significant impact on the transport system as the sole change to the RDZ1 retains the area as a municipal road.

Resource and administrative costs

The proposed amendment including rezoning of land and modifications to existing overlays will not have significant impact on the resources and administration costs to 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:

Knox Council Civic Centre (Customer Service Building and Planning counter),
511 Burwood Highway, Wantirna South, on weekdays (excluding Tuesdays) from 8:30am to 5:00pm
and on Tuesdays from 8:30am to 8:00pm.

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.

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 [insert submissions closing date].

A submission must be sent to:

Knox City Council via Email to: psamendments@knox.vic.gov.au
or Post (no stamp required) to:

Attention: Submission to Amendment C173

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]

[Delete this section if not applicable]

ATTACHMENT A - Mapping reference table

Location	Land /Area Affected	Mapping Reference
Knoxfield	Road opposite 622, 642 and 646-648 Burwood Highway	Knox C173 002znMaps02_06 Exhibition
Knoxfield	622 Burwood Highway	Knox C173 002znMaps02_06 Exhibition
Ferntree Gully	6 Winwood Drive	Knox C173 006ddoMap07 Exhibition Knox C173 005d-ddoMap07 Exhibition
Ferntree Gully	18 & 20 Mount View Road	Knox C173 007d-vpoMap07 Exhibition
Bayswater	631 Mountain Highway	Knox C173 008d-vpoMap02 Exhibition
Bayswater	1/1 Violen Street	Knox C173 008d-vpoMap02 Exhibition
Ferntree Gully	848 Burwood Road	Knox C173 001znMaps06 Exhibition
Ferntree Gully	1873 and 1875 Ferntree Gully Road	Knox C173 001znMap06 Exhibition
Ferntree Gully	Norvel Road Reserve	Knox C173 003znMap02 Exhibition
Boronia	30 Dorrigo Drive	Knox C173 004znMap03 Exhibition

Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C173

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 8 attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map Nos. 02ZN, 03ZN and 06ZN in the manner shown on the four attached maps marked "Knox Planning Scheme, Amendment C173".

Overlay Maps

2. Amend Planning Scheme Map No. 7DDO in the manner shown on the two attached maps marked "Knox Planning Scheme, Amendment C173".
3. Amend Planning Scheme Map No. 2VPO in the manner shown on the attached map marked "Knox Planning Scheme, Amendment C173".
4. Amend Planning Scheme Map No. 7VPO in the manner shown on the attached map marked "Knox Planning Scheme, Amendment C173".

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

5. In Overlays – Clause 43.01, replace the Schedule to the Heritage Overlay with a new Schedule in the form of the attached document.

End of document

KNOX PLANNING SCHEME

10/08/2017
C162
Proposed
C173

SCHEDULE TO CLAUSE 43.01 HERITAGE OVERLAY

The requirements of this overlay apply to both the heritage place and its associated land.

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-3	Included on the Victorian Heritage Register under the Heritage Act 1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO1	Lysterfield Lake Park	No	No	Yes	No	No	No	None specified	No
HO2	Heany Park	No	No	Yes	No	No	No	None specified	No
HO3	Collier Park	No	No	No	No	No	No	None specified	No
HO4	W.G. Morris Memorial Reserve	No	No	Yes	No	No	No	None specified	No
HO5	Wicks Reserve	No	No	Yes	No	No	No	None specified	No
HO6	Batterham Reserve	No	No	Yes	No	No	No	None specified	No
HO7	Police Paddocks Reserve	No	No	Yes	No	No	No	None specified	No
HO8	Historic Oak Tree, Sheffield Road, The Basin	No	No	Yes	No	No	No	None specified	No
HO9	56 Edina Road, Ferntree Gully - House	No	No	No	No	No	No	None specified	No
HO10	Old Farm Buildings and Manager's Residence, Chesterfield Farm, Scoresby	No	No	No	No	No	No	None specified	No
HO11	Bona Vista, 3 Lilac Street, Bayswater	No	No	No	No	No	No	None specified	No
HO12	Bretonneux, 53 Dorset Road, Ferntree Gully	No	No	No	No	No	No	None specified	No
HO13	Nell's Cottage, 21 Forest Road, Ferntree Gully	No	Yes	No	No	No	No	None specified	No
HO14	Woodleigh, 3 Norma Crescent, Knoxfield	No	No	No	No	No	No	None specified	No
HO15	House, 109 Underwood Road, Ferntree Gully	No	No	No	No	No	No	None specified	No

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PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-3	Included on the Victorian Heritage Register under the Heritage Act 1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO16	Ambleside, 3 Olivebank Road, Ferntree Gully, Dwelling, one mature Oak (<i>Quercus robur</i>), Camellia hedge, Rhododendrons, Holly, Magnolia, one mature Blackwood (<i>Acacia melanoxylon</i>), Roses, Lorraine Lee Roses, one Strawberry Guava, and one Feijoa	Yes	No	Yes – only to those specifically identified under Heritage Place	No	No	No	None specified	No
HO18	Club Hotel, junction of Ferntree Gully Road and Burwood Highway, Ferntree Gully	No	No	No	No	No	No	None specified	No
HO19	Ferntree Gully Hotel	No	No	No	No	No	No	None specified	No
HO20	Bayswater Primary School (original timber building only), Mountain Highway, Bayswater	No	No	No	No	No	No	None specified	No
HO21	Ferntree Gully State School, corner of Burwood Highway and Dorset Road, Ferntree Gully The heritage place comprises the 1883, 1901 and interwar school buildings, a Turkey Oak (<i>Quercus cerris</i>) to the front of the school buildings, and four English Oaks (<i>Quercus robur</i>) and a White Poplar (<i>Populus alba</i>) located on the south western boundary of the site.	No	No	Yes - only to those specifically identified under Heritage Place	No	No	No	None specified	No

KNOX PLANNING SCHEME

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-3	Included on the Victorian Heritage Register under the Heritage Act 1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO22	Scoresby State School	No	No	No	No	No	No	None specified	No
HO23	Bayswater Wine Cafe, corner of Bayswater Road and Mountain Highway, Bayswater and Cypress Pine (<i>Cupressus</i> sp.), and Oaks (<i>Quercus robur</i>)	No	No	Yes – only to those specifically identified under Heritage Place	No	No	No	None specified	No
HO24	Stamford Park, Stud Road, Rowville. Stamford Park House and Elms (<i>Ulmus procera</i>), Incense Cedar (<i>Calocedrus decurrens</i>), Moreton Bay Fig (<i>Ficus macrophylla</i>)	Yes	No	Yes	No	No	Yes	None specified	No
HO25	Millers Homestead, corner of Melrose Court and Dorrigo Drive, Boronia and one large Ironbark (<i>Eucalyptus sideroxylon</i>), numerous Camellias of horticultural & historical significance, and Poplars (<i>Populus</i> sp.) <u>Miller's Homestead (former 'Melrose'), 30 Dorrigo Drive Boronia</u> <u>The heritage place includes the homestead, outbuilding and garden setting including the</u>	Yes	Yes <u>Yes – Homestead</u>	Yes – only to those specifically identified under Heritage Place	No	No	No	None specified	No

KNOX PLANNING SCHEME

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-3	Included on the Victorian Heritage Register under the Heritage Act 1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
	<p><u>following significant trees and shrubs, all situated to the east or north east of the homestead:</u></p> <p><u>Poplar (Populus x Canadensis), Weeping Lily Pilly (Pin Oak (Quercus palustris), Weeping Lilly Pilly (Syzygium floribunda), Strawberry Tree (Arbutus enedo) and Ironbark (E. sideroxylon), as well as Camellia japonica cultivars Alba Plena, Lady Loch and William Bull within the camellia walk.</u></p>								
HO26	Lomond, 45 Orange Grove, Bayswater and Cypress Pines (Cupressus sp.), and original Fruit trees	No	No	Yes – only to those specifically identified under Heritage Place	No	No	No	None specified	No
HO27	Highmoor, 6 Highmoor Avenue, Bayswater	No	No	No	No	No	No	None specified	No
HO28	Blackwood Park, 11 Bales Street, Ferntree Gully and large Cypress Pine (Cupressus sp.)	No	No	Yes – only to those specifically identified under Heritage Place	No	No	No	None specified	No

KNOX PLANNING SCHEME

PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-3	Included on the Victorian Heritage Register under the Heritage Act 1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO29	Royal Hotel, corner of Dawson Street and Burwood Highway, Upper Ferntree Gully	No	No	No	No	No	No	None specified	No
HO30	Uniting Church (former), 654 Mountain Highway, Bayswater	No	No	Yes <i>Quercus palustris</i> (Pin Oak) on east side of church	No	No	No	None specified	No
HO31	Former Ferntree Gully Shire Hall, north-west corner of Burwood Highway and Selman Avenue, Ferntree Gully and four Elms (<i>Ulmus procera</i>), two Oaks (<i>Quercus</i> sp.), one Lombardy Poplar (<i>Populus nigra</i>), and Monterey Pines (<i>Pinus radiata</i>)	No	Yes	Yes – only to those specifically identified under Heritage Place	No	No	No	None specified	No
HO32	Stone cottage and early plantings, 22 Willow Road, Upper Ferntree Gully	No	No	Yes	No	No	No	None specified	No
HO33	Uniting Church (former Wesleyan), Ferntree Gully Road, Scoresby	No	No	No	No	No	No	None specified	No
HO34	'Kelso', 24 Westley Street, Ferntree Gully	No	No	No	No	No	No	None specified	No
HO35	Pipe Organ, Our Saviour Lutheran Church, corner of Scoresby Road and Burwood Highway, Knoxfield	–	–	–	–	Yes Ref H1280	No	None specified	No

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PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-3	Included on the Victorian Heritage Register under the Heritage Act 1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO36	Clow Cottage, Dandenong Valley Parklands, Rowville	No	No	Yes	No	No	No	None specified	No
HO37	A row of non-indigenous Eucalypts, Selman Avenue, Ferntree Gully	No	No	Yes	No	No	No	None specified	No
HO38	Ferntree Gully Recreation Reserve, Lysterfield Road, Ferntree Gully. Elms (<i>Ulmus procera</i>), Oaks (<i>Quercus robur</i>), Plane Trees (<i>Platanus orientalis</i>)	No	No	Yes	No	No	No	None specified	No
HO40	Corner of Sasses Avenue and Begonia Road, Bayswater. One Oak (<i>Quercus robur</i>)	No	No	Yes	No	No	No	None specified	No
HO42	Hawthorn hedge, Mountain Highway, The Basin, between Albert Avenue and Miller Road	No	No	Yes	No	No	No	None specified	No
HO43	Avenue of Honour, Lysterfield Road, Lysterfield. Ten Silky Oaks (<i>Grevillea robusta</i>), two English Oaks (<i>Quercus robur</i>)	No	No	Yes	No	No	No	None specified	No
HO44	Blackwood Park Road, avenue of Elms (<i>Ulmus procera</i>)	No	No	Yes	No	No	No	None specified	No
HO48	Baird House, Commercial Road, Ferntree Gully. Monterey Pines (<i>Pinus radiata</i>), mature Camellias (<i>Camellia</i> sp.), one Canary Island Palm (<i>Phoenix canariensis</i>)	No	No	Yes	No	No	No	None specified	No

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PS Map Ref	Heritage Place	External Paint Controls Apply?	Internal Alteration Controls Apply?	Tree Controls Apply?	Outbuildings or fences which are not exempt under Clause 43.01-3	Included on the Victorian Heritage Register under the Heritage Act 1995?	Prohibited uses may be permitted?	Name of Incorporated Plan under Clause 43.01-2	Aboriginal heritage place?
HO49	Kitty Chandlers House, Mount View Road, Boronia. African Oak, Camellias (Camellia sp.), Rhododendron (Rhododendron sp.), Canary Island Palm (Phoenix canariensis), associated Fruit trees	No	No	Yes	No	No	No	None specified	No
HO50	Boronia Road, Wantirna. Briar hedge, Hawthorn (Crataegus sp.), Gorse (Ulex europaeus)	No	No	Yes	No	No	No	None specified	No
HO51	The Triangle (and Progress Hall), junction of Mountain Highway, Basin-Olinda Road and Forest Road.	No	No	Yes	No	No	No	None specified	No
HO53	Boronia Road, Boronia. A large hedge of Cypress Pine (Cupressus sp.)	No	No	Yes	No	No	No	None specified	No
HO54	Basin-Olinda Road, The Basin. One large Oak (Quercus robur)	No	No	Yes	No	No	No	None specified	No
HO55	Templer Church Hall, 3 Wadi Street, Boronia.	–	–	–	–	Yes Ref H1992	Yes	None specified	No
HO56	Visitors Information Centre 1211 Burwood Highway Upper Ferntree Gully	No	No	No	Yes	No	Yes	None specified	No
HO57	Upper Ferntree Gully Railway Station 1183 Burwood Highway Upper Ferntree Gully	No	No	No	No	No	Yes	None specified	No

KNOX PLANNING SCHEME

Miller's Homestead Statement of Significance

<u>Heritage Place:</u> <u>Miller's Homestead (former 'Melrose'), 30 Dorrigo Drive Boronia</u>	<u>PS ref no:</u> <u>HO25</u>
--	--------------------------------------

What is significant?

Miller's Homestead and garden, also known as 'Melrose', at 30 Dorrigo Drive, Boronia is significant. The following buildings and features contribute to the significance of the place:

- The homestead, as constructed in 1888, including the interior.
- The outbuilding to the rear of the homestead.
- The elevated siting of the homestead, with clear views from the front verandah towards Corhanwarrabul (Mt Dandenong).
- The mature garden setting including the following significant trees: Poplar (*Populus x Canadensis*), Pin Oak (*Quercus palustris*), Weeping Lilly Pilly (*Syzygium floribunda*), Strawberry Tree (*Arbutus enedo*) and Ironbark (*E. sideroxylon*), as well as Camellia japonica cultivars *Alba Plena*, *Lady Loch* and *William Bull* within the camellia walk.
- The low retaining walls of locally quarried stone to the beds adjacent to the verandah.

Non-original alterations and additions, including the kitchen fit out and toilets and bathrooms within the homestead, the interior of the outbuilding, the gazebo and windmill, all pathways, driveways and fencing, and plantings dating from 1985 onwards (except for the camellia walk) are not significant.

How is it significant?

Miller's Homestead ('Melrose') is of local historic, architectural and aesthetic significance to the City of Knox.

Why is it significant?

It is of historical significance as one of oldest surviving houses in the City of Knox and demonstrates the early development of the area following the opening of the land for selection in the 1870s. It is representative of the country estates established by wealthy citizens on the fringes of Melbourne in the late nineteenth century and its significance is enhanced by its rarity values as one of the few remaining examples in the municipality. It has associations with James John Miller, who was prominent in local affairs, promoted tourism, and was the first President of Ferntree Gully Shire. (Criteria A, B, D & H)

The house has representative significance as an intact example of an Italianate villa, with typical form and detailing including the symmetrical plan with canted bays windows on either side of a central entrance, and the return cast-iron verandah. Internally, the principal rooms retain original details including deep cornices, elaborate ceiling roses and marble or timber fireplaces. There is also an original brick lined cellar under the rear of the house. Of note are unusual details such as the use of French doors to all principal rooms, including within the canted bays, and the way the polygonal roofs above the bays merge into the main roof ridge. (Criterion D)

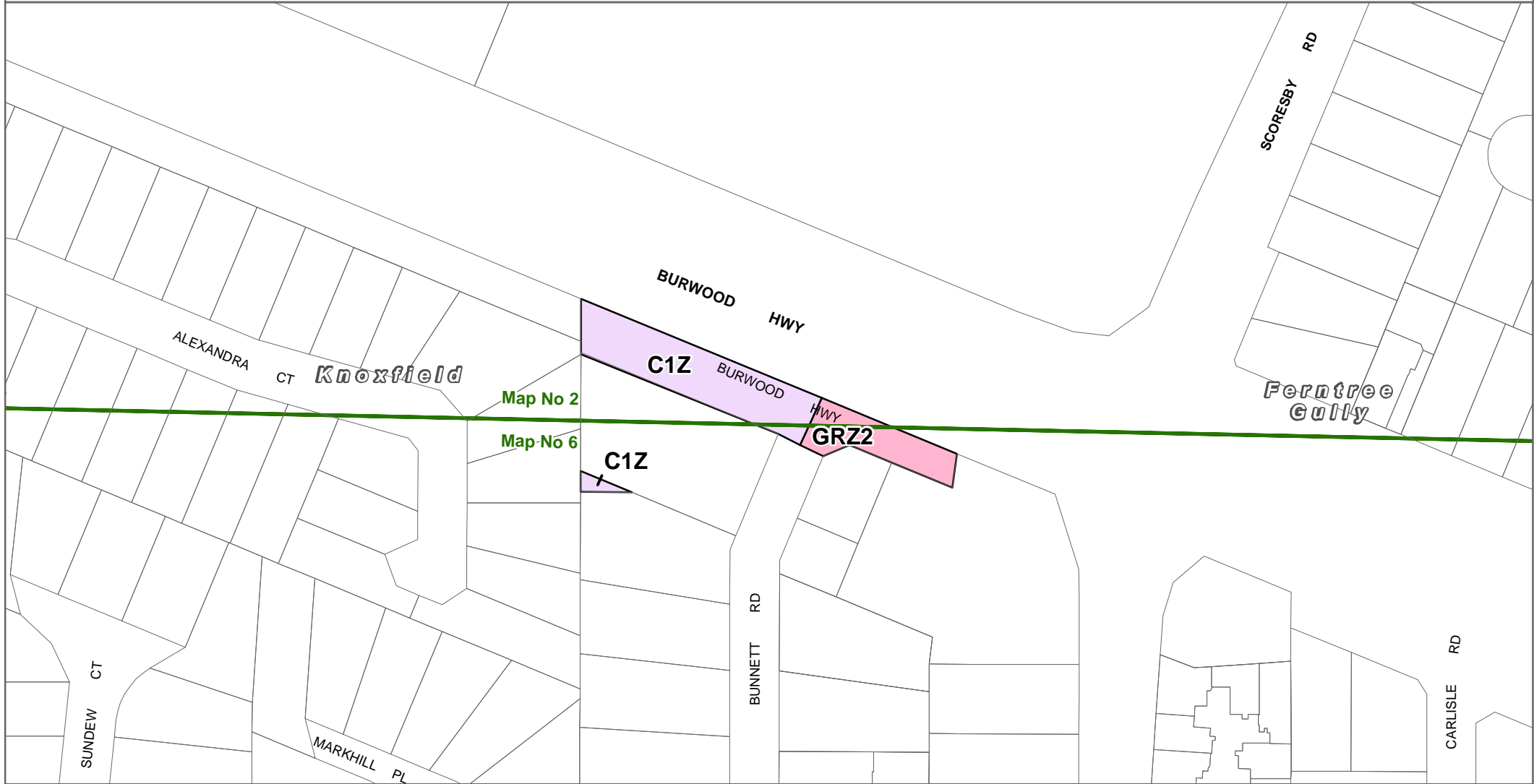
It has aesthetic significance as a fine and well-detailed Victorian Italianate house in a mature garden setting. The aesthetic qualities of the house are enhanced by its elevated siting and several mature trees including the Pin Oak, Poplar, Ironbark, Weeping Lilly Pilly and Strawberry trees that are landmark plantings within the local area. Views from the homestead to Corhanwarrabul also contribute to its aesthetic qualities. (Criterion E)

The camellia walk is of historical and horticultural significance as a remnant of the original garden layout and demonstrates of the popularity of the camellia in the nineteenth century. (Criteria A & D)




Primary source

Heritage Advice – HO25 Miller's homestead and Garden: 30 Dorrigo Drive, Boronia, March 2018.

This document is an incorporated document in the Knox Planning Scheme pursuant to section 6(2)(j) of the *Planning and Environment Act 1987*



LEGEND

-  C1Z - Commercial 1 Zone
-  GRZ - General Residential Zone
-  Local Government Area

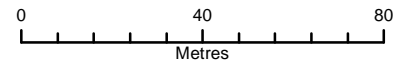
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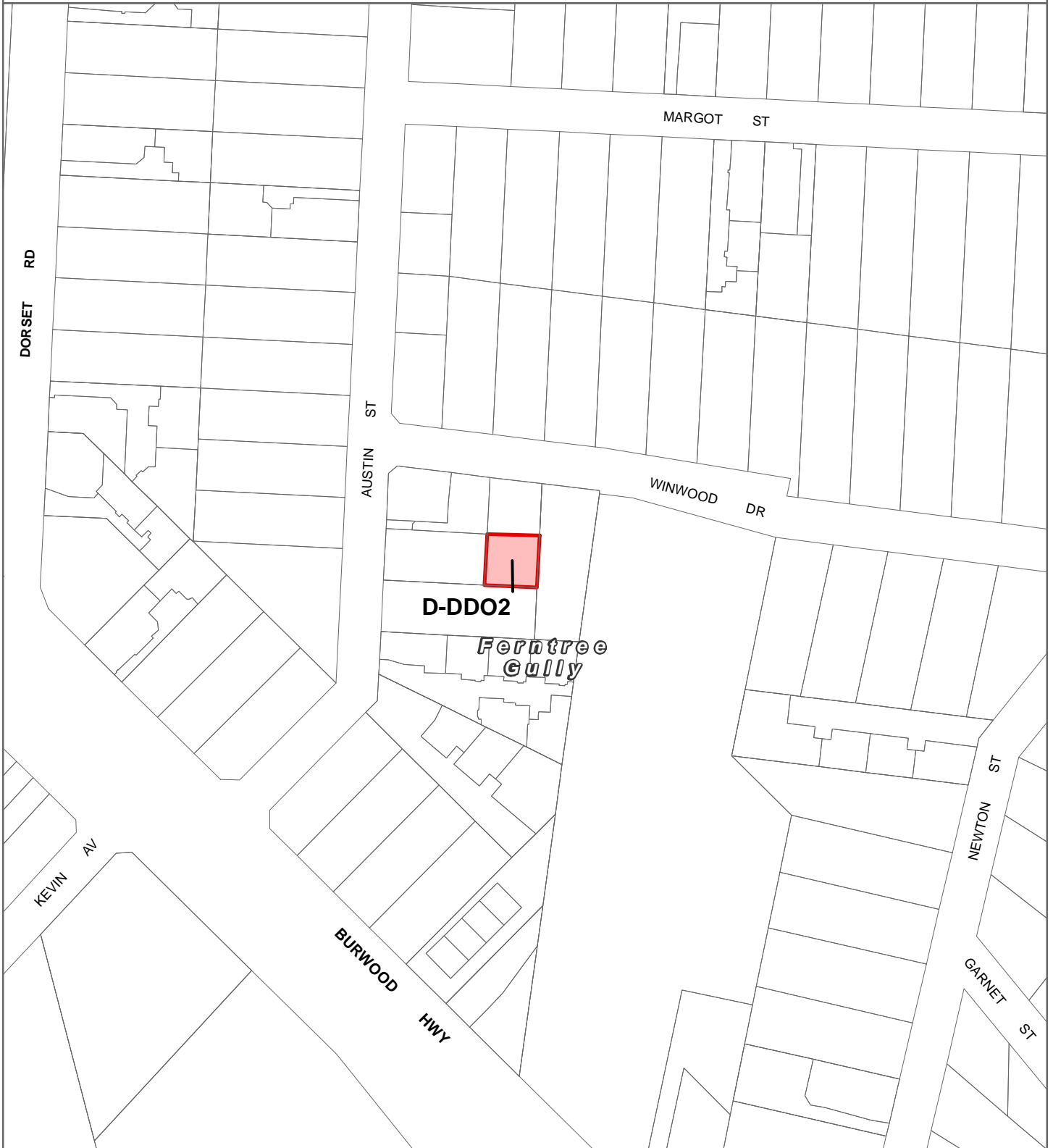


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Part of Planning Scheme Maps 2 & 6



KNOX PLANNING SCHEME - LOCAL PROVISION AMENDMENT C173



LEGEND

-  D- Delete Zone or Overlay
-  Local Government Area

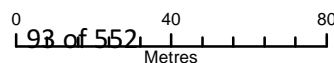


Part of Planning Scheme Map 7DDO

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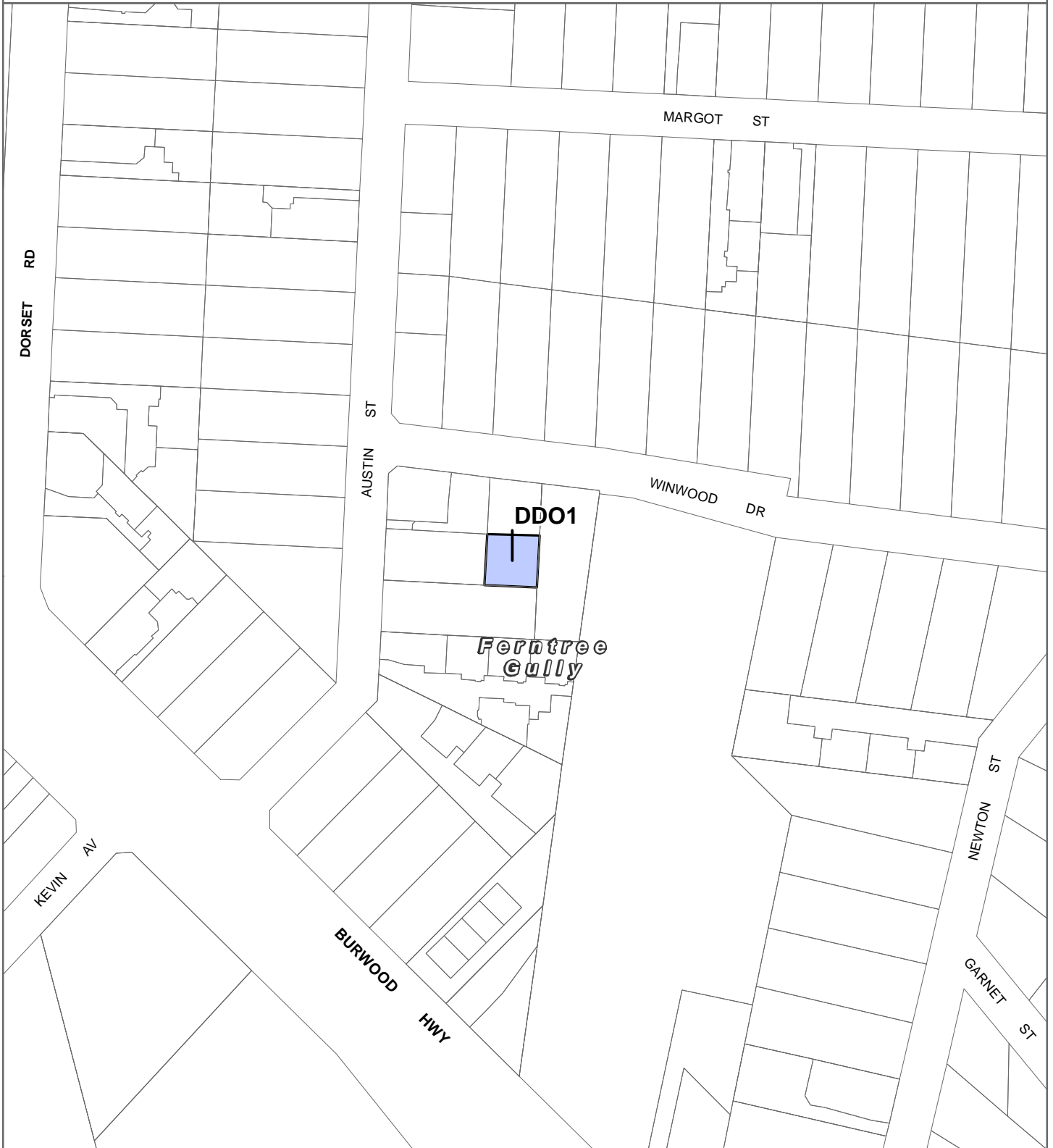
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LEGEND

-  DDO1 - Design and Development Overlay - Schedule 1
-  Local Government Area

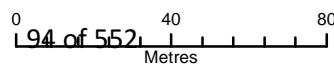


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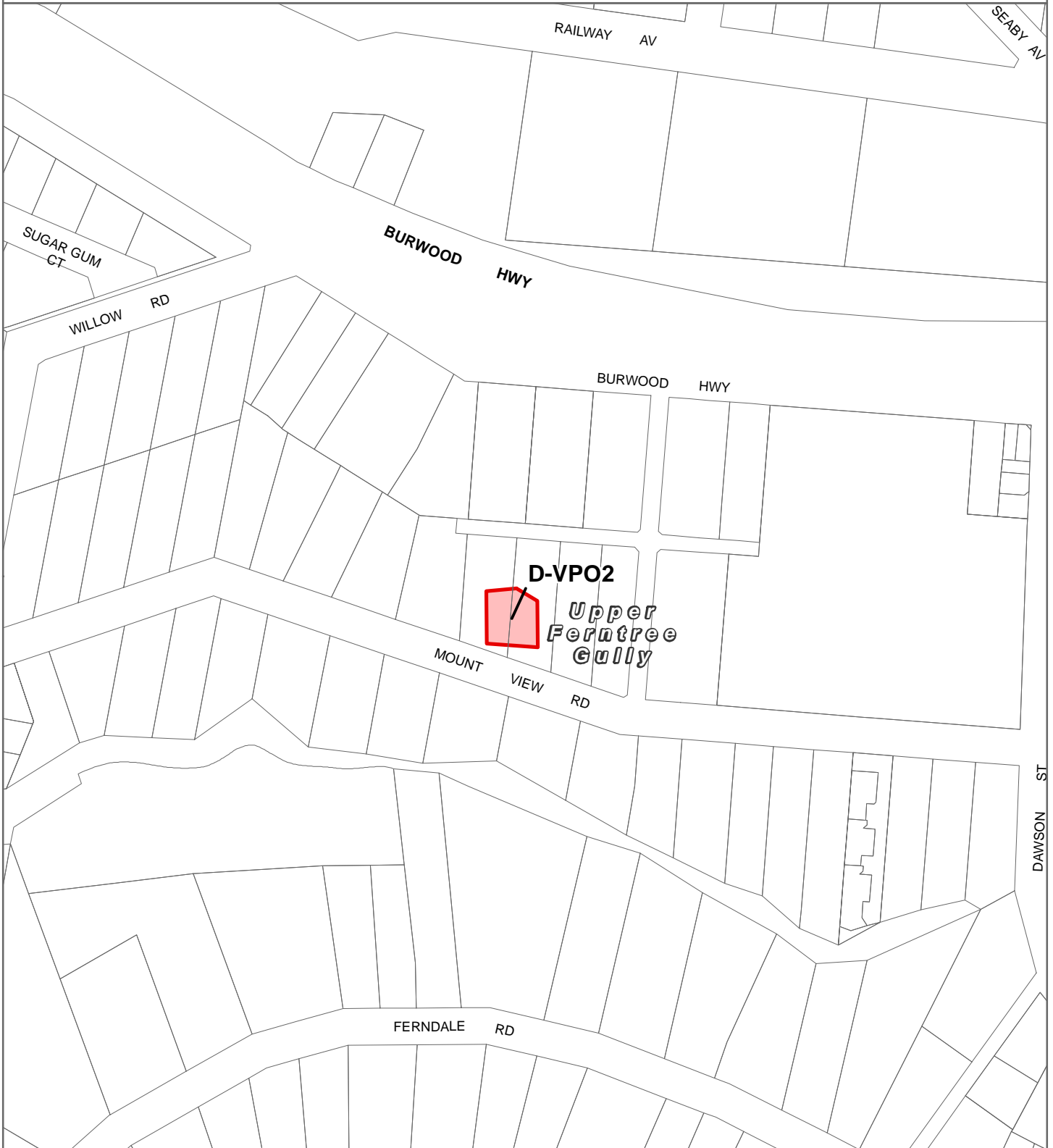
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LEGEND

-  D- Delete Zone or Overlay
-  Local Government Area

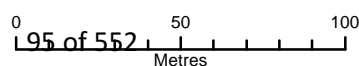


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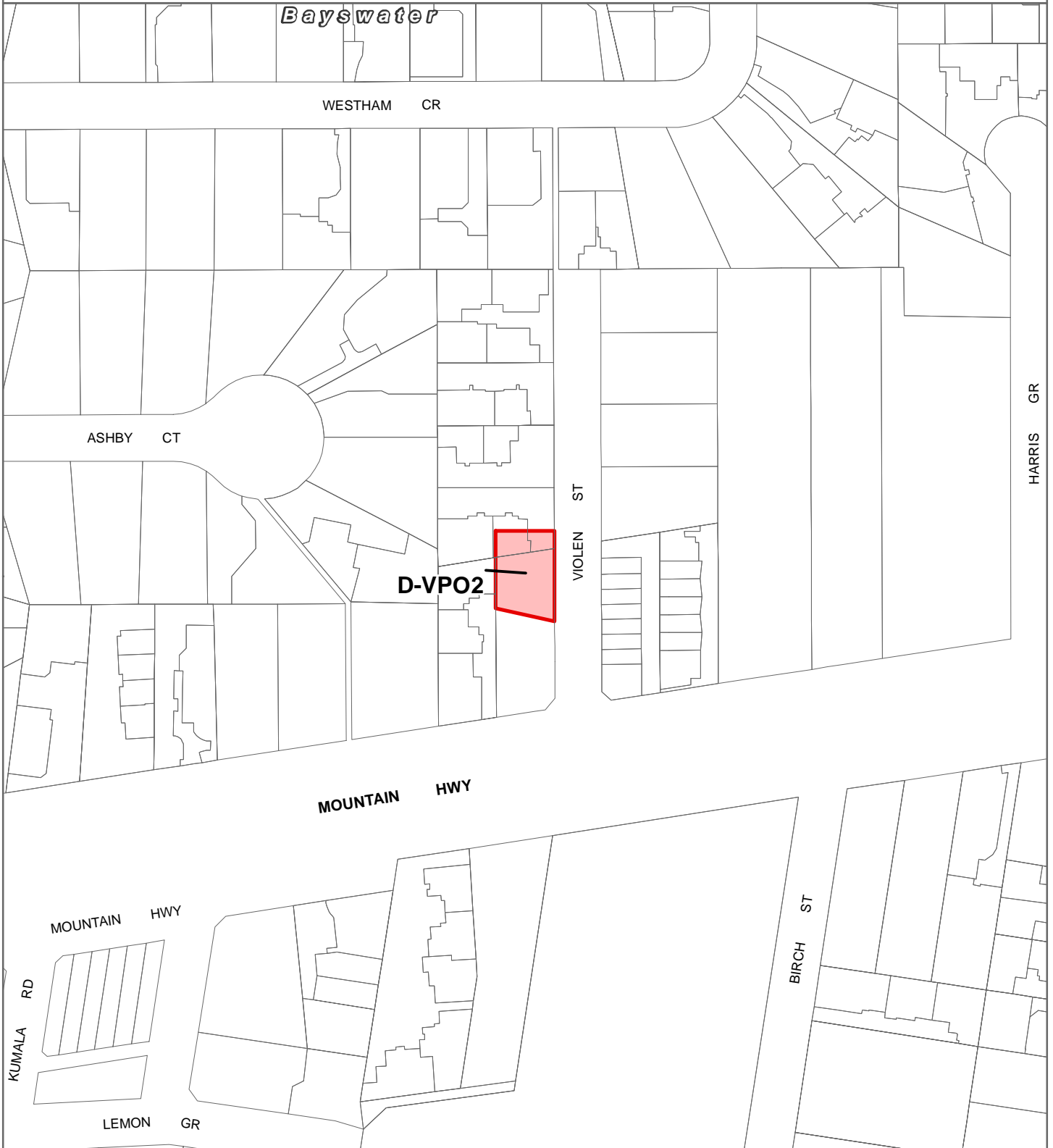
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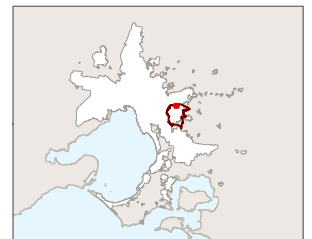
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LEGEND

-  D- Delete Zone or Overlay
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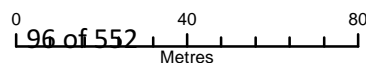


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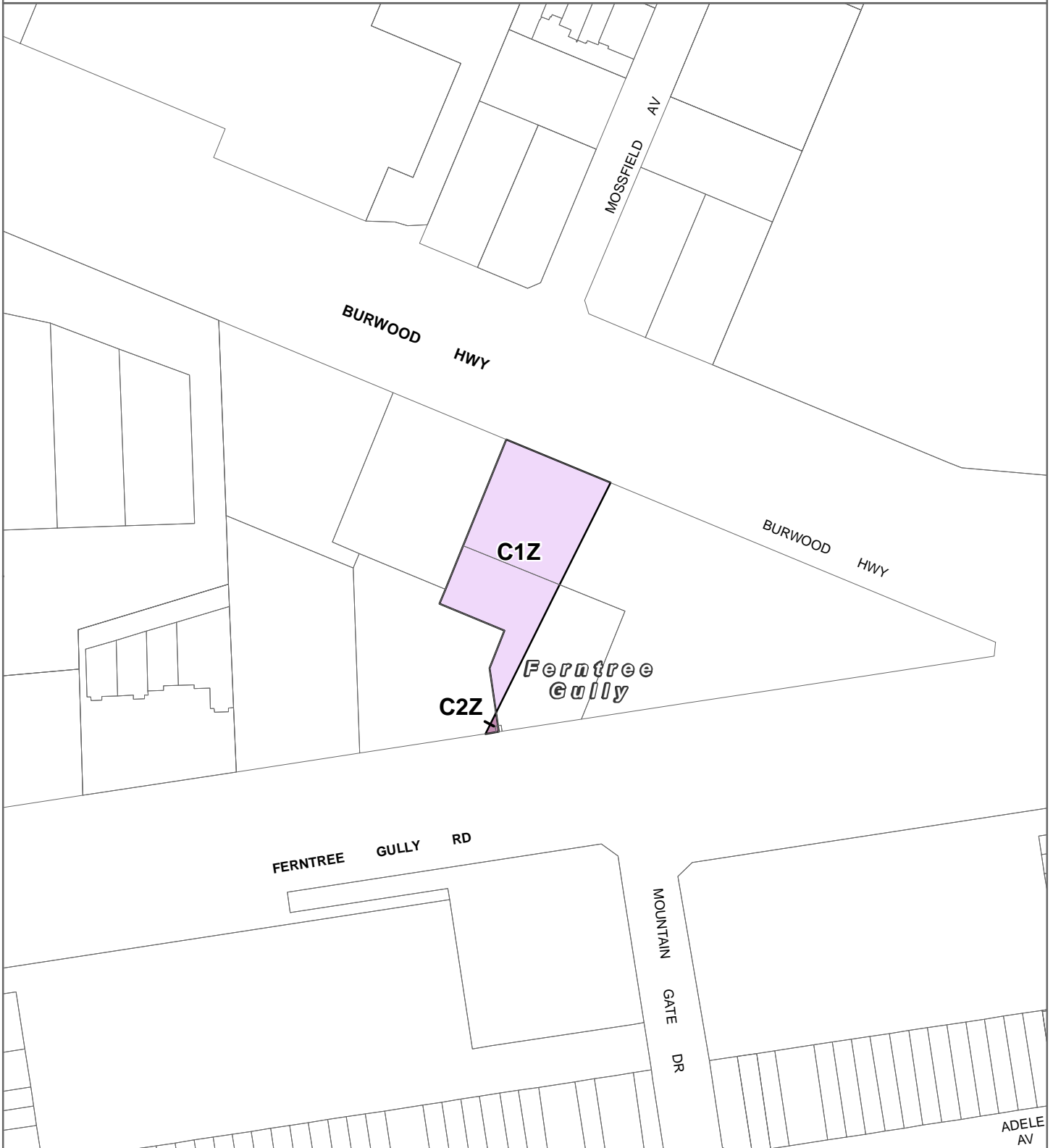
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LEGEND

-  C1Z - Commercial 1 Zone
-  C2Z - Commercial 2 Zone
-  Local Government Area

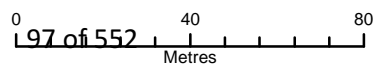


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LEGEND

-  PPRZ - Public Park and Recreation Zone
-  Local Government Area

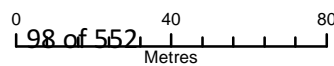


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LEGEND

-  PPRZ - Public Park and Recreation Zone
-  Local Government Area

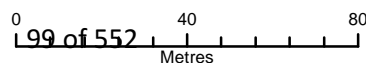


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Heritage Advice
H025 Miller's homestead and garden
30 Dorrigo Drive, Boronia

Prepared for Knox City Council

DAVID HELMS HERITAGE PLANNING | MARCH 2018

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Prepared by: DAVID HELMS, HERITAGE CONSULTANT

Final v.2 – 12 March 2018

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1 Introduction

1.1 Purpose

This report has been prepared for Knox City Council (the Council) in relation to HO25, the former Miller's homestead and garden at 30 Dorrigo Drive, Boronia (the subject site). Council is exploring options for the subject site, which may include subdivision or change of use, and requires a review of the heritage significance and controls that apply to guide future management. The purpose of this report is to provide independent heritage advice, as follows:

- ▶ A review of the existing heritage citation and preparation of an updated citation including new statement of significance, as required;
- ▶ A review of existing heritage controls and recommendations for changes to the controls, if appropriate; and
- ▶ Preliminary advice in relation to the potential heritage impacts of subdivision.

This report sets out the methodology, findings and recommendations.

1.2 Approach and methodology

This report has been prepared in accordance with the Australia ICOMOS *Charter for Place of Cultural Significance*, 2013 (the Burra Charter) and its guidelines using the Hercon criteria (refer Appendix A). All terminology is consistent with the Burra Charter.

Specifically, the tasks have included:

- ▶ A review of information about the subject site in the original citations prepared by Margaret McInnes for the *City of Knox Heritage Study 1993* (the 1993 Study). The 1993 study contains two citations: one for the homestead and garden and one specifically for the Camellias within the garden;
- ▶ Limited additional research including examination of titles and Parish Plans to confirm some of the details of the ownership of this property up until the time of acquisition by Council; and
- ▶ An internal and external inspection of the house, and the surrounding garden.

1.3 Existing heritage listings and zoning

The subject site is included within a site-specific heritage overlay HO25, which applies to the house and land at 30 Dorrigo Drive, Boronia. Tree controls apply to the following trees specified in the HO schedule:

- ▶ One large Ironbark (*Eucalyptus sideroxylon*);
- ▶ 'Numerous Camellias'; and
- ▶ Poplars.

In addition, external paint controls and interior controls apply to the property.

The subject site is not included on the Victorian Heritage Register or any other statutory heritage list.

As shown on Figure 1.1, the subject site is contained in two zones:

HERITAGE ADVICE

- ▶ The Public Park & Recreation Zone, which applies to most of the site including the whole of the homestead building (this applies to the area originally set as a 'Reserve for municipal purposes' in 1976 when the current residential subdivision was created – see the New History in Appendix B); and
- ▶ The Neighbourhood Residential Zone, which applies to the original allotment 110 in the subdivision, which Council acquired in 1978 (see New History in Appendix B).

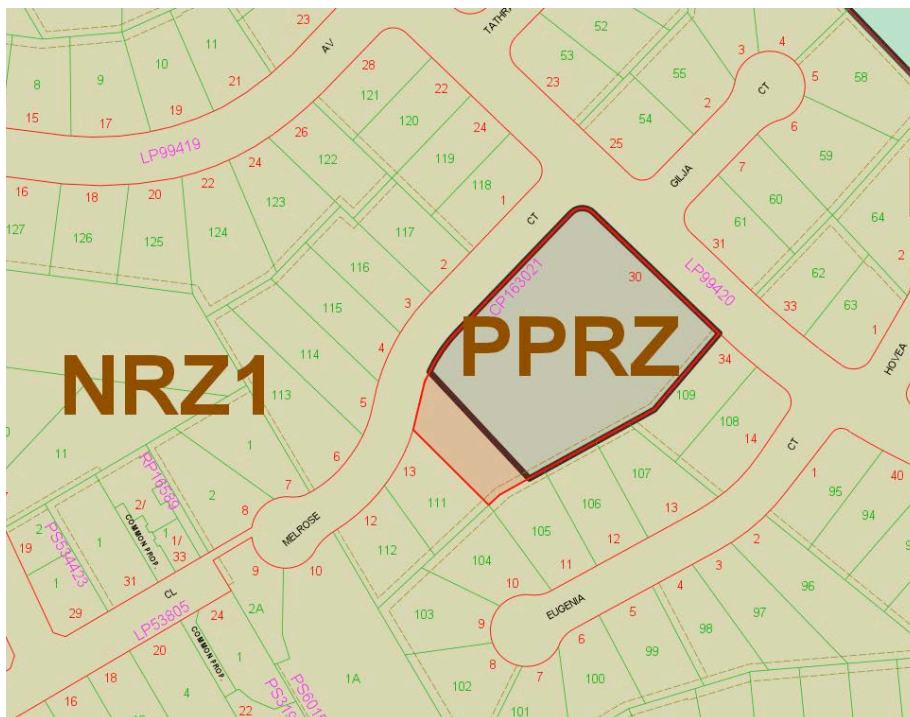


Figure 1.1 – Current zoning. The subject site comprises the PPRZ land and the adjoining allotment 110, zoned NRZ1, shaded pink.

2 Review of significance and HO controls

2.1 History

The 1993 Study provides a comprehensive history of the house and garden. In summary:

- ▶ The house was built in 1888 for J.J. Miller and was originally situated on 77 acres of land that formed part of Miller's holdings of over 400 acres within this area. Miller was a successful businessman, who was prominent in local affairs. After constructing this house he established a stud farm and horse training facility on his property and set about publicising the district and encouraging tourism. When the new Shire of Ferntree Gully was formed in 1889 he became the first President;
- ▶ An extensive garden was established around the house, and it was known as one the 'showplaces' of the district. Early plantings included Camellias and other cool-climate plants, reputedly supplied by Como Nursery at The Basin, established by William Chandler in 1876;
- ▶ Miller ran into financial difficulties following the economic depression of the early 1890s and the London Chartered Bank foreclosed his mortgage in 1899 and assumed the title to the property;
- ▶ Over the years the land surrounding the house was reduced by subdivision to the present 0.5 hectare. In the 1970s the Council acquired the property and in the 1980s undertook a major restoration of the house and garden. The restored house and garden was opened in 1989;
- ▶ The garden was restored and rejuvenated based on remnant plants (which included some early camellias) and historic evidence including early photos; and
- ▶ Today, the house and garden remains in the ownership of the Council.

Review of history

The histories in both citations are relatively comprehensive and provide a good historic overview of the development of the subject site. However, the separate citation for the camellias has additional historic information not contained in the main citation. Because of this, a combined history has been prepared, which is in Appendix B. Consistent with current practice, this includes:

- ▶ The thematic context (relevant historic themes from the 1993 Study);
- ▶ History of the place, including a sub-section for J.J. Miller and the development of the garden; and
- ▶ Additional historic information about the ownership history leading to the acquisition by the Council of the house and its subsequent restoration.

2.2 Description

The 1993 Study provides the following description of the house and garden:

The original property is reduced from 400 acres to .5 hectares. The house is situated on a comer of rising ground and commands a view of the mountain from the front verandah. It is surrounded by urban development.

A typical Victorian bungalow design with a passage through the centre and verandah around three sides, the front rooms are large enough for receptions. The kitchen and

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cellar have been restored, as well as toilets modernised, although old fittings retained where possible. There are several rooms leading off the passage to the back entrance, but it is difficult to know which were bedrooms. The outhouses including a garden shed are of solid construction.

The garden has been restored from a study of components of planting, surfacing materials, structure and other elements which were typical of gardens designed in the area. Additional information was provided by photographs and written material.

It is considered the camellias are of horticultural and historical significance due to the age (about 100 years) and the development of camellias from Camden NSW to nurseries in Victoria in the 1880's (Sangster Taylor, Guilfoyle and others). The garden illustrates the composition of Victorian gardens of the late 19th Century in the gardenesque manner.

Large trees still existing include peppercorn, New Zealand pirparea, engeni vinli, phonix palem, anzutiuseneds, poplar, oak, hawthorn. The garden beds were bordered with locally quarried rock and built up to verandah height with acanthis, and succulent cacti. The entrance steps have planted aloe (circa 1917). The rear garden has a pergola once covered with wisteria.

Miller's Homestead has been faithfully restored from evidence available. Although not a Victorian house in the very grand manner, it nevertheless represents a very important period in the development of the area and is indicative of the boom and bust of the 1880's, the owner having to give up the property in the 1890's. The house is architecturally sound and used for specific purposes by Knox Council.

It is now seen to be the only significant building of the era in Boronia.

Review of description

The site inspection has confirmed that the house is in excellent condition. However, the following issues have been identified with the existing description:

- ▶ It describes the house as a Victorian 'bungalow' when the more correct term is Italianate villa. It also does not identify some unusual elements of the design including the use of French doors to all the principal rooms, including the bay windows, and the way the polygonal roofs above the bays merge into the main roof ridge;
- ▶ It does not identify the elements of the interior that are significant and refers, for example, to the kitchen being 'restored' when in fact a modern kitchen has been installed, presumably at the time of the 1985 restoration works; and
- ▶ It refers to 'outhouses', but there is only one today.

The garden is also well maintained. However, there are inconsistencies between the significant trees and plants identified in the 1993 Study and those listed in the HO schedule. Specifically:

- ▶ Several of the trees and plants identified in the 1993 Study are no longer extant (peppercorn, oak, hawthorn, and the aloe and succulent cacti) or were incorrectly identified, including some names that are incorrect or no longer in common use (e.g., the trees/plants referred to as 'New Zealand pirparea, engeni vinli, phonix palem, anzutiuseneds' could not be found online or in reference books); and
- ▶ The HO schedule correctly identifies the significant Ironbark at the front of the house. However, it also refers to 'numerous Camellias' without specifically identifying the examples that are of primary significance (a list of three Camellia is provided in the history), and refers to 'Poplars', when there is only one mature Poplar of significance. This is the Canadian Poplar (*Populus x canadensis*) to the north east of the house.

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Due to the time of year, the Camellias were not in flower and so it was impossible to positively identify the significant varieties identified in 1993 Study, which are all *Camellia japonica* including *Alba Plena* (white, formal double), *William Bull* (rose pink, light in the centre, formal double) and *Lady Loch* (light pink veined deeper pink and edged with white). However, the description of a 'camellia walk' suggests these are in the line of camellias just to the north east of the homestead (although these do not appear to be very old and it appears they may be replacements propagated from the original plants at the time of the garden restoration c.1986). There is also a group of camellias within a circular bed directly in front of the homestead, as well as several around the gazebo in the rear garden. The latter group is likely to contain more recent plantings (possibly taken as cuttings from the original shrubs).

The site inspection has also identified three significant mature trees not specifically mentioned in either the 1993 Study or the HO schedule: A large Pin Oak (*Quercus palustris*), Weeping Lilly Pilly (*Syzygium floribunda*) and a Strawberry Tree (*Arbutus enedo*).

As shown in Figure 2.1, all the significant trees and camellias are located to the east or north east of the homestead.

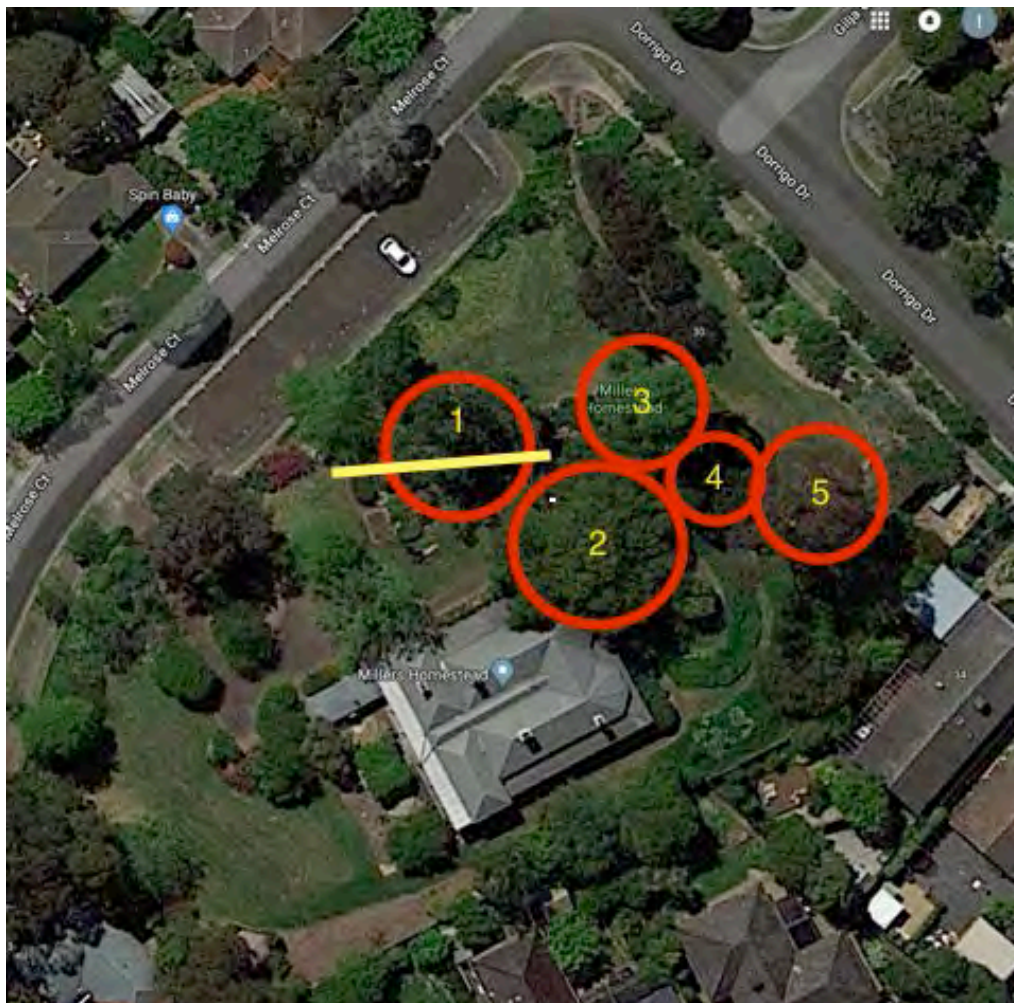


Figure 2.1. Significant trees: 1 – Poplar x Canadensis, 2 – Weeping Lilly Pilly, 3 – Pin Oak, 4 – Strawberry Tree, 5 – Ironbark. The yellow line indicates the approximate location of the 'camellia walk'.

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Accordingly, a new description has been prepared, which is in Appendix B. This includes:

- ▶ An expanded description of the house, including both its interior and exterior features, and identification of significant and non-significant features. Reference is also made to the outbuilding.
- ▶ An expanded description of the garden, which more clearly defines the significant and non-significant trees, plants and features.

2.3 Significance

The statement of significance for the subject site in the 1985 Study is as follows:

This single storey Victorian residence was the home of James John Miller, the first President of Ferntree Gully Shire (1889). Stables and training facilities were established on the original property of 400 acres, developed out of wilderness and scrub.

The building is the best example of the Victorian style boom era of the 1880's in the City of Knox, and has been restored faithfully. The garden has also been landscaped as far as possible to the original design with propagation of remnants of vegetation including a camellia walkway dating from the 1890's.

On the basis, Table 2.1 provides an analysis against the Hercon criteria at the local level.

Table 2.1 – Assessment against Hercon criteria

Criterion	1993 study	Comments
Criterion A	<p><i>This single storey Victorian residence was the home of James John Miller, the first President of Ferntree Gully Shire (1889). Stables and training facilities were established on the original property of 400 acres, developed out of wilderness and scrub.</i></p> <p><i>The Camellia reached a peak of popularity in the boom 1880s and was a component of the overall high Victorian design of house and Gardenesque landscape characteristic of the era in Victoria but which had largely gone out of fashion in England</i></p>	Satisfies Criterion A. The house is also significant as one of the oldest surviving houses in Knox and for its association with the post-contact settlement of the area in the late nineteenth century.
Criterion B	Not cited.	Satisfies Criterion B. This is rare surviving example within the City of Knox of a late nineteenth century house and garden.
Criterion D	<p><i>The building is the best example of the Victorian style boom era of the 1880's in the City of Knox, and has been restored faithfully. The garden has also been landscaped as far as possible to the original design with propagation of remnants of vegetation including a camellia walkway dating from the 1890's.</i></p>	Satisfies Criterion D. Of note are the unusual details being the use of French doors to the principal rooms, including within the canted bays, and the way the polygonal roofs above the bays merge into the main roof ridge.

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Criterion	1993 study	Comments
Criterion E	<i>The building is the best example of the Victorian style boom era of the 1880's in the City of Knox, and has been restored faithfully. The garden has also been landscaped as far as possible to the original design with propagation of remnants of vegetation including a camellia walkway dating from the 1890's.</i>	Satisfies Criterion E. The house is a landmark within the local area. The use of French doors and the unusual roof form are distinctive and the setting of the house is enhanced and complemented by the elevated siting and the mature garden.
Criterion F	Not cited.	Not applicable.
Criterion G	Not cited.	Not applicable.
Criterion H	<i>This single storey Victorian residence was the home of James John Miller, the first President of Ferntree Gully Shire (1889).</i>	Satisfies Criterion H. James John Miller was one of the first settlers in this area and was prominent in local affairs.

Comments on significance

The homestead and garden clearly satisfy the threshold of local significance. A new statement of significance in the current format is in Appendix B.

2.4 Review of HO controls

As previously noted, external paint and interior controls apply, as well as tree controls to the trees specified in the schedule.

The application of external paint and interior controls is warranted given the intactness of the homestead both inside and out, and the revised statement of significance now provides more specific guidance about exactly what is significant about the interior to guide future management.

The following changes are recommended:

- ▶ The interior control should be amended to say 'Yes – homestead' only, as the interior of the outbuilding is not significant.
- ▶ The description of the place in the HO schedule should be changed to refer specifically to the significant trees identified in section 2.2 and include the correct address, as follows:

Miller's Homestead (former 'Melrose'), 30 Dorrigo Drive, Boronia

The heritage place includes the homestead, outbuilding and garden setting including the following significant trees and shrubs, all situated to the east or north east of the homestead:

Poplar (Populus x Canadensis), Weeping Lilly Pilly (Pin Oak (Quercus palustris), Weeping Lilly Pilly (Syzygium floribunda), Strawberry Tree (Arbutus enedo) and Ironbark (E. sideroxylon), as well as Camellia japonica cultivars Alba Plena, Lady Loch and William Bull within the camellia walk.

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3 Management

Current use

Miller's Homestead is one of three historic houses currently owned by the Council. The others are:

- ▶ Ambleside Park Homestead, Ferntree Gully (HO16). The homestead is now the home of the Knox Historical Society, and the garden is available for hire for weddings, by arrangement; and
- ▶ Stamford Park Homestead and garden, Rowville (HO24). In accordance with the Stamford Park Masterplan (2017), land surrounding the homestead is being developed for commercial and residential uses and parkland, while the restored homestead and gardens will form part of an historic precinct. The homestead itself will be adaptively re-used to provide a restaurant and function space.

The Council currently uses Miller's homestead as meeting rooms and storage. It also appears to be used by at least one local music society. According to the brochure on Council's website, Council also permits 'limited community use' of the grounds, which are available for hire for garden weddings and other special events, by arrangement (City of Knox Miller's Homestead brochure).

Subdivision

As noted in the history, the current 0.5 hectare allotment represents a fraction of the original 77 acre allotment that once surrounded the homestead. The mature garden now provides an important related setting that contributes to the significance of the place and provides an understanding of the much greater land holding that once existed. The size of the property also supports its viability as a venue for weddings and other functions. For example, the (non-original) 'period gazebo' in the rear yard is promoted on Council's website as a venue for 'garden weddings and other special events by arrangement' (Miller's homestead brochure).

The subdivision of the rear section of the yard containing the lawn area behind the outbuilding (approximately comprising the section currently zoned NRZ1) would not adversely impact upon the setting or significance of the place, as it does not contain any significant features (buildings or trees) and a carefully designed and sited building would not impact upon any significant views to or from the homestead.

However, reducing the size of the allotment may affect the viability of the current use (by reducing the land available for weddings and functions) and may reduce options for potential future uses.

4 References

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APPENDIX A – Criteria for the Assessment of Cultural Heritage Significance (HERCON)

In reviewing the heritage significance of this place, the common criteria which were adopted at the 1998 Conference on Heritage (HERCON) and which are based on the longstanding, and much used, Australian Heritage Commission criteria for the Register of the National Estate have been used.

Criterion A:

Importance to the course, or pattern, of our cultural or natural history.

Criterion B:

Possession of uncommon, rare or endangered aspects of our cultural or natural history.

Criterion C:

Potential to yield information that will contribute to an understanding of our cultural or natural history.

Criterion D:

Importance in demonstrating the principal characteristics of a class of cultural or natural places or environments.

Criterion E:

Importance in exhibiting particular aesthetic characteristics.

Criterion F:

Importance in demonstrating a high degree of creative or technical achievement at a particular period.

Criterion G:

Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions.

Criterion H:

Special association with the life or works of a person, or group of persons, of importance in our history.

APPENDIX B – Changes to citation

New History

Thematic context

This place is associated with the following themes in the *City of Knox Heritage Study* 1993:

- Theme 2: Settlers and agriculture – The first division of Crown allotments, Farms, orchards and market gardens
- Theme 3: The impact of the railways – Tourism, a desirable place to live

Place history

Miller's Homestead, also known as 'Melrose' (it is not known for certain that the house was called 'Melrose' by Miller or by later owners), now situated at 30 Dorrigo Drive, Boronia was constructed in 1888 for James John Miller (McInnes 1993:121, NT). Reputedly, the house was designed by English architect, Thomas Hunter and replaced an earlier house constructed in the 1870s (NT).

The house is situated on Crown Allotment 64 (CA64). This is a triangular shaped allotment containing just over 77 acres, bounded by the present-day Albert Avenue, Mountain Highway, and Millers Road. Miller, acting as administrator for the estate of Frederick Richard Miller, obtained the Crown Grant for CA64 in 1881. In 1889 Miller transferred the property into his name and took out a mortgage to the London Chartered Bank, presumably to finance the construction of the homestead (LV).

This property was part of over 400 acres acquired by Miller in this area from the late 1870s to early 1880s, which included the land extending to the south of Millers Road beyond Forest Road. Miller obtained the Crown Grant to CA71 (205 acres) in September 1877, which was followed by CA24 (114 acres, now the site of The Basin town centre) in April of 1879 (Scoresby Parish Plan).



Extract of Scoresby Parish Plan showing the three Crown allotments forming J.J. Miller's landholding in the late nineteenth century

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Here Miller indulged his interest in horse breeding, spending much time and money in his endeavour to build a successful stud farm. His first home at The Basin, called 'Bayswater House' after his birthplace, was built in 1878 on CA24. It was demolished in the late twentieth century (McInnes 1993:121).

However, it was this homestead on CA64 that would become one of the 'showplaces' of The Basin together with 'Ferndale' (home of the Griffiths tea family) and the 'Doongalla' Estate (bought by Sir Matthew Davies in 1891). During the 1890s many people visited Miller's property to see the house and gardens, farm, stables, training facilities, and horses. In the book *Visitor's Guide to the Upper Yarra and Ferntree Gully Districts* (published c.1889 by A.H. Massina) the property is described as being:

... about five miles from Ringwood by road, halfway to Ferntree Gully. The house is briefly described as being situated on the crown of rising ground, and commands from the verandah a magnificent view of the mountain and forest scenery around. On the right is the densely green timber-covered mount known as Schneider's Hill, and beyond, forming the skyline, is the bold line of the Dandenong spurs. Immediately in front is the giant Corhanwarrabul, rising timber ridges, seeming to act as its buttresses. Away to the left, Mount Juliet and the whole group of the Yarra and the Plenty Ranges stretch clean away to the north, range rising over range till dimly melting into the horizon, each chain tinged with a distinct glow of various shades of colour as the period of sunshine changes.

...

Of the house itself, it maybe truly said to be quite up to the requirements of anyone possessing a cultivated taste for beauty, convenience, snugness, and true sanitary conditions. It is of brick, of chaste design, and replete with every appliance which in these times are deemed essential to health and that ample means can supply.

Bayswater farm, as it was called then:

... was quite up to the modern standard of agriculture. The land has miles of underground drains, is well fenced into paddocks, and these fences are supplemented with well-grown and well managed quick or whitethorn hedgerows.

However, Miller got into financial difficulty in the 1890s (see below) and in 1899 the London Chartered Bank foreclosed on his mortgage over CA64, ending his association with the property (LV).

Ownership changes in the twentieth century

The Bank assumed ownership of CA64 and held the property for several years before selling to John Yeadon of Bayswater, a farmer, in 1907. He did not own the property for long and forfeited ownership in similar circumstances to Miller. After taking out a mortgage to the Royal Bank of Australia in 1911, Yeadon's name was replaced by the Bank on the title just one year later. Over the next few years the Royal Bank sold off about half of CA64 on the west side and north end, which was subdivided into smaller allotments, and a small allotment on the east side, which was sold to the Shire of Ferntree Gully. The balance of the land containing the homestead block was finally sold in 1918 to John Henderson, a farmer, of Bayswater (LV).

When Henderson died in 1926, probate was granted to his widow Serena, who is recorded on the title as living at 'Melrose', The Basin, near Bayswater indicating it may have been this family that bestowed this name on the house. By 1944 ownership had transferred to Ronald Finger, an orchardist, and his wife, Bessie, also recorded as living

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at 'Melrose'. Three years earlier they had purchased the small allotment sold to the Shire of Ferntree Gully (LV).

In 1959 the Churchill Estates Proprietary Limited of 287 Collins Street, Melbourne became the owner of both allotments owned by the Fingers. They also purchased some of the other parts of CA64 that had been subdivided off in the 1910s and consolidated the land into one title, comprising just over 37 acres, in 1973.

Acquisition and restoration by Knox City Council

By the early 1970s the historical significance of 'Melrose' had been recognized. In 1972 an article in the *Knox-Sherbrooke Gazette* suggested that the old homestead would become a museum, and by 1974 the *Herald* reported that the City of Knox planned a 'full restoration' of the building (McInnes, 1993:123 cites the 19 September 1972 edition of the *Gazette* and 24 July 1974 edition of the *Herald*).

Accordingly, when Churchill Estates subdivided the land into suburban allotments in 1976 'Melrose' and part of its original garden was set aside as a 'Reserve for Municipal Purposes'. The land was officially transferred to the City of Knox on 20 February 1976. Two years later, the Council purchased the adjoining allotment 110, immediately to the south, for \$18,000, and consolidated the lots.

However, having purchased 'Melrose' it would be almost a decade before the restoration of the homestead and garden would be complete. The restoration was carried out with the financial assistance from the City of Knox, the Commonwealth Employment Program and the Victorian Ministry of the Arts with the intention of using the building as a 'community gallery, performance venue and training and seminar centre'. The restored homestead and garden was officially opened as part of the centenary celebrations of the Shire of Ferntree Gully on Friday, 17 November 1989 by the Mayor of the City of Knox, Cr. Hurtle Lupton, O.A.M., J.P. with assistance from the descendants of J.J. Miller (Historic plaques at 'Melrose').

Today, the homestead remains in the ownership of the City of Knox.

Development of the garden

Although not in the grand manner of forty or fifty gardens developed at Mt. Macedon in the 1870s and 1880s by Guilfoyle, Taylor and Sangster, the garden at 'Melrose' was one of several fine examples established in the foothills of the Dandenongs during the late nineteenth century. Others included 'Doongalla' and 'Ferndale'. Miller's was chiefly known for the fine agricultural and grazing land, and racing tracks.

The main source of plants, trees and shrubs for these gardens was the Como Nursery, at The Basin owned by William Chandler and dating from 1876 (11). The Como Nursery specialized in such cool-climate plants as rhododendrons, azaleas, and camellias (12). Chandler supplied 'Doongalla' with camellias and John Chandler (grandson of William) remembers his father (Bert), telling stories of how the plants were delivered to the big gardens and how he accompanied his father (13).

Camellias were first sent from England to Australia in February 1831 and planted by the Macarthur family at 'Camden Park' near Sydney, where some have survived to this day. William Macarthur (1800-1882) horticulturalist and agriculturist, fifth son of Captain John Macarthur, named 69 of the seedlings he raised from the first six that were shipped from England.

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Alba plena was among the six camellias imported by Macarthur and from these he raised hundreds of seedlings. It is thought the plants were first supplied to Melbourne from Michael Guilfoyle, a well-known nurseryman at Double Bay, Sydney, and father of William Guilfoyle, a landscape gardener and later Director of the Melbourne Botanical Gardens. William Guilfoyle succeeded Ferdinand von Mueller in 1873, bringing with him fresh ideas and became a proponent of the 'Gardenesque' style, which reached a peak in Victoria in the last half of the nineteenth Century. Between 1873-75 Guilfoyle brought into Victoria 85 varieties of camellias, 98 dahlias and fuchsias, chrysanthemums, and pelargoniums (7).

Although the most popular and widely cultivated species in Australia are *C. japonica*, *C. sasanqua* and *C. reticulata*, the genus has over 90 species. Most of these are indigenous to South East Asia and islands of the China Sea. *C. japonica* was all the rage until the late 1880s when people became tired of the same type. The Victorian preoccupation with things oriental was also seen in the names of properties at Mt. Macedon and the planting of the large estates with camellias, rhododendrons, and azaleas (6).

The earliest photograph held by the Knox Historical Society shows the house in 1888 but the garden was not laid out. Scrub had been cleared and there were indigenous trees in the background. However, a description of the garden and surrounds dating from 1889 describes it as follows:

... with richly swarded cultivation paddocks, looking like well kept lawns, surrounded by hedge rows of whitethorn, and an excellently planted garden of fruit trees, flowering plants, and shrubs. At the foot of the garden, some four acres in extent, was the pretty, one-time residence of the family, with its garden of choice, well developed trees of the apple, pear, walnut, chestnut, cherry, peach, fig, plum, filbert, and the smaller fruit - Yielding shrubs or bushes. There is a grove of lemon trees, marking the fitness of the soil and climate and the filbert and chestnut grow surprisingly well. Mr. Miller planted trees very extensively, in the new large garden formed this season, all the main walks having, near their margins, plants of the Lisbon Lemon, interspersed with filberts, cobnuts, and the usual fruit-yielding trees. (Massina)

Little is known about the development of the garden after Miller's ownership ended in 1899 when the Bank foreclosed.

When the City of Knox acquired the property in the 1970s remnants of original planting were found and the garden was restored 'as faithfully as possible' in 1985-86. This included study of components of planting, surfacing materials, structure and other elements, which were typical of gardens designed in the area. Additional information was provided by photographs and written material (McInnes 1993:122, 126-7). The remnant early plantings surviving at the time included three early camellias: *Alba Plena*, as well as *Lady Loch* and *William Bull*, part of a 'camellia walk' established c.1890s. It is understood that the current camellias were propagated from the original plantings (McInnes 1993:120).

Dating from prior to 1792, *Alba Plena* is one of the oldest camellias in cultivation. Very slow in growth, *Alba Plena* is recognisable in Chinese manuscripts as far back as the Sung Dynasty, when it was known as *Ta Pai* (Great White). It gained its present name in 1792, when it was imported by a Captain Connor of the British East India Company, and thus became the first double camellia seen in the West. The bloom to which all other doubles are compared, it is a medium sized double flower of porcelain white, with a hundred or more petals, and blooms very early. Few camellias are so widely grown.

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Lady Loch was first listed in 1889 in Victoria by Taylor & Sangster, which had nurseries in St. Kilda Road and Mt. Macedon. It was named after the wife of Sir Henry Loch (Governor of Victoria 1884-89) and listed by Cremorne Nursery in 1898, 1900, and 1905. The two oldest plants in the variety in Melbourne are to be found in East Melbourne and Carlton (8). *Lady Loch* is a sport of *Aspasia Macathur*, which itself has been described as 'one of the great sport camellias'. Australia Cultivar *Aspasia* first bloomed in the garden of 'Camden Park' in the 1840s, where it was named by William Macarthur. The original plant is still to be seen there, and its scions bloom right around the world, though in the USA under the name *Paeoniaeflora*. *Aspasia* itself is a fine camellia, although its principal claim to fame may well be an inherent genetic instability. At least half a dozen other superior camellias (of similar form but different coloration) have appeared as sports on plants of its descendants (see Margaret Davis). The original *Aspasia* is a medium-sized informal double camellia of peony form, and the ruffled petals are creamy white with the odd streak or line of carmine pink. An earlier red camellia named *Aspasia* appears in old catalogues (McInnes 1993:127).

The other early camellia used in the garden is *William Bull*, which is attributed to Michael Guilfoyle and named after a gardener at the Guilfoyle Nursery. It is listed in Taylor and Sangster's catalogue in 1887 as *Wrightii* (9).

James John Miller

James John Miller was born at Bayswater, England, in 1832 and came to Victoria when 18 years old in 1849. Soon after this, like many others at the time, he went looking for gold at the Forest Creek gold diggings near Castlemaine. He struck gold, came to Melbourne and bought the Bull & Mouth Hotel in Bourke Street. This very soon became a gathering place for the sporting fraternity. As a bookmaker in the firm of Miller, Jones and O'Brien, he laid the biggest individual amount in one bet in Australia for those days (McInnes 1993:121).

In 1868, Miller purchased his first horse (Blue Jacket) from Mr. Tozer of Warrnambool. His colours as an owner were a white and purple sash and cap. Trotting was also of great interest and Miller imported well-bred trotters from America (McInnes 1993:121).

In 1875, he took over a printery in Williams Lane, Melbourne and the firm of J.J. Miller and company became very well known in Melbourne. Theatrical printing was catered for and 'Millers Sporting Annual' and 'Millers Australian Diaries' were successful ventures. At Miller's death, the 'Sporting Annual' had been going for 47 years (McInnes 1993:121).

The most famous achievements of Miller were the sweepstakes originating at the Bull and Mouth Hotel in Bourke Street, where the tickets cost one pound. At that time, he became quite prosperous and lived at Royal Terrace, Rathdowne Street, opposite the Exhibition Gardens (McInnes 1993:121)

Following his purchase of land at The Basin in 1871, Miller became prominent in the local affairs of that area and ran a private coach service from Forest Road to Bayswater Station to encourage summer tourists. He also secured a wine licence at his home. This was in 1880 and the first in the area. His effort to publicise the district included a gigantic firework's display each Christmas. When the new Shire of Ferntree Gully was formed in 1889 Miller became the first President, an honour he carried for the next three years. Of course, it was his honour to design the Shire emblem with the centerpiece: a Sherbrooke Lyrebird (McInnes 1993:121).

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Despite blindness, which overcame him in the 1890s, he could still hold his own at the Council table. He became a familiar sight around the Shire whilst being driven in a horse and buggy by his son Frederick Miller (McInnes 1993:121).

Miller faced financial ruin in the 1890s when the sweepstakes were declared illegal and he had to give up his property at The Basin after the Bank foreclosed on his mortgage over the land. The venture just before this with H.J.A. Panton in buying pastoral land in Western Australia was not successful and helped to cause his retirement from the active life he led for so many years, with so many interests. John James Miller's death was reported in the *Sporting Globe* of December 1922, in his 91st year (McInnes 1993:121).

(McInnes acknowledges the source of this biography as an article by Mr. R. Curlewis, a copy of which is held by the Knox Historical Society and also in the Herald Library).

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HO25, MILLERS HOMESTEAD & GARDEN

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- Carringbush Library (Local History Department) 'Cremorne Gardens'
- Australian Camellia Research Society
- La Trobe Library, State Library Victoria.

People consulted by McInnes:

- Mr. John Chandler (formerly Como Nursery, The Basin) Leongatha
- Manager, Camellia Lodge, Bakers Road

New Description

The former Miller's Homestead and garden is situated at the south corner of Dorrigo Drive and Melrose Court in Boronia. The house is situated on rising ground and commands a view of Corhanwarrabul from the front verandah. It is surrounded by urban development.

The homestead and outbuilding

The homestead is a Victorian Italianate masonry villa with a symmetrical façade comprising canted bay windows on either side of a central door with ruby glass sidelights and toplights. The convex profile verandah, which returns on both sides and terminates at the projecting hipped roof rear wings, is supported by timber posts and has a cast iron frieze. The principal rooms all have French doors leading on to the verandah, including within the canted bay. Other windows are double timber sash. The walls to the principal elevations have ruled render to imitate ashlar, while the rear wall is overpainted brick. A verandah extends along the whole of the rear elevation. There are several rendered chimneys with cornices.

Internally, the house has a typical layout with the central hallway extending the full length of the house with the entry area defined by an archway. To the left on entering are the two main reception rooms, which are connected by an opening in the adjoining wall. All the principal rooms and hallway have what appear to be the original (or sympathetically reconstructed) deep plaster cornices and elaborate ceiling roses, and timber skirting boards, architraves and four panel doors. The front rooms with the canted bay windows have original marble fireplaces with what appear to be the original cream and red diamond pattern hearth tiles. Other rooms have timber fireplace surrounds. None of the light fittings are original.

A doorway with sidelights and highlights toward the end of the hallway marks the transition from the main house to the service areas within the hipped roof wings at the rear. Stepping through this doorway is a small vestibule with the rear entrance door with sidelights and highlights directly ahead and, to the right through an arched opening, a branch hallway leading to the kitchen and another entrance on the north side.

HERITAGE ADVICE

The service areas at the rear of the house are much plainer. Original features include built-in cupboards in the vestibule, and in the room beside the kitchen, which retains an altered fireplace with non-original hearth tiles. The kitchen appears to date from the 1980s, when the house was restored. Other rooms contain modern toilet facilities. Another door off the vestibule, immediately to the left of the rear entry, leads to the brick-lined cellar.

Behind the house near the northwest corner is a small timber outbuilding. This has square edged weatherboards and small square multi-paned windows. The exact date is unknown, but it could date to the early 1900s.

The garden

The house is set within a mature garden, which is believed to include some remnants of the garden established by Miller in the 1890s. Mature trees, which could date to the Miller occupation or from the early 1900s, are all situated to the east or north-east of the homestead and include a Poplar (*Populus x canadensis*), Pin Oak (*Quercus palustris*), Weeping Lilly Pilly (*Syzygium floribunda*), Strawberry Tree (*Arbutus enedo*) and Ironbark (*E. sideroxylon*). Another significant feature of the garden is the camellia walk, which is believed to contain Camellia japonica cultivars *Alba Plena*, *Lady Loch* and *William Bull*, which have been propagated from the original camellias planted here in the late nineteenth century.

Other significant or early features include the locally quarried rock used as retaining walls to the garden beds adjacent to the verandah. According to McInnes (1993) these beds were originally planted with acanthus, and succulent cacti, with aloe adjacent to the entry steps, but there is no trace of these today (although some of these plants have been used elsewhere in the garden).

At the rear of the house is reconstructed pergola that is now covered in wisteria. According to McInnes (1993) this did not exist when the house was restored in 1985-86. Other plantings also appear to date from the 1980s restoration and are not significant. Other non-significant features include the period style gazebo in the rear garden, 'crazy paving' behind the house beneath and adjacent to the wisteria pergola, the metal windmill adjacent to a small pond to the north of the house, the driveway and pathways, and all fencing including the metal palisade fence on a bluestone base to the two frontages.

New statement of significance

The statement of significance is replaced with the following.

What is significant?

Miller's Homestead and garden, also known as 'Melrose', at 30 Dorrigo Drive, Boronia is significant. The following buildings and features contribute to the significance of the place:

- The homestead, as constructed in 1888, including the interior.
- The outbuilding to the rear of the homestead.
- The elevated siting of the homestead, with clear views from the front verandah towards Corhanwarrabul (Mt Dandenong).
- The mature garden setting including the following significant trees: Poplar (*Populus x Canadensis*), Pin Oak (*Quercus palustris*), Weeping Lilly Pilly (*Syzygium floribunda*),

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Strawberry Tree (*Arbutus enedo*) and Ironbark (*E. sideroxylon*), as well as Camellia japonica cultivars *Alba Plena*, *Lady Loch* and *William Bull* within the camellia walk.

- The low retaining walls of locally quarried stone to the beds adjacent to the verandah.

Non-original alterations and additions, including the kitchen fit out and toilets and bathrooms within the homestead, the interior of the outbuilding, the gazebo and windmill, all pathways, driveways and fencing, and plantings dating from 1985 onwards (except for the camellia walk) are not significant.

How is it significant?

Miller's Homestead ('Melrose') is of local historic, architectural and aesthetic significance to the City of Knox.

Why is it significant?

It is of historical significance as one of oldest surviving houses in the City of Knox and demonstrates the early development of the area following the opening of the land for selection in the 1870s. It is representative of the country estates established by wealthy citizens on the fringes of Melbourne in the late nineteenth century and its significance is enhanced by its rarity values as one of the few remaining examples in the municipality. It has associations with James John Miller, who was prominent in local affairs, promoted tourism, and was the first President of Ferntree Gully Shire. (Criteria A, B, D & H)

The house has representative significance as an intact example of an Italianate villa, with typical form and detailing including the symmetrical plan with canted bays windows on either side of a central entrance, and the return cast-iron verandah. Internally, the principal rooms retain original details including deep cornices, elaborate ceiling roses and marble or timber fireplaces. There is also an original brick lined cellar under the rear of the house. Of note are unusual details such as the use of French doors to all principal rooms, including within the canted bays, and the way the polygonal roofs above the bays merge into the main roof ridge. (Criterion D)

It has aesthetic significance as a fine and well-detailed Victorian Italianate house in a mature garden setting. The aesthetic qualities of the house are enhanced by its elevated siting and several mature trees including the Pin Oak, Poplar, Ironbark, Weeping Lilly Pilly and Strawberry trees that are landmark plantings within the local area. Views from the homestead to Corhanwarrabul also contribute to its aesthetic qualities. (Criterion E)

The camellia walk is of historical and horticultural significance as a remnant of the original garden layout and demonstrates of the popularity of the camellia in the nineteenth century. (Criteria A & D)

HERITAGE ADVICE

APPENDIX C – Photographic survey



View of the front of the homestead. Note French doors and roof profile, steps and rocks to garden bed



View of verandah (Note: recent verandah floor)



Front door

H025, MILLERS HOMESTEAD & GARDEN



View of room on left of hall showing original fireplace and typical cornice, skirting and architrave detail



View of front room on left with canted bay. Note marble fireplace with original cream and red tiled hearth (a matching fireplace is in the roof directly opposite)



A typical four panel door

HERITAGE ADVICE



Mature trees within the front garden: part of Ironbark in top left corner, Strawberry Tree centre and Pin Oak at right



View of Corhanwarrabul from the front garden



Non-significant gazebo in rear yard

H025, MILLERS HOMESTEAD & GARDEN



Typical driveway pathway paving throughout site, presumably installed in the 1980s



Rear verandah of homestead

6.5 Draft Boronia Renewal Strategy

SUMMARY: Manager – City Futures, Tanya Clark

Manager – Community Infrastructure, David Yeouart

Council has received regular update reports regarding different aspects of the Boronia Renewal Project over the past 12 months. The original scope of the project has grown to include additional consultation, joint sub-projects with State Government agencies and several capital works projects initiated ahead of schedule to demonstrate positive change in the town centre. The Project’s momentum has been high, with Stages 1 and 2 work now culminating in a draft Boronia Renewal Strategy. This Strategy cuts across multiple Council services and will be used as the basis for a consultation process with the community and key stakeholders. Responses generated throughout this process will inform the final Boronia Renewal Strategy and proposed Planning Scheme Amendment.

RECOMMENDATION

That Council:

- 1. Endorse the ‘Draft Boronia Renewal Strategy 2018 for consultation purposes’ (Appendix A) as the basis for community consultation that will be held by the end of 2018;**
- 2. Authorise the Director City Development to make any minor changes to the draft document to ensure clarity prior to publishing;**
- 3. Note that comments received during this consultation process will be summarised and used to inform the final Boronia Renewal Strategy and presented to Council early in 2019; and**
- 4. Request officers to prepare a summary document that is easy for the community to access and understand, and highlights the main change trigger points of the Draft Boronia Renewal Strategy 2018.**

1. INTRODUCTION

A high level ‘draft Boronia Renewal Strategy 2018 for consultation purposes’ has been prepared as part of Stage 2 of the Boronia Renewal Project (refer Appendix A). This work originates from a review of the Boronia Structure Plan 2006 and various directions from the Minister for Planning to reconsider the Activity Centre boundary and selected controls within the Knox Planning Scheme relating to Boronia. This Strategy draws on a comprehensive community engagement program, numerous background reports, data produced in Stage 1, and further analysis undertaken as part of Stage 2. An emerging vision and nine (9) key directions will guide redevelopment of the Town Centre and surrounding neighbourhoods within the Activity Centre study area over the next 20 years.

As a large volume of information was generated through this process, regular briefings on key issues have been provided to Council over the past 12 months. The purpose of these briefings was to explain the impact of these issues, outline the analysis undertaken, propose some options, and

seek guidance on a preferred way forward. Feedback received is incorporated into the draft Strategy.

A number of specialist reports completed during the current Stage 2 will inform the final Boronia Renewal Strategy and Planning Scheme Amendment. These reports include:

- Boronia Activity Centre – Movement and Access Study, September 2018;
- Boronia Social Issues Report, July 2018;
- Community Services and Facilities Key Directions Report, September 2018; and
- Several high level issues papers dealing with water management, asset management, public realm, parks and open space, wayfinding and car parking.

2. DISCUSSION

2.1 Why prepare a Renewal Strategy?

A new structure plan is required to guide and coordinate actions that will shape the future redevelopment of the Boronia Town Centre and its surrounding neighbourhoods. In recognition of the need to initiate change on multiple fronts, a comprehensive approach has been undertaken, resulting in a renewal strategy. More than land use planning, the Strategy establishes the vision and key directions, and identifies overarching strategies and actions to guide the provision of community services and facilities, physical infrastructure, public realm improvements, movement patterns and sustainability initiatives.

As a major land and asset owner in the town centre along with being a primary community service provider, Knox City Council can influence a wide range of outcomes in ways that extend beyond the conventional planning control mechanisms. Prioritisation of strategies and actions identified in the final Boronia Renewal Strategy for implementation will occur on a short, medium or long-term basis. Where appropriate, projects and programs will be embedded in future operational work programs and infrastructure projects, forming part of Council's long-term capital works program, subject to meeting selected criteria.

The final Boronia Renewal Strategy, with its clear vision and implementation plan will become a source document for others outside Council to use. It will be a tool to align the actions of key stakeholders such as State Government agencies, not for profit organisations and the private sector. In addition, this document will enable Council to seek out project delivery partners and apply for external funding in a coordinated and collaborative framework.

2.2 Draft Strategy Structure and Content

The consultation version of the draft Boronia Renewal Strategy is designed to be manageable for the community to digest. Technical information including Context and Analysis will be summarised in the final edition and made available in full as background documents, where appropriate, on Council's website, as is the current practice. The focus of this consultation version is to confirm the emerging vision, outline and explain the intent behind the key directions, and gain a sense of support for the suggested strategies and possible starting points.

Each Key Direction provides a brief current context and associated challenges; paints a picture of the future; and articulates a strategy and possible starting points for action. For consultation purposes, prompt questions are posed.

The overarching strategies and possible starting points have not been placed in priority order or assessed against any specific criteria to check how and when they might be achieved. There is a need to consider the implementation sequence, who the key stakeholders and potential delivery partners are. Some overlap also exists with the key directions. There are likely to be additional and refined strategies and actions following the community consultation process with further work and a detailed implementation/action plan required.

2.3 Key Directions and Strategies

In the draft Boronia Renewal Strategy, each key direction has an associated strategy as detailed in Table 1 below:

Table 1: Key Directions and Strategies

Key Direction	Overarching Strategy
1. Boronia is a unique local place	Build on and leverage the unique characteristics of Boronia to attract new residents, businesses, services and visitors. Manage change by using Boronia's strengths to enhance community life now and into the future.
2. Boronia has quality living environments	Channel population growth into the Activity Centre to protect surrounding suburban areas, with quality urban design outcomes.
3. Boronia is a healthy, active and connected community	Plan for, deliver and partner with others to provide community services that meet the needs of Boronia residents.
4. Boronia is resilient	Support and build the capacity of the community to effect grass roots actions that increase resilience.
5. Boronia nurtures SMEs, micro-making and social enterprise	Promote Boronia as a hub for creative businesses, and social services, making a positive contribution to society.
6. Boronia is a green place with spaces to play	Establish Boronia as a 'town in a garden' that attracts people to enjoy its places and spaces.
7. Boronia is smart and digital	Foster growth in tech-savvy and knowledge-based businesses and services that showcase Boronia as a smart and connected city, which is also reflected in the public realm.
8. Boronia has an active nightlife	Create the conditions that support Boronia being more than a 9-5 Monday to Friday destination, and partner to activate the town centre.
9. Boronia is growing through cohesive land use and urban structure	Redesign the Boronia Activity Centre as a cohesive, affordable, contemporary and sustainable regional centre that attracts public and private investment. Deliver high quality urban design outcomes that transform Boronia into a 'town in a garden'.

These strategies address the issues and challenges currently facing Boronia as well as anticipating future community needs. It is now appropriate to seek further feedback from the community and key stakeholders to test the level of support for the overall vision and directions and the strategies to deliver the desired outcomes suggested in the draft Boronia Renewal Strategy.

2.4 Planning Scheme Amendment

Work towards a Planning Scheme Amendment will continue in the background while this consultation process occurs. The main regulatory component of the draft Strategy is the Land Use and Built Form related sections which will act as a Structure Plan to guide the controls that will be included in a future Planning Scheme Amendment. The other non-regulatory sections contain strategies that can be driven by Council and other key stakeholders and will be delivered over the long term.

3. CONSULTATION

Following the general community consultation undertaken during Stage 1, further topic-focused consultation was conducted throughout Stage 2. Using the full spectrum of social media platforms, feedback from the community was received regarding 1) car parking and 2) perceptions of safety. The purpose of this next round of community engagement is to seek feedback on the emerging Vision, Key Directions, the proposed overarching strategies and possible starting points in the draft Boronia Renewal Strategy.

A four week consultation period during November 2018 is suggested as an appropriate amount of time for the community and key stakeholders to review the draft Strategy and provide comments. Promoted through the established channels previously used, feedback will be summarised and reported back to Council early in 2019. The final Renewal Strategy will be the foundation document to inform the new local policy and planning controls which will be incorporated in the Knox Planning Scheme via an Amendment.

Further notice of the draft Boronia Renewal Strategy will be provided through the following forums:

- Community information session – mid November
- Postcards and posters in local shops
- Article in the Boronia/Basin Community News, directing people to the webpage
- Monthly newsletter distributed to over 380 subscribers
- Email notice to key Stakeholders and State Government agencies
- Updates in Knox News
- A supporting social media campaign – using Facebook, twitter and Instagram

Table 1: Proposed Timetable for the Draft Boronia Renewal Strategy

Process	Actions	Date
Community Engagement	An opportunity for the community and key stakeholders to review and provide comment on the draft Boronia Renewal Strategy	4 weeks November 2018
Receive Comments	Summarise comments and integrate into the next edition of the draft Boronia Renewal Strategy	December 2018 – January 2019

Process	Actions	Date
Issues Briefing	Present comments received to Council	February 2019
Council Report	Adopt the Boronia Renewal Strategy	February / March 2019

4. ENVIRONMENTAL/AMENITY ISSUES

Strategies that support the increase in local biodiversity and other environmental issues are contained in the draft Boronia Renewal Strategy. The management of forecast population growth, land use and built form will influence how Boronia becomes resilient and more sustainable. The objective of greening Boronia through increased tree canopy and creating more landscaped areas will assist in addressing key issues such as the heat island effect and flooding.

The amenity for residents, workers and visitors to the Town Centre and in the adjoining neighbourhoods will be enhanced through many of the collective actions identified in the draft Renewal Strategy.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Whilst a 'fast-track' approach is being utilised, it is important to note that delays may result in longer delivery times and potentially, increased costs. Measures will be taken to mitigate associated risks. Some may be beyond the control of the project or Council, e.g. Ministerial authorisation to exhibit an Amendment.

The project is investigating and planning for possible cost recovery mechanisms for the delivery of services and infrastructure, including asset or public land sales, developer contributions, and/or private sector partnerships.

6. SOCIAL IMPLICATIONS

This project recognises the significant social issues present in the Boronia community and will explore solutions together with community partners. The draft Boronia Renewal Strategy and Implementation Plan will take a place-based approach to coordinating the planning for Council's interventions in the Activity Centre.

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

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

Goal 2 - We have housing to meet our changing needs

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

Strategy 2.2 - Encourage high quality sustainable design

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs

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

Strategy 5.1 - Attract new investment to Knox and support the development of existing local businesses, with particular focus on Advanced Manufacturing, Health, Ageing and Business Service sectors

Strategy 5.2 - Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community

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

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

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 – Yvonne Rust, Senior Project Manager – Boronia Renewal Project - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

The draft Boronia Renewal Strategy captures a range of change strategies to address the issues and challenges currently facing Boronia as well as anticipating future community needs. It is now appropriate to seek further feedback from the community and key stakeholders to test the level of support for the overall vision, directions and strategies to deliver the desired outcomes suggested in the draft Boronia Renewal Strategy.

This report outlines the major changes suggested in the draft Strategy and the community consultation process. It is expected that work towards a Planning Scheme Amendment will continue in the background while this consultation process occurs.

The draft Boronia Renewal Strategy takes a ‘whole of project life’ view of the Activity Centre area and will take into account the short-term needs and long-term requirements that evolve over time. A key role of the Implementation Plan will be to maintain momentum by determining the priorities for key deliverables, how they are funded and possible project partners. The main regulatory component of the draft Strategy is the Land Use and Built Form Plan that will be used as a structure plan to guide the future Planning Scheme Amendment. The other non-regulatory sections within the Strategy contain strategies that can be driven by Council and other key stakeholders and will be delivered over the long term.

10. CONFIDENTIALITY

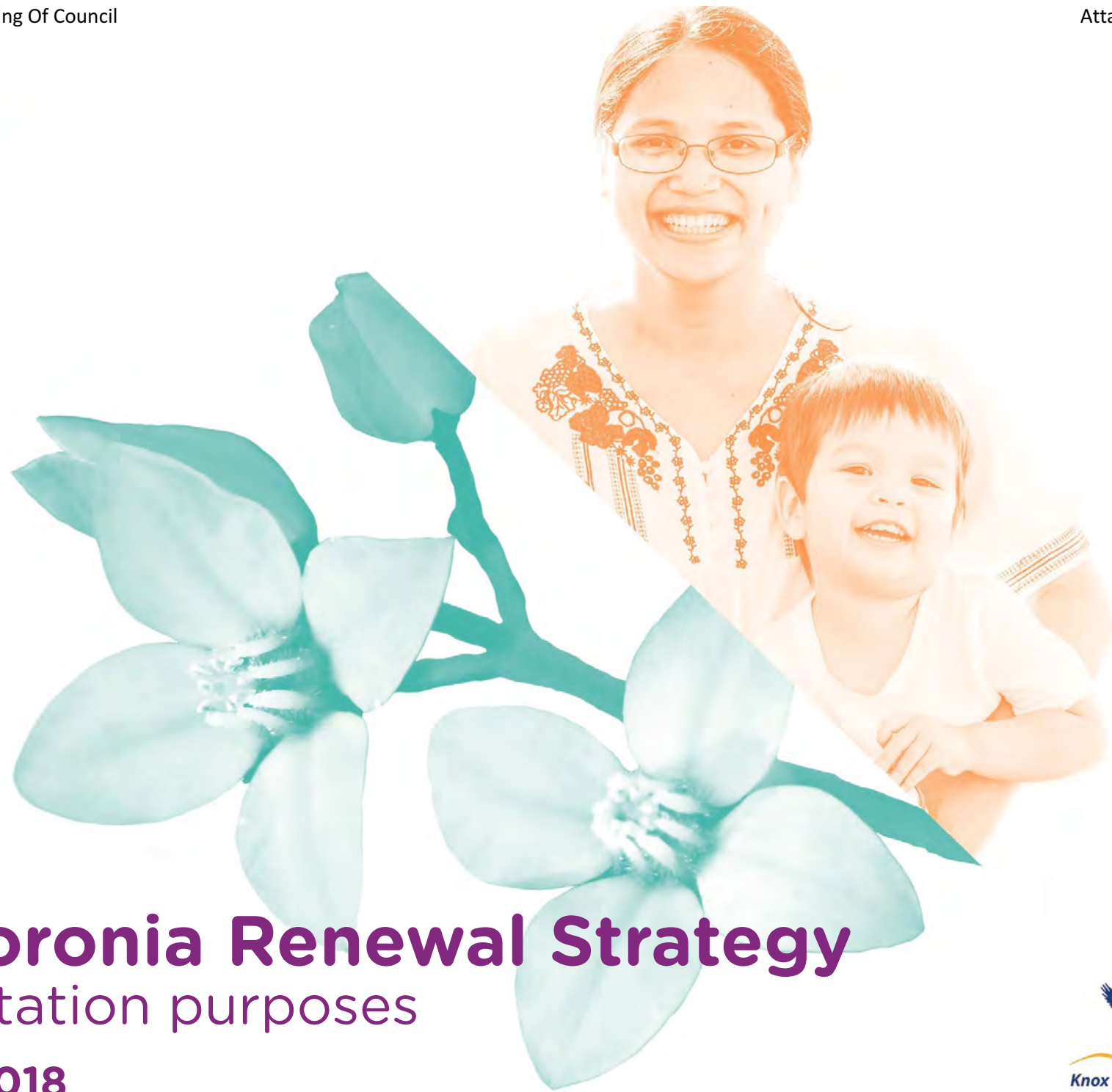
There are no items of a confidential nature in this report.

Report Prepared By: Yvonne Rust, Senior Project Manager Boronia Renewal Project

Report Authorised By: Julia Oxley, Director, City Development

Attachments

1. Draft Boronia Renewal Strategy **[6.5.1]**



Boronia Renewal Project

Draft Boronia Renewal Strategy

for consultation purposes

November 2018



Disclaimer

This report is provided for information and it does not purport to be complete. While care has been taken to ensure the content in the report is accurate, we cannot guarantee that the report is without flaw of any kind. There may be errors and omissions or it may not be wholly appropriate for your particular purposes. In addition, the publication is a snapshot in time based on historic information which is liable to change. The City of Knox accepts no responsibility and disclaims all liability or any error, loss or other consequence which may arise from you relying on any information contained in this report.

Knox City Council acknowledges the traditional custodians of the City of Knox. The Wurundjeri and Bunurong people of the Kulin Nation.

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Foreword

Boronia as a town and as a community, still has its best days ahead of it.

That's why, over the last year, Council has been working closely with local residents, business owners and service agencies in laying the foundations for a better and more vibrant future via the Boronia Renewal Project.

Residents and traders in Boronia all agree that the area is changing. When you look at the Boronia Town Centre and surrounding neighbourhoods, population growth is highlighting the need for the town's retail and commercial heart to be modernised and upgraded.

The question for Council and the local community is how we can harness challenges like population growth to deliver improved and lasting social, economic and community outcomes.

For some in our community, change is often something to be feared or resisted. In Boronia's case though, it has the potential to be the catalyst for a brighter tomorrow, and that is something that Council is determined to build on through the renewal project.

This project has, at every step, been informed by the thoughts and good ideas of Boronia community members, supported along the way by the specialist knowledge and expertise of Council.

We know that it is local residents, business owners and operators and other community members who know best about the local area and are, in turn, informing and shaping the renewal project at every turn.

You have already told Council that improving public amenity and, in particular, the safety of selected public spaces and places in Boronia's Town Centre is a key priority.

Council received this feedback loud and clear and has already partnered with the State and Federal Governments in delivering new replacement CCTV cameras as well as lighting and safety upgrades.

This only marks the beginning of the journey though and, in keeping with Council's vision of a vibrant and prosperous future for Boronia, has developed a Draft Boronia Renewal Strategy for public consultation and comment.

The strategy builds on the original 2006 Boronia Structure Plan with a new vision and nine key directions to create a compelling picture of the future for Boronia. The Vision and Directions are supported by strategies and starting points to allow actions to commence in the short term while we plot out an implementation plan for the next 10 - 20 years.

As such, we take pleasure in inviting local residents and business owners and operators and visitors to Boronia to review and contribute their feedback to, the Draft Boronia Renewal Strategy.

Cr John Mortimore
Mayor, Knox City Council

Cr Peter Lockwood
Baird Ward

Introduction

Setting the scene

The cultural, employment and historic heart of Boronia is its town centre, its influence stretching to the nearby Eastern foothills. While Boronia has seen important residential development across its activity centre, renewal within the town centre has been minimal and redevelopment is needed.

Knox City Council owns multiple land assets and facilities in the area, and is its largest service provider.

Many of these assets will soon be out-dated and need renewal within the next 20 years. The way Council services are delivered in the future will need to respond to Boronia's changing community needs.

The centre shows many typical characteristics of a traditional town centre.

Beginning as a small village, Boronia spread out through a patchwork development pattern with an established main street and a range of shops and businesses creating a unique local shopping experience.

You could walk, cycle, or travel by bus, train or car to get to work or pick up your weekly shopping. Boronia was a busy, thriving place with public spaces full of activity and people. Boronia's underlying urban structure provides a strong base to build on, and these core elements will sustain ongoing growth and consolidation. In the future, there will be the opportunity to increase the number of people living within the Town Centre.

Currently only a small percentage of the local population live within a 400m distance of the Boronia Train Station. Attracting more people to live in the centre will make a real difference to the public spaces and bring vibrancy back into the town centre.



Introduction

Purpose

The Boronia Renewal Project was begun by Council to review the Boronia Structure Plan 2006 and set a new Vision to lead Boronia towards 2040. This document outlines an emerging Vision and nine Key Directions to guide changes and redevelop the Boronia Town Centre and surrounding neighbourhoods.

This draft Strategy draws on a broad community engagement program, multiple background reports, as well as data analysis. This document has been prepared with information from various specialist Council departments along with key stakeholders, including community groups and those interested in the long term renewal of Boronia.

Boronia Structure Plan 2006

The original Structure Plan adopted in 2006 was aligned to the then State Government policy framework Melbourne 2030: Planning for Sustainable Growth.

That strategic policy stretched across the wider Melbourne metropolitan area, identifying where growth should occur.

In that document, Boronia was identified as a Major Activity Centre and it outlined several conditions that were necessary for the Centre to perform well.

The vision and supporting objectives in the 2006 Structure Plan sought to:

- increase the variety of land uses and house types in the centre;
- reduce car use and promote walking, cycling and the use of public transport;
- and
- provide more community gathering places and focal points within the centre.

The delivery of these objectives was guided through eight Strategic Directions that were primarily focused on managing the physical changes and visual amenity of the centre.

Strategic Directions

1. Pedestrian Priority, Connectivity and Accessibility
2. Land Use and Activity
3. Sustainability
4. Urban Design and Building Form
5. Heritage Context
6. Access, Traffic, Transport and Circulation
7. Social Wellbeing
8. Quality

Environment and maintenance implementation

Over the past 12 years, Knox Council has completed several planning scheme amendments which have changed land use zones and introduced planning controls to implement the directions set out in the original Structure Plan.

While these Strategic Directions reflected the community's aspirations, the implementation was constrained by the mechanisms available through the Planning Scheme. In several cases, the actions sat outside the Knox Planning Scheme and required a separate process run by an organisation outside of the Council to bring the aspirations into effect.

Introduction

Review

The Boronia of today is very different from the Boronia of 2006 and the rate of change will again, make Boronia a different place in 2036.

A review of the Boronia Structure Plan 2006 has shown that although the bulk of the actions have been completed, some issues still persist.

The review noted that the “business as usual” approach will not break the entrenched issues, and negative experiences in the town centre. Further analysis to reconsider the Activity Centre boundary and controls within the Knox Planning Scheme was requested by the Minister for Planning.

Why prepare a Renewal Strategy?

A new structure plan is required to guide and coordinate actions that will shape the future redevelopment of the Boronia Town Centre and its surrounding neighbourhoods. In recognition of the need to initiate change on multiple fronts, a comprehensive approach has been undertaken, resulting in a renewal strategy.



Introduction

More than land use planning, the draft Boronia Renewal Strategy establishes the Vision, its Key Directions and identifies strategies and actions to guide the provision of community services and facilities, physical infrastructure, public realm improvements, movement patterns and sustainability initiatives.

Document structure

This document is structured around the nine Key Directions that support the long term vision for Boronia.

Each section contains:

- An overview of intent of the Key Direction
- Current context and challenges facing Boronia
- A picture of the future
- An overarching strategy to deliver the Key Direction
- Possible starting points

Community conversations

Listening to the community has been a pivotal point in this first stage of preparing a draft Boronia Renewal Strategy to guide redevelopment over the next 20 years. This Strategy is the result of a comprehensive process of analysis and engagement with the Boronia community and key stakeholders. The ideas in this document reflect these previous conversations and offers a further opportunity to hone our thinking.

Engagement

Responses have been received from a broad cross section of the community as inputs to drafting this strategy. A range of methods have been used with a particular focus on social media and online digital formats. In addition, there have been workshops, community conversation events and extended discussions with key stakeholders in State Government and agencies, with local businesses and not-for-profit organisations.

This project has used the community survey format to gather information about specific topics.

This online survey process has allowed the community to receive detailed information about key issues and provide considered feedback at a time that is convenient to them.

The process has been supplemented by distribution of hard copy surveys through Council’s community service providers.

Engagement summary

Event	Quantity
Community conversations	100
Surveys (3)	1200
Workshops	80
Social media	6500
Stakeholders meetings	25
Newsletter subscriptions	400

Emerging vision for Boronia 2040

Boronia Vision 2040

Boronia:

A connected and resilient place that values its history and environment, and embraces its forward-thinking community to realise its potential for future generations.

Key Directions

1. Boronia is a unique local place
2. Boronia has quality living environments
3. Boronia is a healthy, active and connected community
4. Boronia is resilient
5. Boronia nurtures small and medium scale businesses,
5. micro-making and social enterprise
6. Boronia is a green place with spaces to play
7. Boronia is smart and digital
8. Boronia has an active nightlife
9. Boronia is growing through cohesive land use and urban structure

Responding to change

A clear directive was given for the Boronia Renewal Strategy to adopt a vision that will drive change over the next 20 years. Many parts of Boronia are highly valued by the community, and these key elements were reflected in the previous Boronia Structure Plan 2006 vision.

The 2006 Plan focused on the physical aspects of the activity centre and the need to create a pedestrian friendly environment to attract people into the centre.

Boronia Town Centre's environmental, social and economic framework is very different in 2018 with shifts in trends and planning policy influencing change in Boronia.

A new vision is necessary to meet current needs and plan for the future community's needs. This emerging vision builds on the strengths of Boronia, its infrastructure and its community spirit.

Nine Key Directions form the foundation of the Renewal Strategy for Boronia. These Directions expand ideas from the 2006 Structure Plan and incorporate new ideas drawn from feedback received from the community consultation conducted as part of our community engagement process.

Key Directions for Boronia



1. Boronia is a unique local place

Key Direction

Feedback tells us that Boronia is viewed as a unique place with many local features that hold importance for the community. There are many elements which contribute to Boronia being a unique local place. This Key Direction takes this concept as a foundation strength to build on and guide future actions.

Current context

The Boronia Town Centre looks quiet during many parts of the day and is considered to be a ghost town in the evening. Some opinions suggest that the Boronia Town Centre is in need of a serious overhaul.

But look a little deeper and Boronia reveals a wealth of places to eat, specialist local shops and lots of choices for leisure and recreation. These activities are often hidden or only known to long-time residents.

Challenges

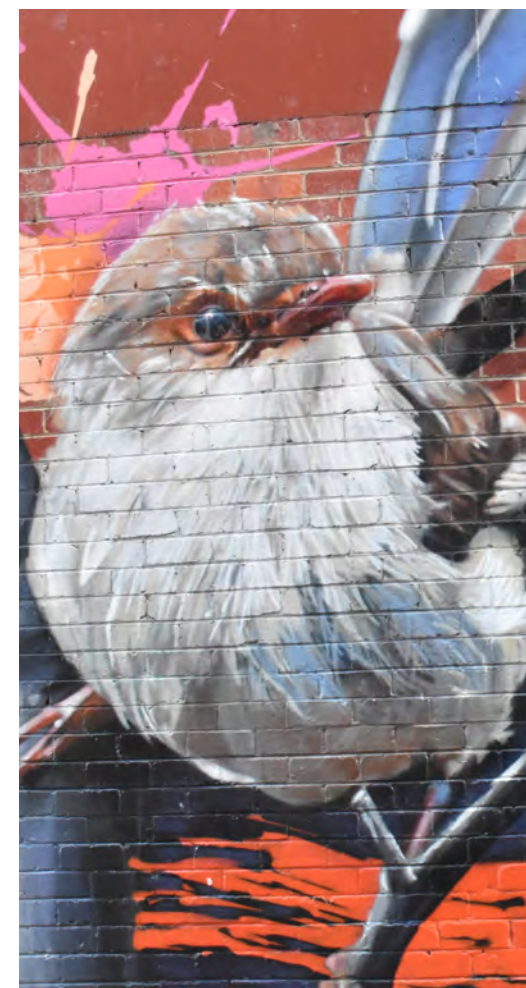
A challenge with this direction is to retain Boronia's 'uniqueness' while still appealing to more people to live and work in the area.

In the future...

History and heritage

A strong sense of history lives in the local community, with many people sharing their memorable experiences of Boronia. Significant events, such as the removal of the railway crossing from Boronia and Dorset Roads, are still fresh in people's minds.

There are other echoes to Boronia's past through buildings and memorials dotted around the town centre, such as Progress Hall and the RSL memorial on Dorset Road.





1. Boronia is a unique local place

These historic elements are an important part of the local character that make Boronia distinctive, and their contribution needs to be supported in the future.

Location and setting

Located on a train line with a dedicated station, and based on the intersection of two major arterial roads, Boronia is easily accessible and can serve a large array of people.

Boronia's location nestled at the base of the foothills is a key part of the local identity. Glimpses of the foothills and the Dandenong Ranges can be seen from different parts of the Town Centre and surrounding neighbourhoods.

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Events and activities

In some places, local festivals or ceremonies are held in recognition of historical events or as a community celebration. As the local population becomes more culturally diverse, there is opportunity to draw on these cultures to create new events in Boronia. In the future, events that bring the community together will be important for social unity and community wellbeing.

Boronia is fortunate in having several areas, such as ground level car parks, where larger events could be held. But these areas are unattractive and are currently not equipped for outdoor events at this stage.

Some examples of potential community activities include:

- Village fairs or farmers markets
- Flower/buskers festival
- Moonlight cinema
- Concerts and exhibitions showcasing local artists

Shops and businesses

There is a good mix of businesses and services in the Boronia Town Centre that serve not only the local community but have a wider regional appeal.

There has been significant growth in health related services in recent years with a collection of specialist practitioners located within easy reach of public transport.

1. Boronia is a unique local place

Recreation facilities and parks

Boronia is fortunate in having three large parks within easy walking distance of the surrounding neighbourhoods:

- Chandler Park
- Tormore Reserve
- Boronia Park

There is opportunity to extend this open space network to enhance Boronia's leafy and green image in the future.

There are a wide variety of recreation facilities available to the local community in Boronia.

Many organised sports are represented locally:

- Football
- Gymnastics
- Soccer
- Cricket
- Tennis
- Netball
- Basketball*

*In the future, the ability to play informal local basketball games will be retained in the area.

Boronia is unique in having Knox Council's only aquatic facility, Knox LeisureWorks, within the activity centre boundary.

Leisure and entertainment

Metro Cinema has long been a local icon destination for locals. Boronia also offers the choice of other leisure pursuits nearby, such as lawn bowls, 10 pin bowling and laser tag.

Community groups

There are more than 60 special interest community groups operating from Boronia.

Strategy

Build on and leverage the unique characteristics of Boronia to attract new residents, businesses, services and visitors.

Manage change by using Boronia's strengths to enhance community life now and into the future.

Possible starting points

- Give greater exposure to all the unique and different parts of Boronia to help drive the regeneration of the Town Centre.
- Use the elements unique to Boronia to create and strengthen the visual identity of Boronia.
- Explore opportunities to hold outdoor public events in different locations throughout the town centre.
- Support community groups to raise their profile, participation rates and membership.

Things to think about

Are there any other unique features or experiences of Boronia that should be included in the renewal strategy?

What local events would you suggest to celebrate life in Boronia, its unique features or history?

2. Boronia has quality living environments



2. Boronia has quality living environments

Key Direction

This Direction draws together the essential features associated with creating places to live for Boronia citizens. Knox Council's policy framework sets out where population growth should be directed, the types of houses needed and the importance of equity and access to shelter as a basic need. This Direction suggests that a range of housing types are necessary to meet the needs of the diverse population moving into Boronia.

Current context

There are significant opportunities for accommodating housing growth as Knox becomes more attractive. Increasingly, people are being drawn to the area by locally-based jobs and the quality of the living environments. This has led to redevelopment of many single houses into medium-density town houses, significantly changing the suburban character.

Challenges

The price of houses and the associated costs of living in the outer eastern region is a key issue for those considering moving to the area. In Boronia, the challenge is in keeping the traditional feel of the area while embracing the new character that is emerging. The area is changing and we need to balance this with the growth demand for taller buildings to deliver yeild.

Retaining visual connections to the nearby foothills is also important.

Knox Housing Strategy

The Knox Housing Strategy 2015 is a key document that directs where growth can be accommodated. It recognises that providing a range of different house types, with a mix of bedroom numbers and at a variety of price points is needed to meet the requirements of our diverse community.

In particular, the Housing Strategy recognises there is a substantial shortage of social housing currently available in Knox. If urgent action is not taken to boost the supply of social, affordable and community housing, this will become a huge problem in the future. Across the district, the Strategy identified a number of places suitable for an increase in housing density..

Growth distribution

The Activity Centre is divided into two parts, the core town centre area and the surrounding neighbourhoods. The forecast population growth is targeted to occur across these two areas.

The Town Centre core area is generally defined as land that is zoned as commercial or land that joins major arterial roads. This land is suitable for higher density residential and mixed use development. Typical urban planning shows the bulk of growth should be accommodated in activity centres, especially near train stations.

2. Boronia has quality living environments

This was the basis of the 2006 Structure Plan that indicated taller built buildings (4 storeys) were required, compared to the smaller buildings found in the surrounding area.

In surrounding neighbourhoods, the original lot pattern was based on the traditional quarter acre lot subdivision ranging between 800m² – 1000m². These lots typically contained a detached 3-bedroom house, 7m – 10m front garden and an ample rear garden. This pattern allowed for plenty of trees planting and generous off-street parking.

This low scale built form which fits under the ResCode (Residential Development Standards), is usually 2-3 storeys, takes up most of the lot (up to 60%), and creates substantial areas where water is no longer able to be absorbed into the ground (up to 80%). These neighbourhood areas have been identified as 'Local Living' in the Housing Strategy and therefore, have the capacity to accommodate more development.

The established local character of single houses with a large garden has changed significantly. Attached town houses currently make up the bulk of redevelopment in the neighbourhoods surrounding the Town Centre.

This form of development usually consists of a driveway along one side with each attached dwelling running parallel to the length of the lot. In most cases, a single dwelling has been replaced by 5-7 town houses set along a long driveway. Each dwelling usually has a small private garden and its own car parking space (where strata title exists).

In the future...

Local character

New residential and mixed-use developments should contribute to a sense of place and community connection. Urban design principles that increase amenity for the whole community are essential.

Building types

In the neighbourhood areas surrounding the Boronia Town Centre, new apartment designs and layouts are being considered. This new look apartment style will accommodate more homes within a reduced building footprint called a 'Landscaped Apartment' model. This model balances increased scale (typically up to 4 storeys) and density with quality design outcomes and amenity.

Moving to a landscaped apartment model will accommodate more people moving to the area while keeping its leafy green character – Smaller, Taller, Greener for Boronia.

Importantly the smaller building footprint will allow more of each lot to be landscaped and in particular, create space for significant tree planting.

2. Boronia has quality living environments

Urban design framework

The importance of well-designed residential development that responds to the surrounding context and considers the environment is paramount. Residential redevelopment in Boronia will be directed to locations that can take advantage of public transport services and are supported by appropriate infrastructure in the Activity Centre.

The urban design guidelines would promote special consideration of all inside and outside design elements and amenity as dwelling density increases.

Strategy

Channel population growth into the Activity Centre to protect surrounding suburban areas, with quality urban design outcomes.

Possible starting points

Residential land uses

- Change some residential land use controls to encourage an increase in density in the Town Centre and surrounding neighbourhoods to channel growth away from sensitive areas to within the Activity Centre boundary.
- Increase capacity for higher number residential development in the form of landscaped apartments to be located in the surrounding neighbourhoods.
- Ensure alternate delivery models for social, affordable and community housing are encouraged in new large scale developments.

Building types

- Ensure the size of buildings contributes to Boronia's unique look and positive street environment, and considers solar access at ground level.

Urban design framework

- The preparation of an Urban Design Framework and built form guidelines will clearly set out Council's, and the community's, development expectations.
- Guide and support new development through an Urban Design Framework and provide examples of development responses that are appropriate to local Boronia conditions.

Things to think about

What character elements or features should be managed through urban design guidelines?

3. Boronia is a healthy, active and connected community

Key Direction

This Direction takes a combined approach, focusing on:

- Changing community needs
- Integrated wellbeing
- Activity to improve quality of life outcomes

It sets out future pathways for community infrastructure, services and facilities in the Boronia area that are provided by Knox Council and others. The outcomes from this Direction combine with several other key suggestions, showing the importance of a combined approach to planning and delivery of outcomes.

Current context

Even with the high levels of community volunteerism and support, there are still areas that could be improved and many factors that cause stress and anxiety for our community. The flow-on effect of these factors can impact the overall sense of personal and collective wellbeing.

The Boronia community is changing and so has a different range of needs. When more time is spent on meeting these daily needs, the overall quality of life is also affected.

Well planned, high quality, accessible community infrastructure is an essential element of a vibrant, resilient and sustainable community. In Boronia, Knox Council provides a range of community facilities, from libraries and childcare centres, to playgrounds, community centres and a local pool.

These facilities are visited by local residents, workers and people from other suburbs. Groups using these facilities in Boronia can reinforce community spirit and social unity by offering opportunities for social gatherings, life-long learning and leisure activities. Strong communities rely on social networks and support structures, including community infrastructure, to enable people to meet their daily needs.





3. Boronia is a healthy, active and connected community

Challenges

Community expectations about access to information and services is higher than ever before. The fast pace of change increases our community's needs, making it more difficult to predict which services they will need in the next 20 years.

As the population grows there will be a significant increase in demand for a broad range of services, all at the same time.

Meeting this demand presents a challenge for all service providers as resources are stretched.

Meeting this greater and more diverse demand presents a challenge for all service providers as resources and capacity to provide services and maintain facilities are stretched. This is combined with the fact that several community facilities and pieces of infrastructure owned by Knox Council, are coming to the end of their life cycle with the ongoing viability of maintaining these buildings may not be sustainable.

In the future...

A shift is required to the way community services and infrastructure are delivered, keeping the three focus areas in mind. In the future, more effort will be necessary to find new and innovative delivery and governance models that can be adapted as the community profile and circumstances change.

Changing community needs

The supply and demand for services and facilities is constantly influenced by multiple factors, such as:

- Population growth and demographic profile
- Changing work patterns
- Cultural and social trends and community goals
- Accessibility, access and equity
- Models of delivery and governance
- Funding models
- Service demand
- Government Policy

Ongoing community service planning is necessary to monitor changing needs and track new trends. The availability of buildings is only one aspect of community infrastructure.

Knox Council will need to continue work with other service providers and government to undertake and coordinate planning efforts and ensure access to locally based services are retained in Boronia.

Integrated wellbeing

Wellbeing is an important consideration in the face of growing urban challenges in density, sustainability, gentrification, public health and equality. As well as the promotion of preventative actions to improve health outcomes, being mentally active through taking part in community life and being connected to others online and in the real world is an important part of wellbeing.

Increasing the emphasis on creating more people friendly environments with convenient access to destinations will encourage greater participation and more active lifestyles and improve the overall health of the community.

3. Boronia is a healthy, active and connected community

If people feel unsafe in their suburb, it seriously impacts their wellbeing and quality of life. These ideas of safety can influence how people move about and how locals access an area, well as how often.

VicHealth uses the perceived feeling safety when walking alone in your neighbourhood as a measure of wellbeing. Safe neighbourhoods are also important for children, their mobility and development of independence.

Quality of life outcomes

Feeling connected can occur through digital media, community group memberships and participation in public life. In the physical environment increased connectivity occurs when there is a choice of ways to access a location as well as attractive places for people to meet, gather, exchange and relax.

Knox Council creates opportunities for active life styles and participation through local sports grounds and support activities of various community groups, clubs and organisations.

These activities can be seen as a small sample of measures for quality of life outcomes for community members. Working to improve these outcomes can influence a range of other factors, including contentment with neighbourhoods as places to live, general happiness, mental wellbeing, social contact and satisfaction with Boronia overall.

Strategy

Plan for, deliver and partner with others to provide community services and infrastructure that meet the needs of Boronia residents.

Possible starting points

- Plan for the development of a multipurpose community facility that supports the co-location of community services, using the library as an anchor tenant and other services.
- Consider improved connections between community services forming groups across the precincts.

- Identify potential funding opportunities to support the ongoing provision of contemporary services and infrastructure in the Town Centre and surrounding neighbourhoods.
- Maximise the opportunities for the sharing of facilities, in partnership with service providers to support the many community groups based in Boronia.
- Further activate local parks, recreation reserves and other community spaces by promoting and encouraging greater use of spaces by a variety of community groups and activities including in non-peak sports times.

Things to think about

How can we create more opportunities for social gatherings and interactions?

What changes can improve the health and wellbeing of people living and working in Boronia?

4. Boronia is resilient

Key Direction

This Direction sets out to increase the resilience and capacity of the community and the environment to adapt and respond to an ever changing situation. Using the agreed definition of resilience¹ this Direction appears in all aspects of the Boronia Renewal Project.

It relies on community involvement through local groups, businesses and not-for-profit organisations to deliver grass-roots actions, with Knox Council supporting and building capacity in other areas. In particular, it focuses on preparing action and emergency plans to cope with extreme weather events and their impact on infrastructure.

¹ 100RC defines urban resilience as the capacity of individuals, institutions, businesses and systems within a city to adapt, survive and thrive no matter what kind of chronic stresses and acute shocks they experience.

Current context

Boronia has experienced rapid population growth and increased residential densities over the past five years and the pace of this change is increasing. These changes can be expressed as ‘chronic stresses’, where continual pressure wears you down, and ‘acute shocks’ which are sudden changes with a significant impact, such as serious environmental events like bushfires, floods and heatwaves.

Challenges

A pre-planned and thorough response to emergencies requires the coordination of many stakeholders. Knox Council can play a proactive role by utilising its structures to establish systems or protocols that are ready to be put into action when the need arises. Another challenge for Council is to plan for future demands that will be put on infrastructure in emergency situations, as well as future proof older facilities as they come up for renewal.





4. Boronia is resilient

There are clear signs that Boronia is not thriving at the moment:

- High rates of drug and alcohol misuse
- Strongly held perceptions in the community of the area being unsafe and the potential threats to personal safety as well as property security.
- Homelessness
- Family violence

In the future...

20 minute neighbourhoods

The need to build resilience and capacity can also be applied to the physical environment, with increasing pressure on the Town Centre infrastructure to provide for quality lifestyles, education and recreation choices and unknown needs of a future community.

Knox Council can help in terms of setting up projects/groups, making sure that structures are in place in the early stages of local projects. This will create positive changes as well as support community participation over the long term.

There are four main elements which form the resilience framework, explained below.

Adapt

To adapt, we need to reduce our exposure to future pressures (chronic stresses) and unexpected events (acute shocks). This means thinking in advance about possible unfortunate events and being ready to address the after-effects. The impact of heatwave events and the 'heat island' effect they bring are becoming more severe. In Boronia, we can adapt by introducing more greenery over building walls and rooftops as well as increasing the tree canopy.

By learning how to adapt we are seeking to avoid or at least minimise the impact of disruptions. An early step in this process is to identify ways in which Boronia and its community may be vulnerable to external influences.

Survive

This aspect of resilience refers to the ability to withstand disruptions and spring back while minimising the negative effects.

There are some situations that are difficult to avoid, such as natural disasters. The long term sustainability of Boronia and its community relies on having plans in place that deal with these disruptions.

On a metropolitan scale this means coordinating emergency management plans across many stakeholders. At a more local level, there are bushfire plans that should be prepared and be ready in case they are needed.

Thrive

For our community to thrive we need to take actions that improve our quality of life which is affected by many factors such as access to:

- Local employment
- Fresh food
- Open space and amenity
- Information via social media and by harnessing digital technologies.

A community can thrive when everyone has access to essential and social services, including utilities, financial services, the Internet and transport.

4. Boronia is resilient

Embed

Applying resilience thinking now to processes and daily business will ensure future sustainability. This approach relies on a strong alignment between our policy framework through to delivery actions. Everyone has a role to play, making small changes that will improve our overall capacity to be resilient.

Collaborating with other agencies across the metropolitan area will bring mutually beneficial outcomes for Boronia and its community. Within Knox Council there are already many established structures in place. This puts Council in a good position to lead the initial stages to get projects started while supporting others to take a lead.

Actions will be guided by the following principles:

- Build on existing structures and institutions
- Avoid the duplication of effort and investment
- Deliver tangible benefits

Resilience thinking needs to be part of our decision-making and trigger a cultural shift towards a community that can Adapt, Survive, Thrive and Embed.

Strategy

Support and build the capacity of the community to effect grass roots actions that increase resilience.

Possible starting points

- Leverage the environmental upgrade agreement program for local businesses in Boronia.
- Undertake an audit of all the infrastructure in Boronia to assess where it might be vulnerable to extreme weather events.
- Promote greater use of green infrastructure and urban design, such as green roofs and walls to address the heat island effect.
- Promote the importance of bushfire readiness.
- Investigate the addition of solar generation for Council facilities as they are upgraded to gain long term efficiencies.

- Implement water sensitive urban design to improve the quality of run-off.
- Improve plans for flood mitigation in Boronia Park and consult with various authorities i.e. Melbourne Water regarding location and dimensions of the increased capacity retarding basin.
- Build capacity in the community by developing knowledge and skills to start and lead positive change actions.

Things to think about

How can Boronia be open to change and best capture the opportunities change can bring?

In what ways can Boronia become more resilient?

How can we prepare for the key challenges and resource constraints Boronia is likely to face in the future?

5. Boronia nurtures SMEs, micro-making and social enterprise

Key Direction

This Direction builds on the strengths of the long established retail businesses in Boronia and seeks to leverage emerging trends to shape the local economy in the future. This forward-looking action is key in attracting investment to drive renewal of the Town Centre.

Current context

Small to medium enterprises (SMEs) are the lifeblood of the Knox community with over 4,000 business from a total of 13,000 employing 1-4 people. Even the municipality's strong manufacturing base is driven by SMEs, who are a key contributor to this sector generating over 35% of Knox's \$22B economic output.¹

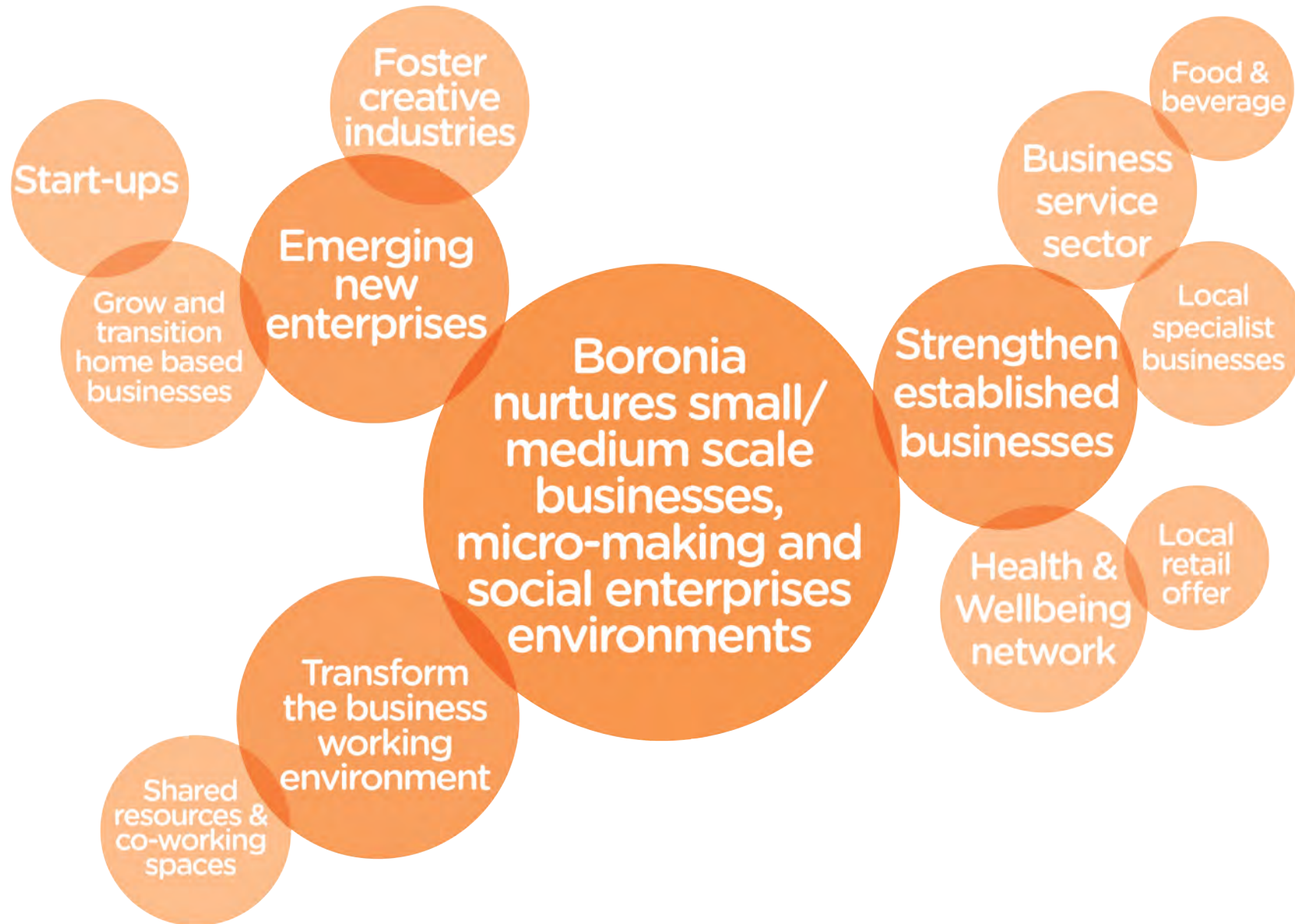
¹ All data cited here is publically available at <https://www.economyprofile.com.au/knox/>

Boronia is identified as a Major Activity Centre in Plan Melbourne 2017-2050 and holds a sub-regional centre role due largely to the existence of Kmart and two large format supermarkets. Other centres within the eastern region which are growing at a quicker rate, with a more diverse offer, are significantly impacting the local catchment.

Challenges

Recent changes in the mix of businesses in Boronia has shown a move away from its traditional central retail role to one of greater diversity and variation in scale. In particular, the small scale production of food, crafts and goods has been recognised as a creative industry that can be fostered in Boronia as a part of its changing local economy.





5. Boronia nurtures SMEs, micro-making and social enterprise

Compared to the other surrounding centres, Boronia is spread out over a larger area but its local economy is not performing to its potential with an estimated 75% loss of spending dollars from its primary trade area. Furthermore, the Centre is only achieving a 10% share of its secondary trade area which includes Knox Central.

Without direct intervention the Boronia Town Centre will continue to decline under this business-as-usual path. Clear action is needed from Knox City Council working in partnership with the private sector to shift direction and harness emerging elements in the commercial centre.

Other challenges include the impact of more retail businesses moving online and reduced demand for floorspace in the Centre. This has flow-on effects of diminishing demand for shop fronts and streetscapes becoming less active and inviting.

This issue is linked to the increase in vacant spaces in the arcades due to a decline in pedestrian traffic through the centre.

In the future...

The emergence of several new businesses with a focus on 'micro-making' highlights a new entrepreneurial stream and adds a different facet to the town centre attractions.

This creative industry concept can be extended across several sectors, such as Food and Beverage. This will have a flow on impact for other related business and personal services sector.

As the population grows and more people are living and work in the Centre new opportunities will arise. The starting point is to harness and strengthen the unique businesses already established with the catchment/local consumers, like The Hobby Shop.

New emerging elements include:

- Start ups and micro-making businesses
- Social enterprise
- Leverage off the surrounding home-based businesses
- Health and wellbeing

These types of enterprises need spaces that are affordable, well-presented and adaptable, especially in the start-up phase.

They are also a good match for many of the existing premises that line Dorset Road and the adjoining arcades.

Micro-making businesses

Local products, hand crafted goods and very small scale production are all elements which feature in the Town Centre under the banner of 'micro-making'.

5. Boronia nurtures SMEs, micro-making and social enterprise

Social enterprise

Another sector where Boronia businesses are giving back to their communities are social enterprises.²

In Boronia there is a diverse offering of social enterprises that range from established community 'op-shop' stores like the Salvation Army, to local entities such as Aussie Veterans, and more recent social enterprise ventures.

Home-based businesses

A number of home-based-businesses in the surrounding neighbourhoods of Boronia could benefit from moving into the town centre. There is the potential for co-location of businesses and services to share facilities and off-set costs.

² Social enterprises are defined as organisations that: Are led by an economic, social, cultural, or environmental mission consistent with a public or community benefit; trade to fulfil their mission; derive a substantial portion of their income from trade; and reinvest the majority of their profit/surplus in the fulfilment of their mission.

Benefits

The benefits of buying goods and services locally from independent retailers is not only economic. As more income stays in the local area, it creates the fertile terrain for independent business owners, residents and local community groups to connect above and beyond commercial transactions, and volunteer time, effort and also funds for community action.³

Research shows health care and social assistance is the largest full-time source of jobs in Boronia with almost 400 jobs.

Community health care practices and specialists are an important driver of independent business and a key attractor for Town Centre visitors and Boronia is in a strong position to further boost its role as a destination for community health services with a number of investments in the pipeline for medical services.

³ A key source on this is the research presented by BALLE. <https://bealocalist.org/what-is-localism/> Also the RSA has in-depth research on localism <https://www.thersa.org/discover/publications-and-articles/reports/people-shaped-localism>

Strategy

Promote Boronia as a hub for creative businesses, and social services making a positive contribution to society.

Possible starting points

- Build and promote a Boronia information/prospectus portal.
- Build on the existing anchors of Kmart, Coles and Woolworths to attract other medium-size businesses and private sector investment.
- Explore the potential to attract more social enterprises
- Investigate the concept of an innovation incubator to leverage off local tech businesses
- Support the expansion of Boronia as a health and wellbeing destination.

5. Boronia nurtures SMEs, micro-making and social enterprise

Things to think about

What information would you like to see included in a Boronia Portal?

What other business opportunities exist?

How can Boronia leverage on the emerging social enterprise and health sectors to create more local jobs?



6. Boronia is a green place with spaces to play

Key Direction

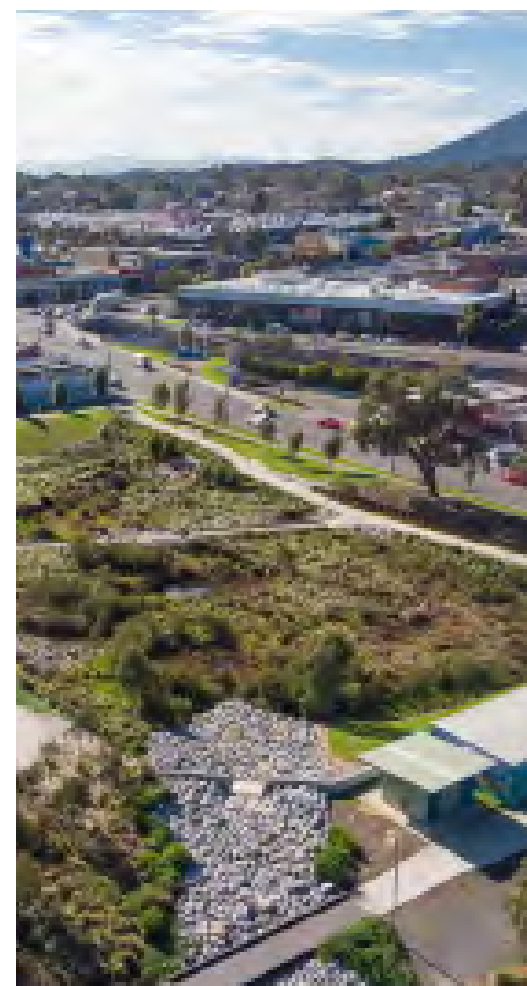
This Direction seeks to build on existing spaces and parks to create a fine-grained network of open space destinations connected by green lines for the community. It aims to build on Boronia's natural environment and local green network to create places for people of all abilities to use.

It recognises the important role played by the inclusion of greenery and water in open spaces and along streetscapes in creating a sense of place.

Current context

Boronia is rich with recreational facilities, parks and green open spaces. These elements are an essential piece of Boronia's local character.

A range of different open spaces near homes and workplaces will provide people opportunities to use these areas in new ways. By including more play equipment for all ages, careful arrangement of furniture and landscaping will encourage the community, of all ages, to relax and take respite in a shady green space and scenic environment.





6. Boronia is a green place with spaces to play

Natural environment

Boronia Park sits at the low point of an 83ha drainage catchment that spreads out to the north and west of the park. A cross land flow path drains from Boronia Road, along Pine Crescent and past the Progress Hall into a large retarding basin. In 2011, prior to the current basin being constructed there were significant floods severely impacting the facilities in the Park and the houses across Park Crescent to the south.

The retarding basin serves two functions. Firstly, it was designed to filter and clean. Secondly, to hold flood waters temporarily and manage flow beyond the park into a drainage reserve that eventually connects to Blind Creek.

Challenges

Boronia's open spaces are expected to play a number of roles, sometimes with competing priorities. There is an ever increasing demand on open space to meet recreational and leisure needs as well as providing biodiversity, habitat and drainage functions.

In the future...

Landscaping

Landscaping and the softening of hard surfaces by incorporating more plants either on or in buildings is required throughout Boronia to reinstate the green and leafy character of the area. This has several benefits such as improving visual aesthetics, and comfort and provides amenity for all who use the public spaces.

Landscaping in an urban setting is a key element, and is vital in encouraging people to wander through an area and persuading them to spend more time in the Town Centre.

Water

As residential growth and development in Boronia continues, there will be a further increase in water run-off. The existing basin will struggle to cope with the serious flooding events which are becoming more common.

Channelling this run-off water as a feature offers an opportunity to promote being water wise. It also promotes creating green edges through landscaping and the management of these gardens and streetscapes.

There are also environmental benefits and opportunities to build on the existing policies for water sensitive urban design.

6. Boronia is a green place with spaces to play

Strategy

Establish Boronia as a 'town in a garden' that attracts people to enjoy its places and spaces.

Possible starting points

- Produce a brochure and/or a dynamic online map with the location of all parks and open spaces in Boronia, showcasing the facilities in each location.
 - Investigate opportunities to bring water elements into public spaces for visual effect, and in selected cases enables play or interaction.
 - Create green links along key pathways between local destinations in the town centre.
 - Create a special public gathering space in Dorset Square, increasing landscaping and shade and producing canopy trees in and around its edges.
 - Create opportunities to integrate public art in locations that reinforce local character.
- Create a sense of place and arrival by using specific landscaping elements at key locations and entry points.
 - Gradually upgrade and expand facilities to accommodate the growing participation in organised sports activities.
 - Prepare a Master Plan for Boronia Park that responds to the significant physical constraints.
 - Investigate ways in which the reserve and sports parks can accommodate other uses to further activate the area during weekdays.
 - Improve perceptions of safety through greater use of parks by encouraging community groups to use the area at off-peak times and in the evenings.
 - In the surrounding neighbourhoods increase the opportunity for canopy tree planting by encouraging smaller building footprints and maximising planting spaces.
- Increase the incidental spaces for people to gather, rest and meet along identified pedestrian routes between destinations.
 - Improve the amenity of the main streetscapes in the Boronia Town Centre through landscaping and furniture, inviting community members to 'stay a while' in the area.
 - Upgrade the lighting and facilitate engaging shop fronts in the various arcades to draw people between major street-based and large format retail areas.
 - Investigate how controls in the Planning Scheme could enhance Boronia as a "town in a garden".

6. Boronia is a green place with spaces to play

Things to think about

What landscaping elements will best ensure Boronia retains its green and leafy image?

What could we do to transform Boronia into a "town in a garden"?

What does 'green place with spaces to play' mean to you?



7. Boronia is smart and digital

Key Direction

This Direction encourages a digitally focused mindset and aims to harness new technologies to take Boronia into the future. It emphasises the growing prominence of creative industries, as well as increased time for leisure pursuits and lifelong learning as central parts of community life.

Current context

Boronia needs to embrace new technologies in order to improve digital literacy and provide skills training for knowledge economy jobs, which will benefit the community.

There is a clear advocacy role for Knox Council in highlighting that local businesses need the best available broadband as a minimum, but best in region should be the goal.

This will create a rich cluster of creative activity that will be attractive to other businesses. It can also generate further online innovation that will take Boronia into the future.

There is the potential to work with community groups, not-for-profit organisations and local businesses to build a strong online and offline interconnectivity and presence for Boronia. A compelling and consistent visual identity across web and traditional media will create and enhance positive perceptions of the centre to both businesses and current users.





7. Boronia is smart and digital

Challenges

Current business data shows that a number of professionals from knowledge-intense economic sectors (specialised services such as computer system design, accounting and management services) are located in central Boronia.

For these knowledge driven businesses, as well as for the many construction businesses that operate a home-office, infrastructure like broadband is indispensable for operation.

Unfortunately Boronia's level of internet connectivity is below the level of Knox (81.6% of households compared with 85.4% in Knox) and NBN deployment has not yet begun, with the suburb one of the last postcodes in Knox to get coverage.

Aside from the need for better business connectivity, enabling investment in digital technologies in Boronia could create the environment for learning and activity in digital creative industries, ecommerce, software design, gaming and access to online education.

Community expectations driven by connectivity will influence how service providers and businesses adjust processes for data collection and monitoring service demands. While it will be important to share information there is a mandate to appropriately manage privacy and avoid duplicating.

In the future...

Opportunities to raise Boronia's appeal as a digital hub include potentially scoping a co-share office facility in the Centre for new business start-ups or self-employed professionals that call Boronia home.

Additionally, a potential shared space that, for example, focused on allied or alternative health and therapies would be a natural strong fit for the Centre.

Embrace new smart technology

At an urban environment level, embracing new technology that clearly signposts Boronia as smart and digital will help facilitate renewal. Sensor technologies and real time analytical tools located in Town Centres can drive efficient urban environments and offer a rich source of data for infrastructure providers.

With smart cities leader Siemens located in neighbouring Bayswater, and given Council's collaborative ties with Swinburne University, there are opportunities to leverage local technology know-how and existing partnerships to help scope, resource and deliver actions for ongoing renewal.

There are a number of opportunities around digital technology to explore in Boronia. Smart technologies can support parking and traffic flows, safety, lighting and improve visitor experience which helps infrastructure assets to perform better.

7. Boronia is smart and digital

Gaming and eSports

There is also an opportunity for more innovative usage of Council and community assets. For example, one innovation to consider may be how under-utilised buildings or spaces could be re-purposed for new growth sectors such as the emerging competitive eSports and spectator gaming events.

Another innovation may be to explore digital communication tools to inspire engagement in the Boronia Renewal Project. This could include encouraging young people to capture and share their stories of Boronia digitally, while a more substantial investment would be to scope what establishing a dedicated Boronia digital channel or citizen's portal could bring to the overall regeneration of the centre.

Strategy

Foster growth in tech-savvy and knowledge-based businesses and services that showcase Boronia as a smart and connected city, which is also reflected in the public realm.

Possible starting points

- Work with landlords to shift the local business mix towards the digital and internet based IT sector and creative industries.
- Increase awareness of locally available training and skills development courses in Boronia.
- A branded local 'WiFi max' network to encourage increased length of stay of visitors/ shoppers to the centre.
- Work with schools/KIOSC/ businesses to establish a Boronia Centre 'Hackathon' where young people work on projects or initiatives to create a safer, more appealing Town Centre using digital technologies.

Things to think about

What infrastructure does Boronia need to make it future ready?

How can we attract digital businesses and technology providers to Boronia?

8. Boronia has an active nightlife

Key Direction

Boronia has a huge opportunity for vibrant nightlife, with most areas currently shutting down after office hours. This Direction seeks to activate the Town Centre into the evening. It opens up the opportunity to work with property owners, local businesses and stakeholders to encourage al fresco dining in selected locations plus expand opportunities for evening entertainment and leisure activities.

Current context

As more people move into the area and public transport services run later, there is a need to support the community with fun and engaging nightlife options. There are several businesses that currently operate into the evening in Boronia that could be leveraged to grow a night-time economy.

Increased perceptions of safety and greater exposure (therefore discouragement) of anti-social behaviour are bi-products of more people going out and bustling commercial and retail areas in the evening.

Challenges

In the short term, upgrades to the public realm with lighting and signage will assist in drawing attention to places of interest and activity.

Further urban design analysis using Crime Prevention through Environmental Design (CPTED) principles will expose places that have poor surveillance where crime currently occurs.





8. Boronia has an active nightlife

In the future....

Additional summertime evening activities like open air cinemas, night-time markets, arts shows and free concerts could further both community and visitor engagement.

Safe and vibrant places

Providing opportunities for people to safely wander in the evening will bring more people into the Town Centre over extended hours. As Boronia grows, there is a possibility to run evening leisure courses.

Public places and urban design

There are a number of locations in Boronia that could be converted into suitable spaces to host night time activity. The design of physical space, using CPTED plays a big part in supporting this type of activity.

Businesses with active frontages, and people coming and going, along the edges of the main pedestrian spaces and the routes leading there all help with casual surveillance and perceptions of safety.

Clear viewing distances along pathways and adequate lighting to see faces and identify someone's intent are important elements to encourage walking around the centre at night.

Boronia has many essential ingredients that could greatly enhance its nightlife and night-time economy such as a cinema, a bowling alley, a range of restaurants, and a number of licensed venues catering for many different resident and visitor needs. The Centre has public spaces that would be suitable for night-time events and festivals.

With better urban design and planning these areas could significantly add to the appeal of Boronia as a destination.

Night time economy

An active nightlife need not be associated with relaxed licensing laws and more licensed venues. While rich music scenes, clubs and cultural venues in cities are usually linked to late-night licensed premises, regulation-led policy change is not the best avenue for facilitating a vibrant nightlife.

Boronia needs to explore a diverse mix of options to enhance its nightlife. Supporting business diversity like twenty-four-hour cafés, supermarkets, cinemas, gyms and late-night book stores all give residents and visitors a freedom to use their day unhindered by the rules that govern a nine-to-five town.

Activating spaces like malls, arcades and public parks that are dormant and which appear ominous at night will also boost Boronia's appeal.

8. Boronia has an active nightlife

A number of opportunities are worth exploring to encourage the night-time economy in Boronia. Cultural expression through local music, arts and leisure both facilitates resident community engagement and can boost local economic activity.

For example the Belgrave Lantern Parade is a major community event that also drives economic activity for traders during winter.

To facilitate collaborative community and trader driven events like the Belgrave event, Council and other community groups need to open up their own halls, parks, libraries and art spaces and explore free community-based initiatives that appeal to all ages.

Supporting this through strategic investments around streetscapes, lighting and well designed CCTV cameras to strengthen community safety are vital in growing Boronia's night-time economy. Business and property owners need to work together with Council and its partners to achieve workable community safety outcomes.

As considered in Direction 7, exploring opportunities around smart and digital technologies in the urban environment are paramount to community safety initiatives for Boronia.

Strategy

Create conditions that support Boronia being more than a 9-5 Monday to Friday destination, and partner to activate the Town Centre.

Possible starting points

- Events and festivals like outdoor cinema, live music, Christmas or 'makers' markets, and recreational events are all activities that will help shape a Boronia night-time economy.
- Work with the local Traders Association to investigate the potential for a night market during the summer months.

Things to think about

What activities/events/festival would you like to see come to Boronia?

What infrastructure changes will encourage community members to spend time in Boronia after dark?

9. Boronia is growing through cohesive land use and urban structure

Key Direction

This Direction focuses on the necessary long-term physical changes to make the Activity Centre, and in particular, the Boronia Town Centre area more attractive for businesses, residents and visitors. This Direction harnesses key physical elements and considers how strengthening the urban structure will draw existing fragmented land uses into one integrated framework.

Key elements

- Land use mix plan within a modified Activity Centre boundary area.
- Boronia Town Centre core area consisting of several precincts, a civic heart and clustered activities.
- Residential neighbourhoods with community facilities surrounding the Centre, each with a local focus point.
- An overarching urban design framework.

Current context

The land within the Town Centre area currently features predominantly low density commercial uses with a strong focus on retail. Some small-scale (2 - 3 storeys) office developments are scattered along Boronia Road.

As the location of streets and connections in the Boronia Town Centre and surrounding neighbourhoods are fully established there are few opportunities to significantly change the layout pattern. This is further compounded by the train line tunnel running directly under a major intersection of two arterial roads.

The study boundary for the Activity Centre area is historic and the concept of the Town Centre activities scattered across two major arterial roads removes any benefit from clustering activities. This land use pattern also discourages walking and forces people to drive between each place, creating car parking supply/demand pressures.

The existing urban structure reinforces fragmentation and does not help the various parts to function together as the connections between the key destinations is often missing. The large area around the train station that is not active, except in peak commuter times, is unattractive, and is viewed by the community as being unsafe, compounding the problem.

Challenges

The main challenge is to direct increased land use activities along the major arterial roads and in the central area of the Town Centre around the train station.

Commuter parking surrounding the station makes the area less active during business hours.



9. Boronia is growing through cohesive land use and urban structure

Peak hour traffic movement along the main arterial roads creates a hostile environment along its edges. For this reason these roads are seen as a major barrier to pedestrians trying to cross and offer little convenience in reaching the adjoining areas.

Many short trips to and around the Town Centre are taken by car. This increases traffic volumes and creates additional demand for car parking space provision at multiple locations.

Redevelopment of these large ground level spaces will assist in consolidating the Boronia Town Centre identity as a single place. A significant shift in the way we think about car parking areas is essential.

This will be further reinforced through improving the urban design quality of the public realm, street layout, streetscapes, landscaping and building facades to improve amenity as well as perceptions of safety.

A focus on reducing barriers for redevelopment and renewal will also attract private sector investment and new businesses to Boronia.

In the future...

Activity Centre boundary

The current land use pattern will eventually consolidate growth within the Activity Centre boundary. This enhances the established local character of the suburban and foothills areas, and better protects them. The Activity Centre boundary will be adjusted to channel growth in locations that are well-served by community infrastructure and are near public transport.

A basic assumption for this project is to work within existing structure and create or enhance connections as redevelopment occurs. Significant structural changes are expected to be kept to a minimum, like a new physical connection requiring the purchase of land.

The future urban structure will encourage a range of activities to group in key locations, improving opportunities for residents, workers and visitors to get involved in community life.

Boronia Park will be revitalised after the removal of the basketball stadium, introducing a new focus for that area.

Neighbourhood structure

Neighbourhood focus areas surrounding the Town Centre core area have been identified, each with a specific local focus. In the neighbourhood areas to the west of Dorset Road, the primary role of these areas is to accommodate residential growth.

The two neighbourhood areas to the east of Dorset Road are contained in the sensitive foothills controls area and therefore are not able to accommodate the same amount of change. There may be some benefit in exploring the potential for new neighbourhood focus points to emerge based on the consolidation of activities around local destinations.

9. Boronia is growing through cohesive land use and urban structure

Consideration of opportunities to link the Boronia West Primary School, Knox LeisureWorks and Tormore Reserve with a shared focus as an emerging local zone is one such option being investigated.

Town Centre

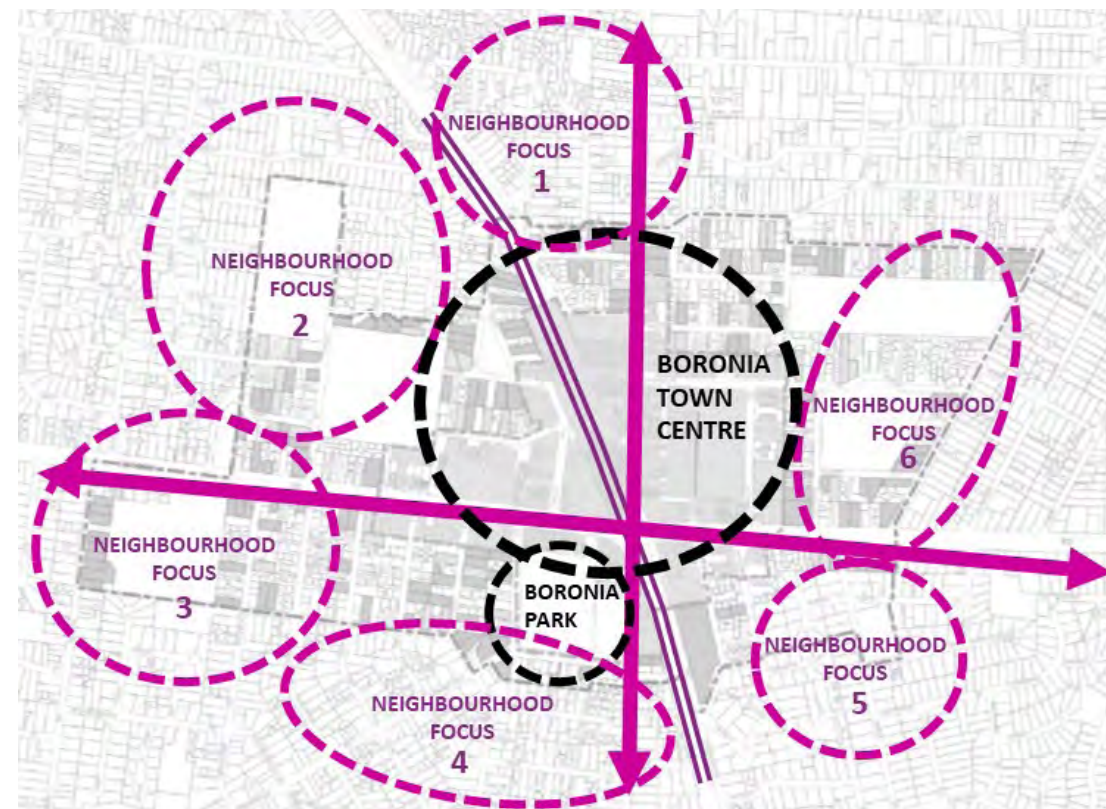
The largest focus and mix of activities will be in the Boronia Town Centre core area. This concentration will filter through to surrounding neighbourhoods, predominantly residential, each with a local focal point of activity.

Clustering land uses in certain areas will help encourage use of public spaces and result in a clear precinct structure.

The overall priority for the long term plan is to concentrate land use activity in and around the Boronia Train Station. Adjacent to this precinct are two streets, Erica Avenue and Dorset Road, that contain small scale shops and pedestrian focused activities that could be improved as traditional 'main streets'.

An investigation of selected strategic sites will show potential for mixed use and community facility redevelopment. This new development will be leveraged to attract private sector investors to deliver benefits for Council and community alike.

Coordinated actions from Council and others are essential to trigger the major structural changes needed to set the Town Centre along this key direction path.



9. Boronia is growing through cohesive land use and urban structure

Movement and access

Movement and access are important elements to the smooth function of the Town Centre. The following change strategies suggest improvements to movement patterns to promote walking and cycling.

Strategy

Redesign the Boronia Activity Centre as a cohesive, affordable, contemporary and sustainable regional centre that attracts public and private investment.

Deliver high quality urban design outcomes that establishes Boronia into a 'town in a garden'.

Possible starting points

- Expand the Boronia Activity Centre boundary to accommodate more residential growth near the Town Centre core area.

- Introduce a new urban structure based on a fine-grained (closely woven) network of precincts in the Town Centre core area surrounded by local neighbourhoods, each with a central focus.
- Manage density and the location of different types of residential buildings through the use of zones schedules and overlay.
- Efficiently manage traffic and freight movements through and to the area.
- Expand and upgrade cycling and walking networks.
- Give priority to pedestrian movement in the Town Centre by managing the supply and use of car parking spaces.

Movement and access

- Apply a 'Movement and Place' approach to assessing the functions of Dorset and Boronia Roads, with a view to reducing the width and improving the amenity for pedestrians.
- Deliver high quality public transport services integrated with urban renewal.
- Put a higher priority on public transport and reduce private car dependency for local and short distance trips.
- Investigate a wayfinding strategy that shows clear connections (walking distances and time) between services and destinations that are used on a daily basis.

Things to think about

How can we encourage more people to live, work and visit Boronia Town Centre in the future?

How can we reduce the barriers and improve the amenity of public spaces in the Town Centre?

What can be done to encourage more walking, cycling and trips by public transport rather than cars?

What can we do in the neighbourhoods and the Town Centre to create a 'town in a garden' effect?

Bringing it all together

The draft Boronia Renewal Strategy captures a range of new strategies to address the issues and challenges currently facing Boronia, as well as anticipating future community needs.

We are now seeking further feedback from the community and key stakeholders to test the level of support for the overall Vision, Key Directions and proposed strategies and actions to deliver the desired outcomes.

Feedback received from the community and stakeholders in Stage 1 is reflected in the draft Key Directions. While there is some alignment with the strategic directions originally established through the 2006 Structure Plan, important new Key Directions have been created from emerging trends and recent technological advances.

Implementation of the draft Key Directions will have more success if the community works closely with Knox City Council to find shared solutions to the identified issues and concepts. Success will hinge on the rollout of well-planned, gradual actions contained in the overall strategy, instead of a single large-scale transformation.

Working in partnerships allows an integrated approach that ensures there is alignment between the high level policy framework and the actions necessary to deliver the Vision.

Adopting the approach suggested in the Knox Community and Council Plan 2017 -2021, strong working relationships will be created through regular liaison with key stakeholders and information sharing. Working together will best harness our collective efforts towards a better and more vibrant future for Boronia.

Strategy summary

1	Boronia is a unique local place	Build on and leverage the unique characteristics of Boronia to attract new residents, businesses, services and visitors. Manage change by using Boronia's strengths to enhance community life now and into the future.
2	Boronia has quality living environments	Channel population growth into the Activity Centre to protect surrounding suburban areas, with quality urban design outcomes.
3	Boronia is a healthy, active and connected community	Plan for, deliver and partner with others to provide community services and infrastructure that meet the needs of Boronia residents.
4	Boronia is resilient	Support and build the capacity of the community to effect grass roots actions that increase resilience.
5	Boronia nurtures SMEs, micro-making and social enterprise	Promote Boronia as a hub for creative businesses, and social services, making a positive contribution to society.
6	Boronia is a green place with spaces to play	Establish Boronia as a 'town in a garden' that attracts people to enjoy its places and spaces.
7	Boronia is smart and digital	Foster growth in tech-savvy and knowledge-based businesses and services that showcase Boronia as a smart and connected city, which is also reflected in the public realm.
8	Boronia has an active nightlife	Create the conditions that support Boronia being more than a 9-5 Monday to Friday destination, and partner to activate the Town Centre.
9	Boronia is growing through cohesive land use and urban structure	Redesign the Boronia Activity Centre as a cohesive, affordable, contemporary and sustainable regional centre that attracts public and private investment. Deliver high quality urban design outcomes that transform Boronia into a 'town in a garden'. Deliver high quality urban design outcomes that transform Boronia into a 'town in a garden'.

Have your say

This consultation period offers the community the opportunity to review the information collected to date and help refine the nine draft Key Directions for Boronia.

This paper is one of a number of forums in which the community can contribute their thoughts on Boronia's future.

There are several options to find out more about the Boronia Renewal Project.

You can read this draft Strategy by visiting the following locations:

- Boronia Library
- Knox LeisureWorks
- Knox Civic Centre.

You are invited to make a comment or share your ideas through any of the following:

- Complete the online feedback survey at **knox.vic.gov.au/haveyoursay** or
- download the feedback survey form and return it to any of the above locations.

As there is a lot of information to consider in this paper, a few prompt questions are included with each direction to get you started.

Glossary

Active frontage	Building frontage containing uses that promote activity and interaction with the street.
Adaptability	Design for buildings to serve different uses over time in response to changing demands for space.
Affordable housing	Housing where the cost (whether mortgage repayment or rent) is no more than 30 percent of that household's income. Exceeding this mark causes 'housing stress', particularly in the lower 40 percent of the income distribution scale.
Amenities	A collection of qualities that make spaces attractive for people to be in.
Boulevard	A tree-lined street with wide pedestrian spaces connecting key elements of the precinct.
Built form	A combination of features of a building, including its style, façade treatments, height and site coverage.
Community housing	Housing owned or managed by community housing agencies for low income people, including those eligible for public housing.
Co-located facility	The joint location of service providers within a facility, usually without integration of services, but involving shared premises and possibly some administrative or other services.
Community infrastructure	Assets (which may or may not include a building), that accommodate community services, including: health, individual, family and community support, education, arts and culture, information, community development, employment and training, open space and active and passive recreation opportunities.
Delivery model	A process adopted by implementation partners to combine resources in the most effective sequence to move from vision to finished product.
Fine-grained	An urban environment with small-scale spaces, a mix of uses and relatively narrow street frontages and street blocks, to foster diverse activities and walkability.
Framework	A document setting out a vision for a precinct, key elements or principles that support the vision and next steps for implementation

Heat Island effect	A localised heating effect in urban areas caused by a concentration of hard surfaces such as pavements, walls and roofs that retain heat and radiate it back into the environment.
Housing types	
<ul style="list-style-type: none"> • Detached dwelling • Dual occupancy • Villa units • Townhouses • Apartments 	<p>One dwelling on a lot.</p> <p>Two dwellings on a lot (can include retention of an existing dwelling)</p> <p>Three or more dwellings on a lot with no shared walls</p> <p>Three or more dwellings on a lot sharing a wall or roof</p> <p>Development of three or more stories in a single mass or multi-unit dwelling, usually with a common entrance.</p>
Human scale	The proportional relationship of the physical environment (such as buildings, trees and roads) to human dimensions. Maintaining a human scale means that structures are not perceived as overwhelming at ground level.
Integrated facility	The joint location of service providers within a facility (as per co-location) but with integration of services to provide a co-ordinated, one-stop-shop approach to case management and service delivery.
Knowledge economy	An economy focused on producing and using knowledge and information, through technological innovation and a highly-skilled workforce, to generate economic growth
Knox Planning Scheme	The legal document containing all the state and local planning policies and controls applying to all land in Knox. It is available online at knox.vic.gov.au
Large lots	Large lots in Knox are considered to be 1,000 square metres in area and above.
Master plan	A plan that directs how a single site or land holding or a cluster of related sites will be developed. It may include direction on traffic movements, allocation of spaces, and provision of open space and key facilities. It is usually more detailed than a structure plan.
Multipurpose community facility	A facility providing a range of flexible, functional spaces to support access to services and participation in a range of active and passive lifestyle activities.

Open space (public)	Publicly owned land that is freely accessible to the community and primarily for outdoor recreation and leisure.
Open space (privately owned)	Privately owned, but publicly accessible, land such as laneways, arcades, plazas and building forecourts.
Overlay	An overlay is a state-standard provision forming part of a suite of provisions in the Victorian Planning Provisions. Each planning scheme includes only those overlays that are required to implement the strategy for its municipal district.
Passive surveillance	Informal observation of street and public spaces, which increases perceptions of safety.
Public realm	Incorporates all areas freely accessible to the public, including parks plazas, arcades, streets and laneways.
Social housing	<p>(a sub-set of the broader 'affordable' housing)</p> <p>Non-profit housing owned and managed for the primary purpose of meeting social objectives, such as affordable rents, responsible management, security of tenure and good location in relation to employment services. The term encompasses public housing and includes housing owned or managed by the community. This housing generally provides for households on very low incomes.</p>
Structure plan	A plan for implementing a framework or vision for a precinct. It may include proposed land zonings and building controls, plans for infrastructure provision, proposed development contributions, strategies for addressing issues such as drainage and nominated sites for more detailed master planning.



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6.6 Knox Municipal Fire Management Plan

SUMMARY: Manager City Safety and Health, Steven Dickson

The CFA Act 1958 (the Act) requires that the Knox Municipal Fire Management Plan is reviewed triennially. The Knox Emergency Management team along with the Fire Management Working Group and the Municipal Emergency Management Planning Committee (MEMPC) have reviewed this plan in line with the Act requirements, CFA regulations and the guidelines contained within Part 6A of the Emergency Management Manual of Victoria.

The reviewed Knox Municipal Fire Management Plan 2019–2022 (the Plan) has been formally endorsed by the MEMPC. To meet Council’s legislative requirements adoption of this Plan is sought.

RECOMMENDATION

That Council adopt the Knox Municipal Fire Management Plan 2019–2022 (Refer Appendix A).

1. INTRODUCTION

The Plan has been developed following a formal review of the previous Plan and incorporates the input of all members of the Municipal Emergency Management Planning Committee (MEMPC), which is inclusive of the Fire Management Working Group, comprising all agencies of the Municipal Emergency Management Planning Committee¹.

The Plan has been updated to ensure compliance with section 55A of the *Country Fire Authority Act 1958*. It is due for audit by the CFA by the 30 November 2018. Adoption of this plan will support a positive result at audit.

2. DISCUSSION

Pursuant to the aforementioned legislative requirements this Plan has been reviewed to ensure the adequate management of all aspects of fire prevention through to response and recovery. The main amendments include increased focus on fire in the built environment.

- Updating in line with changes in the Emergency Management Manual Victoria.
- Changes to agency names, i.e. Forest Fire Management Victoria.
- Updating the action plan.
- Updating demographics with recent census data.

This Plan has been formally adopted by the membership of the MEMPC at its 19 September 2018 meeting.

¹ Knox City Council, Victoria Police, Country Fire Authority, Forest Fire Management Victoria, Victoria State Emergency Service, St John Ambulance, Red Cross, Metro Trains, Department of Education and Training, VicRoads, Ausnet Services, Department of Health and Human Services, Eastern Health and EACH Community Health Service.

3. CONSULTATION

Stakeholder participation is an integral part of planning for emergencies. Key stakeholders, including CFA regional staff, brigade members, Police command, KCC biodiversity and emergency management staff and VICSES regional staff provided significant input into the review process. This Plan is consistent with the multi agency approach taken to manage all hazards across the municipal area and incorporates engagement principals as outlined in the International Association of Public Participation Australasia (IAP2).

4. ENVIRONMENTAL/AMENITY ISSUES

The Plan acknowledges the importance of significant vegetation in our municipality and the role of our Parks and Biodiversity teams to protect and continuously improve general amenity. This plan outlines programs we work on collaboratively to establish sustainable solutions for fire safety and conservation outcomes.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council currently allocates resources to support Emergency Management programs in the annual Council budget. The Emergency Management sector is undergoing significant reform that has the capacity to create some implications for Council that are currently not clear.

The Emergency Management team continue to seek opportunities for external funding and building partnerships with other municipalities and agencies to establish efficiencies that work to negate any financial impacts. Undertaking the planning and works outlined in this plan assists in reducing the risk of economic impacts associated with unplanned fires and Hazmat events for Council and the community.

6. SOCIAL IMPLICATIONS

This plan and associated activities are aimed at reducing the social implications associated with losses from fires in our community.

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

Goal 4 - We are safe and secure

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

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

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

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

Strategy 4.5 - Support the provision of emergency services

8. CONFLICT OF INTEREST

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

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

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

9. CONCLUSION

The Knox Municipal Fire Management Plan was reviewed by a group of committed emergency services personnel, representing their agencies and communities. The Plan supports the adequate management of unplanned fires and hazardous materials incidents across the municipal area, and has endorsement of the Municipal Emergency Management Planning Committee. This report seeks approval and adoption of the Plan by Knox City Council to meet legislative and audit requirements.

10. CONFIDENTIALITY

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

Report Prepared By: Manager City Safety and Health, Steven Dickson

Report Authorised By: Director City Development, Julia Oxley

Attachments

1. Sub Plan - Knox Municipal Fire Management Plan 2019-2022 - 2018-10-02 **[6.6.1]**

KNOX
your city

2019-2022

Municipal Fire Management Plan

This iteration of the Knox Municipal Fire Management Plan was finalised in September 2018.

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Authorisation

This Municipal Fire Management Plan was endorsed by the Knox Municipal Emergency Management Committee on 19 September 2018 and presented to Council for adoption on 22 October 2018.

Signed:

Date:

Steven Dickson

Chair of the
Knox Municipal Emergency Management Planning Committee

Signed:

Date:

Cr John Mortimore

Mayor
Knox City Council

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Acronyms

BFM	Bushland Fire Management
BMO	Bushfire Management Overlay
BPA	Bushfire Prone Area
CFA	Country Fire Authority
CFA Act	Country Fire Authority Act (Vic) 1958
DHHS	Department of Health and Human Services
DTPLI	Department of Transport, Planning and Local Infrastructure
EMCEMP	Eastern Metro Councils Emergency Management Partnership
EMMV	Emergency Management Manual Victoria
EMV	Emergency Management Victoria
ESV	Essential Services Victoria
FFMVic	Forest Fire Management Victoria
HAZMAT	Hazardous Materials
IAP2	International Association for Public Participation Australasia
IFMP	Integrated Fire Management Planning
KCC	Knox City Council
KPI	Key Performance Indicator
MEMP	Municipal Emergency Management Plan
MEMPC	Municipal Emergency Management Planning Committee
MERO	Municipal Emergency Resource Officer
MFPO	Municipal Fire Prevention Officer
MFPC	Municipal Fire Prevention Committee
MFMP	Municipal Fire Management Plan
PPRR	Prevention, Preparedness, Response, Recovery
RSFMPC	Regional Strategic Fire Management Planning Sub Committee
SFMPC	State Fire Management Planning Committee
SOP	Standard Operating Procedure
TFB	Total Fire Ban
V-BERAP	Victorian Built Environment Risk Assessment Process
VFRR-B	Victoria Fire Risk Register – Bushfire
VICPOL	Victoria Police
VICSES	Victoria State Emergency Service

Introduction

Fire management planning in the State of Victoria is undertaken to ensure adequate management of all aspects of fires; from prevention through to response and recovery. It brings together a range of agencies and organisations to discuss, plan and manage fire with the community. It aims to provide quality outcomes for communities at risk.

This plan is a sub-plan of the Municipal Emergency Management Plan and has been prepared by a working group of the Knox Municipal Emergency Management Planning Committee (MEMPC). It reflects the shared responsibilities of government, fire agencies and communities. It demonstrates a collaborative approach between responsible agencies and covers both public and private lands, and is a three (3) year plan to be reviewed on an annual basis.

The plan is a written presentation of the dynamic and continually evolving fire planning process undertaken in the Knox municipal area.

The Knox municipal area of the Eastern Metropolitan Region is located in the State of Victoria, Australia. We have a diverse range of environments, vulnerable to all types of fire hazard. The State Fire Management Strategy along with the Emergency Management Manual Victoria (EMMV) provides direction for the development and implementation of structures, systems, processes and products that improve fire management planning in Victoria.

Approaches to fire management are framed by the assessment of risk. This includes an analysis of the fire risks and identification of options for positive change. It places greater emphasis on addressing underlying causes and seeking long-term, sustainable solutions that incorporate the four essential elements of emergency management of planning, preparedness, response and recovery.

Consultation, participation and engagement are essential to enable an integrated approach to fire management. This plan documents how agencies involved in fire management within the Knox municipal area actively participate in this process.

Municipal fire management planning

The Municipal Emergency Management Planning Committee (MEMPC) established a working group to determine procedures subject to the guidelines provided in the EMMV.

The working group replaced the existing Municipal Fire Prevention Committee (MFPC) and does not alter existing requirements for municipal councils to make statutory appointments of a Municipal Emergency Resource Officer (MERO) and a Municipal Fire Prevention Officer (MFPO).

The MEMPC are responsible for integrated planning at the municipal and local level. Members of these committees work collaboratively, meet at appropriate intervals, share planning information and produce the Municipal Fire Management Plan (MFMP).

The fire management planning process is managed and supported with the technical expertise of the relevant fire services. The working group is responsible for writing the MFMP, ensuring implementation of the actions detailed in the plan, and monitoring the effectiveness of those actions.

The members of the Knox working group review and report fire management planning actions to the MEMPC who, in turn, report to Knox City Council (KCC) and other stakeholder agencies with accountabilities in the MFMP, and raise matters to the Eastern Regional Strategic Fire Management Planning Sub Committee (RSFMPSC) when required.

Agencies working together with the community

The Knox MFMP brings together all agencies with legislative responsibility for fire management to collectively work with the community to effectively and efficiently prepare for, respond to and recover from fire. The Knox MFMP assesses bushfire, chemical incidents and structural fire and will be further investigated and developed as the risk assessment tools for these areas are developed and reach maturity.

Key agencies involved in the planning process include:

Agency	Responsibilities
Country Fire Authority (CFA)	Emergency service agency that prevents and responds to bushfires, structural fires, chemical incidents, road accidents, rescues and other emergencies.
Department of Health & Human Services (DHHS)	Provides recovery advice, information and assistance to communities and municipalities affected by an emergency event which endangers or threatens to endanger the safety or health of any person in Victoria.
Department of Transport, Planning & Local Infrastructure (DTPLI)	Leads and supports development of liveable communities, including improving urban planning and development, particularly in outer suburbs and growth areas.
Emergency Management Victoria	Shares responsibility with a range of agencies, organisations and departments for ensuring the system of emergency management in Victoria is sustainable, effective and community focussed.
Forest Fire Management Victoria (FFMVic)	Responsible for fire suppression and preparedness on public land in coordination with Parks Victoria.
Knox City Council - MERO	Responsible for coordinating Council's resources in response to community emergencies, as required under the Victorian Emergency Management Act 1986.
Knox City Council - MFPO	Under the Country Fire Authority Act 1958 (CFA Act) this role is required to be appointed by Council to undertake and regularly review council's fire prevention planning and plans.
Knox City Council - Strategic Planning Officer	This role prepares, reviews and participates in the development of land use planning and development strategies, policies and projects.
Metro Trains	Metro Trains operate Melbourne's train network. The Metro train network has 15 lines and 212 train stations, servicing more than 200 million customer journeys per year.
Parks Victoria (ParksVic)	Responsible for managing and expanding Victoria's parks networks.
SP AusNet	Transports high voltage electricity from where it is generated into electricity distribution networks. It is also a gas distribution network.
VicRoads	Manages the Victorian arterial road network and its use as part of the overall transport system.

Victoria Police (VICPOL)	VICPOL provides a 24-hour police service to the Victorian community. VICPOL is also responsible for the effective coordination of resources and services in response to emergencies and for: relocation/evacuation; registration of evacuees – in conjunction with the Australian Red Cross; and provision of media coordination.
Victoria State Emergency Service (VICSES)	Prepares and responds to floods, severe storms, earthquakes, road crash rescue and conducts search and rescue operations in bush and alpine areas.
Vic Track	Vic Track is the owner of Victorian railway land and infrastructure which is leased to public transport operators.

Community engagement, education and safety

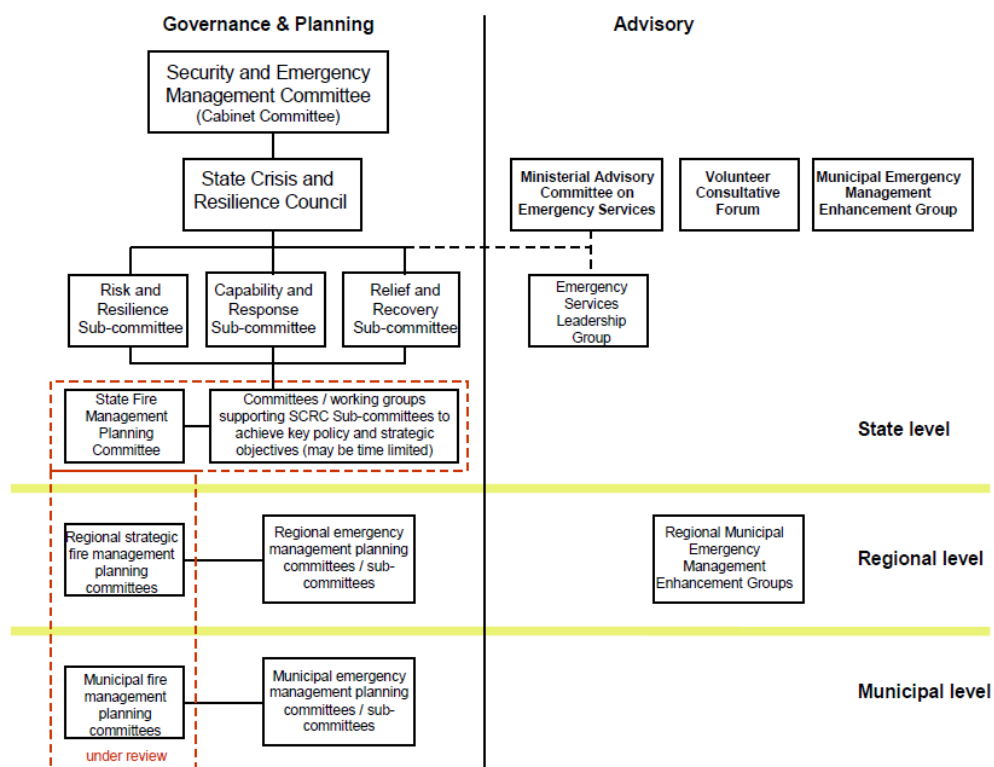
Community engagement, education and safety through the development and delivery of relevant community education and activities, is a vital component of prevention and preparedness. Resilient communities are well prepared for, better able to respond to an emergency, and therefore better able to recover from the impacts of an emergency.

Knox Municipal Fire Management Plan

The Knox MFMP has been prepared and will be maintained as a sub-plan to the Municipal Emergency Management Plan (MEMP) to ensure that the linkages across fire prevention, preparedness, response and recovery programs are consistent and holistic. The MFMP is risk-based, having regard for the social, economic, built and natural environment aspects of fire, and will prove to be a useful tool for agencies and personnel involved in fire management planning activities. The MFMP also contains appropriate reference to other applications of fire, including ecological and cultural.

Legislative arrangements for the operation of fire management planning are detailed in Part 6a of the EMMV (<http://www.emv.vic.gov.au/policies/emmv>). The Knox Municipal Fire Management Planning Committee resolved that the committee be dissolved in July 2014 with all decisions requiring formal process to be managed by the MEMPC.

Figure 1: An overview of the State's emergency management and planning committee structure (EMMV, March 2015 p.6-2)



The Planning Process

The Knox MFMP documents the process undertaken and presents the outcomes of this collaborative process. Requirements in accordance with the CFA Act for municipal fire prevention planning will continue to be met through this process. It follows a continuous planning process.

The planning process can be seen as a series of steps that result in the development, maintenance and refinement of the MFMP. Each of the stages guides the planning process that Knox has followed and will continue to do so into the future. The community and organisational engagement process follows the planning cycle (

Figure 2) and is documented in the following sections of this document.

Figure 2:
Emergency management planning process
(EMMV, January 2011, p.6-3)



The following table outlines the planning process at regional, municipal and local levels.

Table 1. Additional information relating to Regional and Municipal planning contexts (IFMP Guide page 10)

Governance	Regional Context	Municipal Context
Governance	Strategic	Operational
Timeframe	10-year planning cycle	3-year planning cycle
Geographic coverage	Large areas that cross many ownership, administrative and management boundaries	Single municipality
Stakeholder and partner interests	State, regional and municipal	Regional, community and local level
Planning environment	Broader landscape land management agencies, government, utility, entitles and landholders likely to have management plans	Municipal area or district; business and property owners that are less likely to have formal management plans
Size and scale	Organisations with large resource and asset bases, with application across whole region; delegated authorities	Business and small landholders, such as farmers and residents with less delegation and resource capacity
Stakeholder decision-making processes	Part of the regional (resource allocation)	Regional and/or local (program delivery)
Local plans	Part of the region	Part of the municipality
Primary plan linkages and integration	Links upwards to the state strategy and is informed by Municipal Fire Management Plans in the region; no state or municipal planning duplication	Provides input in to, and is developed with reference to, Regional Strategic Fire Management Plan; no state or regional planning duplication
Data and information	National, state and regional	Regional and municipal

2 Vision, Mission & Objectives

2.1 Vision

Active partnerships with our community, emergency services and local government, working together; to reduce the destructive impact of fire on communities and the environment and strengthen community resilience to the effects of fire by providing a greater understanding of fire management planning within the community and the environment.

2.2 Mission

Agencies of Knox working together with communities to reduce the impact of fire. This will be achieved by the objectives listed in Section 2.3 of this document.

2.3 Objectives

- Lead fire management planning across the Knox municipal area in prevention, preparedness, response and recovery (PPRR);
- Develop fire management plans based on shared knowledge;
- Work with the community to manage fire;
- Deliver outcomes that address fire risk in the local environment regardless of boundaries;
- Identify significant natural, social, built and economic environments at risk within the Knox municipal area and in consideration of neighbouring communities;
- Ensure effective community engagement; and
- Commit to continuous improvement.

For each of these objectives there is a goal set and an action defined in order to achieve these goals. This information is presented in the action plan located in section 6 of this document.

2.4 Alignment with regional objectives

The development of the vision and mission for the Knox MFMP were guided by the Regional Strategic Fire Management Plan vision and mission. The Regional vision aligns with the State vision.

Fire management in the Eastern Metropolitan Region that delivers:

- Active participation of community, the sector and government working together in fire management planning to reduce the destructive impact of fire on communities and the environment;
- Communities that are resilient to the effects of fire;
- Greater understanding of the fire sector within the community; and
- Healthy natural, social, built and economic environments.

Eastern Metropolitan Region Strategic Fire Management Plan mission:

Agencies of the Eastern Metropolitan Region working together with communities to reduce the impact of unplanned fire. The Region will achieve this by the following key themes:

- Committee becomes the driver (lead body) for fire management planning across the region;
- Building and using knowledge;
- Working with the community to manage fire;
- Delivering cross tenure outcomes that address fire risk at a landscape and regional level;
- Effective communications and marketing;
- Continuous improvement; and

- Identifying and treating significant natural, social, built and economic environments at risk.

3 Engagement and communication

Community participation is an integral part of risk management. The engagement plan used identifies key stakeholders and the level, method and timing of stakeholder engagement for this Plan, and has been developed using International Association for Public Participation Australasia (IAP2). The engagement levels within IAP2 are as follows:

Inform

Provide appropriate detailed and accurate information to assist stakeholders in developing a shared understanding of the complexity of issues, alternatives and possible solutions.

Consult

Utilise stakeholder expertise and diversity to obtain input into analysis, alternatives and develop key decisions.

Involve

Work directly with the suite of key stakeholders throughout the various processes to ensure key issues and intent are understood and considered.

Collaborate

Partner with key stakeholders in each aspect of decision making. This includes the development of alternatives, and the identification of contributions and priority actions with a clear understanding of the responsibilities of each stakeholder.

Empower

Foster and promote transparent and accountable processes that allow each stakeholder organisation to empower themselves through key actions and the implementation of responsibilities (IAP2, 2011).

3.1 Community and stakeholder engagement plan

Objective & commitment

Objective	Commitment
To gather local knowledge, develop community ownership and responsibility for fire management planning, educate the community to build fire management planning skills and understanding.	To better integrate the management of fire and increase the safety of the Knox communities.

The key stakeholders that were identified as part of this planning include key representation from agencies and organisations, which individually represent the community through their own engagement strategies.

Council is collaborating with CFA and MFB to introduce the Fire Home Emergency Letter Program (Fire HELP) that encourages the community to take action in their own homes to improve home fire safety. Along with key stakeholders from the MEMPC, Council participates in an interactive display annually at

Stringybark Festival taking residents through an emergency and the response, relief and recovery process.

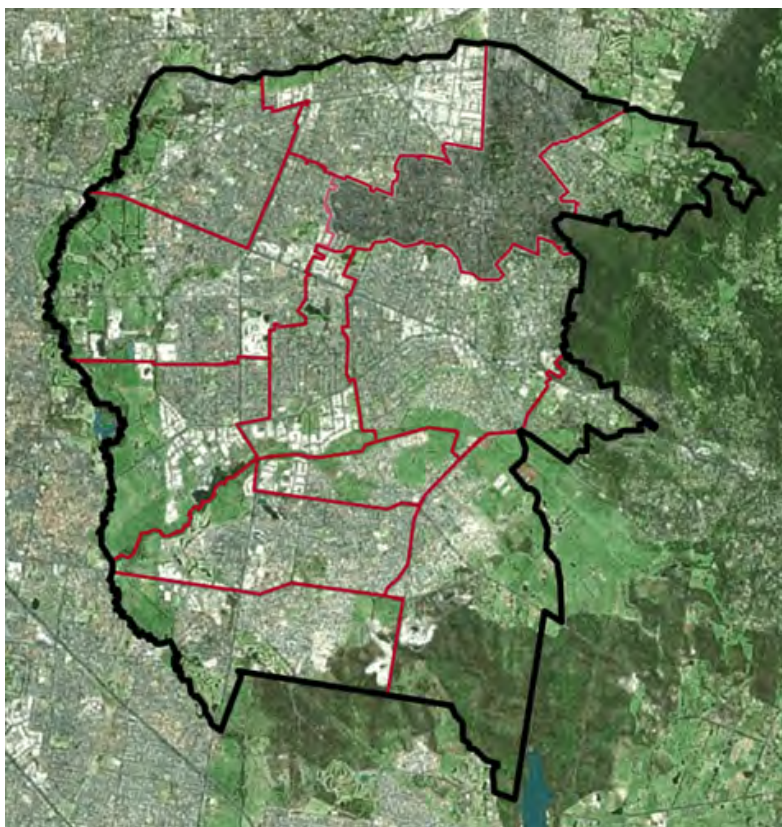
Engagement Process

Stakeholder	Details	Level of Engagement	When
Knox community	Broader Knox community	Inform & collaborate	Ongoing
Knox MEMPC	Knox MEMPC established under the Emergency Management Act (1986), to conduct emergency management planning.	Empower	Endorsement and ongoing
	Knox MEMPC established to ensure fire management planning across all agencies at a local level.	Empower	Ongoing
Knox City Council	Endorsement role	Empower	Endorsement of the Knox MFMP
Eastern Metropolitan RSFMPSC	Eastern Metropolitan RSFMPSC established to ensure fire management planning across all agencies at a regional level.	Inform	Quarterly
Relevant Knox City Council staff	Strategic planning, MFPO, land managers, environment	Collaborate	As required
EMCEMP	Neighbouring Councils with a shared risk	Consult	As required

4 Summary of the environmental scan and assumptions for the future

Description of the Knox municipal area

The Knox municipal area is located 25 kilometres east of the Melbourne Central Business District. The district boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges. Knox municipal area is one of the most populous and diverse municipalities in Victoria, with more than 160,000 residents living in eleven suburbs.



Aerial view of Knox municipal area and surrounding municipalities

Location and land tenure

The Knox municipal area is located at the foothills of the Dandenong Ranges and includes the geographic area known as the City of Knox. This area is 114 square kilometres and includes predominant land tenures of Parks Victoria, Knox City Council and private land & property owners. It is supported by seven local CFA Brigades and borders the Metropolitan Fire District.

Surrounded by major parks, with five creeks running through the Knox municipal area, Knox celebrates, and protects, its' environment. It has a strong and growing business, educational and industrial life, and is located close to growing markets and transport hubs.

The City of Knox is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Victoria's capital city. It is the gateway to both a major growth area in Melbourne and the urban-rural fringe.

Population and demographic information

The population of the Knox municipal area is approximately 160,700 spread over 114 square kilometres and 11 suburbs. Suburbs include Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.

Age structure

Table 2 profiles the City of Knox population from the 2016 census data, and shows the age group with the highest number of people living within the city's boundaries in 2016 was the 45 to 49 year age group.

Table 2: Age structure of City of Knox

Age Group:	2016 Census			2011 Census			Change
	Males	Females	Persons	Males	Females	Persons	2011-2016
0-4 years	4,605	4,410	9,014	4,743	4,185	8,928	+86
5-9 years	4,778	4,285	9,063	4,618	4,373	8,991	+72
10-14 years	4,601	4,385	8,986	4,972	4,759	9,731	-745
15-19 years	5,083	4,831	9,911	5,499	5,375	10,874	-963
20-24 years	5,223	4,974	10,200	5,268	5,010	10,278	-78
25-29 years	4,954	4,968	9,919	4,670	4,648	9,318	+601
30-34 years	5,061	5,347	10,413	4,676	4,771	9,447	+966
35-39 years	5,058	5,220	10,280	5,027	5,334	10,361	-81
39-44 years	5,042	5,428	10,471	5,350	5,786	11,136	-665
45-49 years	5,216	5,833	11,047	5,501	5,874	11,375	-328
20-54 years	5,326	5,706	11,032	5,406	5,742	11,148	-116
55-59 years	5,090	5,405	10,497	4,809	5,138	9,947	+550
60-64 years	4,477	4,919	9,399	4,344	4,445	8,789	+610
65-69 years	3,883	4,174	8,062	2,970	3,153	6,123	+1,939
70-74 years	2,598	3,007	5,607	2,187	2,326	4,513	+1,094
75-79 years	1,975	2,252	4,229	1,480	1,796	3,276	+953
80-84 years	1,235	1,648	2,887	1,061	1,476	2,537	+350
85 years and over	1,102	2,008	3,105	823	1,705	2,528	+577
Total persons	75,307	78,800	154,122	73,404	75,896	149,300	+4,822

Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 and 2016.

In summary between 2011 and 2016 census the largest changes in age structure for the City of Knox were:

- An increase in the age group 65 to 69;
- An increase in the age group 70 to 74;
- A decrease in the age group 15 to 19, and
- A decrease in the age group 10 to 14.

Culturally and Linguistically Diverse Communities (CALD)

The Knox municipal area has a diverse population with 46,424 residents born overseas (30% of the total population) and 23% of residents from non-English speaking backgrounds providing the Knox municipal area with a diverse cultural landscape. The top ten listed countries of birth other than Australia includes United Kingdom, China, India, Malaysia, Sri Lanka, New Zealand, Philippines, Hong Kong, Vietnam and Germany.

Vulnerable groups

Within the Knox municipal area there are several vulnerable groups/facilities:

- **Lower socio economic groups.** There are 14,000 people living in 8,600 low income households in Knox (those households that fall into the bottom 25% of incomes across Australia).
- **Indigenous community.** Knox has an Aboriginal and Torres Strait Islander population of 750 people, the second largest population in the Eastern region of Melbourne, which has greater disadvantage in terms of education, economic capacity, employment and housing security compared with the wider population.
- **Culturally diverse communities.** There is an increasing number of people for whom English is not their first language living in Knox. This increased from 31,500 in 2011 to 38,800 by 2016, with the majority (12,800) speaking a Chinese language. This has implications for communication during a fire event.
- **Senior citizens and residential care facilities.** 15% of the population is aged 65 years and older. There are 25 residential aged care facilities and a further 4 supported residential service facilities within the Knox municipal area, 17 older person independent living complexes and retirement villages. An emerging trend is for older people to remain living in their own homes and have care services delivered at home.
- **Hospitals.** There are four hospitals within the Knox municipal area, two public (The Angliss and Wantirna Health) and two private (Knox Private and Melbourne Eastern Private Hospital).
- **Children and young people.** 18% (27,000) Knox residents are children under 15 while young people aged 15-24 years account for a further 13% (20,000 residents). There are 50 schools in the Knox municipal area, both public and private, and one tertiary education institution.
- **Need for assistance.** In 2016 there were approximately 7,400 people with a major disability living in Knox. This is based on need for assistance in regard to self-care, mobility or communication (very young children requiring assistance due to age are filtered out of this figure). This information can assist us in our continued planning for supporting our vulnerable community during a fire.

Assumptions for the future in the Knox municipal area

Different areas within the Knox municipal area have different functions based on both era of development and amount of new housing opportunities. The variety of periods of settlement in the City mean that various suburbs are at quite different periods in the suburb lifecycle. In the northern and eastern areas of the City such as Bayswater, Boronia and Ferntree Gully, the original settlers have passed on, resulting in a diversity of age groups. Areas such as Wantirna and Wantirna South by contrast, are expected to experience some renewal over the next 15-20 years, while over the period to 2021 Rowville will see a large increase in the population over age 60 (+1500). Boronia, Bayswater, Knoxfield, Rowville, Scoresby and The Basin are expected to attract some families and older adults and retirees, while losing relatively large numbers of young adults leaving home. Wantirna is expected to experience a large loss through migration in young adults leaving home to establish new households elsewhere. Ferntree Gully by contrast is expected to attract family households again as the area regenerates. The variety of function and role of the small areas of this municipal area mean that population outcomes differ significantly across the suburbs.

There are also significant differences in the supply of residential property within the Knox municipal area that will have a major influence in structuring different population and household futures over the forecast period. Wantirna South, Rowville, Bayswater, Boronia and Ferntree Gully are expected to experience the largest amount of new residential development over the next 25 years, followed by Scoresby and Lysterfield. This development will generally take the form of medium density development and development of former non-residential uses, however in the case of Rowville and Ferntree Gully, some small pockets of greenfield development will occur early in the forecast period. By contrast, The Basin and Upper Ferntree Gully are not expected to add significant numbers of new dwellings over the forecast period. The majority of new residential development within the time frame of the Plan (to 2021) is forecast to occur in Wantirna South (+800 dwellings); Boronia (+630); Rowville (+560); with an additional 400 dwellings each anticipated for Bayswater and Ferntree Gully.

Recent history of fire in the Knox municipal area

Statistics for the Knox municipality show that CFA have responded to 3521 calls from 1 July 2017 to 30 June 2018. Fire and explosions make up almost a quarter of the calls and over 20% were false alarms. The only notable fire within this time was at the transfer recycling station in Wantirna South. Although bushfires have predominately occurred in neighbouring municipalities, the Quarry Road bushfire on 7 February 2009 (Black Saturday), had the potential to damage parts of Knox and cause widespread damage to Ferny Creek and the Dandenong Ranges and posed a significant potential threat to life and property. This fire is a clear indicator of the potential for bushfires starting within the Knox municipal area and causing significant threat to the area and neighbouring communities.

The Knox municipal area has a history of suspicious fire events. For the period 1 June 2017 to 31 May 2018, 34 reported arson incidents occurred within this area (data obtained from VICPOL). A small percentage reported were grassfires, while the majority of incidents were damage to property and infrastructure. There are serious consequences from bushfire due to arson, with the potential to impact heavily upon our environment and residents. To address the issue of bushfire arson prevention, VICPOL have implemented a strategy with a primary focus upon prevention, intelligence and enforcement strategies. This statewide approach involves effective cooperation with partners at a State and local level. Within the Knox municipal area during the average bushfire season, on those days activated as severe, extreme or code red, intensive police, Knox Community Laws and FFMVic patrols focus upon high bushfire arson locations and time periods.

5 Risk assessment

5.1 Risk assessment process

When developing a fire management strategy it is necessary to undertake a risk management process. The AS/NZS ISO 31000:2009 Risk Management Standards provide a risk management model used to guide decision making in a wide range of applications including emergency management and fire safety. This standard defines risk as the chance of something happening that will have a negative impact on objectives.

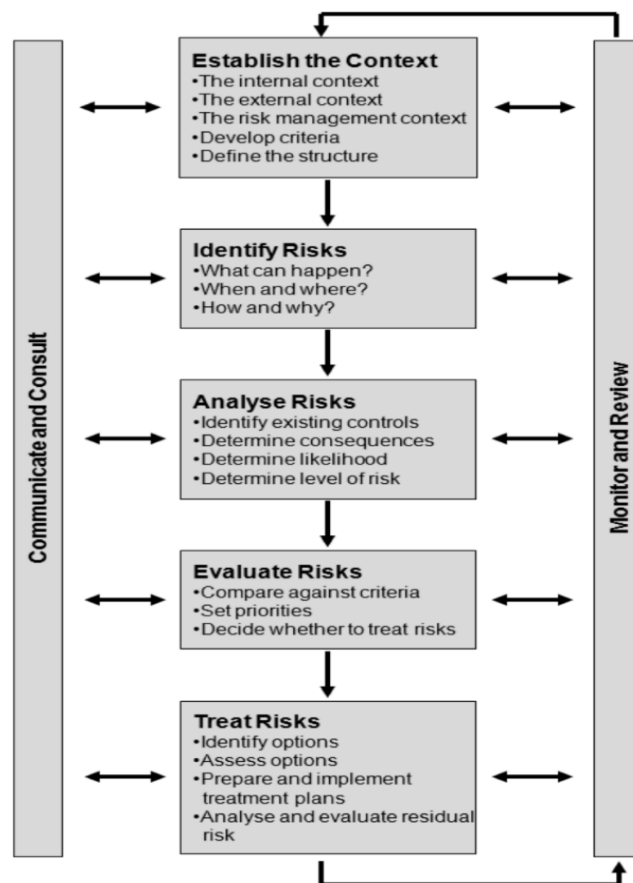


Figure 3: AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines (Standards Australia, 2009)

In the Knox municipal area the risk assessment process is informed by the environmental scan and the use of fire specific risk assessment processes and tools.

Risk assessment processes and tools that inform the risk assessment process are:

- Victorian Fire Risk Register (VFRR-B)
- Victorian Built Environment Risk Assessment Process (V-BERAP)
- Bushfire Management Overlay
- Bushfire Prone Area mapping

5.2 Victorian Fire Risk Register - Bushfire

The Victorian Fire Risk Register - Bushfire (VFRR-B) is used to identify and address bushfire risks within the Knox municipal area. The VFRR-B is reviewed every three years. Risk identification is ongoing as the municipality changes.

The VFRR-B is a systematic process that helps to identify assets at risk from bushfire, assesses the level of risk to these assets and highlights the treatments currently in place along with the responsible agencies for implementing these strategies. Outputs from the VFRR-B inform and support this plan.

The assets of the VFRR-B are divided into four classes: human settlement, economic, environmental, and cultural heritage.

5.3 Victorian Built Environment Risk Assessment Process

The V-BERAP provides a sound platform for conducting a structure fire risk assessment which is clearly defined by a robust 10 step process. The V-BERAP Guideline uses the methodology recognised in the National Emergency Risk Assessment Guidelines (NERAG) which is underpinned by ISO31000, the International Standard for Risk Management.

A Risk Working Group was formed and during the first workshop risks were identified by their building class via the following statement "There is potential that an accidental ignition will result in a fire in a:

- Class 2 building (flats, apartments)
- Class 8 building (factory)
- Class 1(a) building (house)
- Unregistered/illegal Class 1(b) building (boarding house)
- Class 9(c) building (aged care facility)
- Class 3 building (large boarding house)

that in turn will cause serious injury or loss of life, economic loss and/or displacement."

Using available evidence, the expertise in the room and participant agreement, the group identified the consequence categories for the above building classes to include – 'People' and 'Economy', with 'Social Setting' also identified for Class 2 and Class 1(b) buildings and 'Environment' also identified for Class 8 buildings. A risk assessment was then completed for each consequence category.

5.4 Bushfire Management Overlay and Bushfire Prone Area

The following two planning controls are also used to inform risk identification and prioritisation the delivery of treatment programs for bushfire in Knox.

Bushfire Management Overlay

The Bushfire Management Overlay (BMO) is established under the Victorian Planning Provisions, mapping developed by the State government and administered by local government identifies land in Victoria that may be at risk from bushfire. Land identified as BMO in the local planning scheme may require a planning permit to develop or subdivide. In 2017 there was an increase of almost 500 properties making the total of 2,490 properties that fall within the BMO.

Bushfire Prone Area

Bushfire prone areas (BPA) are designated under Regulation 810 (Building Regulations 2006) as areas that are subject to or likely to be subject to bushfires. This building control aims to regulate the construction standards of residential buildings depending on the level of bushfire risk posed to the planned dwelling. Properties in designated BPA's will require Bushfire Attack Level assessment and minimum constructions standards applied.

5.5 Risk Assessment Working Group

After identifying the risks, the Knox Fire Management Planning working group apply expert knowledge and experience whilst analysing and prioritising risk using a matrix (refer to Table 5). This process also takes into consideration current controls. The outcome of the process produces a range of actions that will guide the Knox MEMPC to minimise risk and improve public safety in the fire environment.

The risk assessment methodology requires the working group to:

- Identify the likelihood of an event occurring;
- Identify the consequence of an event occurring;
- Identify current controls in place to manage the risks;
- Identify a corresponding risk level of the event occurring (based on the matrix below);
- Make an assessment of the effectiveness of the controls; and
- Identify a suite of new controls, risk mitigation and treatment measures (goals/actions).

Based on these assessments, participants then identify a suite of risk preparedness, prevention, response and recovery measures.

Table 3: Measuring the likelihood of a hazard occurring

Level	Descriptor	Description In any one year, the likelihood of the event occurring is:
A	Almost certain	Close to 100% - annually
B	Likely	33% - once in every three years
C	Possible	10% - once in every 10 years
D	Unlikely	3% - once in every 30 years
E	Rare	1% - once in every 100 years

Table 4: Measuring the consequence of a hazard occurring

Level	Indicative guide to potential consequences					
	People	Infrastructure	Public Administration	Environment	Economy	Social Setting
Catastrophic	50+ lives lost Hundreds injured 1,000+ houses destroyed 2,000+ people displaced 10,000 – 30,000 livestock lost.	Loss of critical infrastructure and/or services for 24-48 hours to the Melbourne metropolitan area.	Significant State-wide outrage. Royal Commission or other similar inquiry leading to changes in policy and practice.	Permanent total loss of one or more ecosystems or critical habitat elements. Loss of nationally significant cultural assets.	\$1 billion or 30% of State revenue.	Severe disruption to community wellbeing over a whole area or large part of it for a period of many years.
Major	10 fatalities as a direct result of the event 300+ houses destroyed 500+ people displaced 10,000 – 30,000 livestock lost Significant loss of agricultural breeding stock.	Loss of critical infrastructure and/or services for 8-16 hours to the Melbourne metropolitan area. Loss of services to a major regional city/several suburbs for up to a week.	Significant regional and local outrage, with some occurring at state level. Parliamentary or other inquiry leading to changes in practice.	Permanent partial loss of one or more ecosystems or critical habitat elements. Extinction of a species or significantly increase the likelihood of extinction to almost certain that intervention such as captive breeding programs are required. Loss of state significant cultural assets.	Damage costs including legal actions and/or industry impacts (tourism, forestry, wine and grape, etc.) to the value of more than \$300 million.	Severe disruption to community wellbeing over a wide area of for more than 24 months.
Serious	5 fatalities as a direct result of the event Large number of people affected by the event 100+ houses destroyed 200+ people displaced 3,000 – 10,000 livestock lost.	Loss of critical infrastructure and/or services for 2-5 hours to the Melbourne metropolitan area. Loss of services to a major regional city/several suburbs for 3-4 days.	Some outrage at local and regional level.	Long term disturbance to one or more ecosystems or critical habitat elements. National response and/or support for animal welfare. Loss of regionally significant cultural assets.	Damage costs including legal actions and/or industry impacts (tourism, forestry, wine etc.) to the value of more than \$100 million.	Severe disruption to community wellbeing over a moderate to large area for a period of months.
Important	Single fatality and/or multiple serious injuries requiring hospitalisation as a direct result of the event Up to 30 houses destroyed 50+ people displaced 3,000 – 10,000 livestock lost.	Loss of critical infrastructure and/or services for 1 hour to the Melbourne metropolitan area. Loss of services to a major regional city/several suburbs for 1 day. Loss of services to a local community for a week.	Local outrage and concern	Temporary disturbance to one or more ecosystems or critical habitat elements. Local response and/or support for animal welfare.	Damage costs including legal actions and/or industry impacts (tourism, forestry, wine etc.) to the value of more than \$30 million.	Localised disruption to community wellbeing over a small area for a period of weeks.

Table 5: Determining a risk level for each hazard – the risk matrix

Having determined the likelihood and expected consequence of a hazard occurring, an overall level of risk can be identified through the use of the following matrix.

Likelihood	Consequence			
	Important	Serious	Major	Catastrophic
Almost certain	Moderate	High	Extreme	Extreme
Likely	Moderate	High	High	Extreme
Possible	Low	Moderate	High	High
Unlikely	Low	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate

Table 6: Recommended action for each risk category

The following levels of action are recommended for each of the risk categories:

Risk category	Recommended action
Extreme	Must be managed with a detailed plan – will require resources and training
High	Requires immediate planning – resource priority and training
Moderate	Manage by specific monitoring or response procedures
Low	Manage by routine procedures

Table 7: Determining the effectiveness of control measures

Descriptor	Guide
Fully effective	Nothing more to be done except review and monitor the existing controls. Controls are well designed for the risk, are largely preventative and address the root-causes and management believes that they are affective and reliable at all times. Reactive controls only support preventative controls.
Substantially effective	Most controls are designed correctly and are in place and effective. Some more work to be done to improve operating effectiveness of management has doubts about operational effectiveness and reliability.
Partially effective	While the design of controls may be largely correct in that they treat most of the root-causes of the risk, they are not currently very effective. There may be an over-reliance on reactive controls. OR Some of the controls do not seem correctly designed in that they do not treat root-causes, those that are designed correctly are operating effectively.
Largely ineffective	Significant control gaps. Either controls do not treat root-causes or they do not operate at all effectively. Controls, if they exist, are just reactive.
None or totally effective	Virtually no credible control. Management has no confidence that any degree of control is being achieved due to poor control design and/or very limited operational effectiveness.

5.6 Risk Assessment

Current controls

The following table has been designed to describe current controls used in the risk matrix.

Control Category	Control	Hazard Control Type	Responsibility
Community education	Fire Ready Victoria program Property Advice Visit Service	<ul style="list-style-type: none"> ▪ Bushfire ▪ Grassfire 	CFA
	Hazardous atmospheres – Shelter-in-Place advice messages	<ul style="list-style-type: none"> ▪ Industrial/commercial fire ▪ Chemical spill (hazardous materials (HAZMAT)) 	CFA
	Community Information Guide	<ul style="list-style-type: none"> ▪ Bushfire ▪ Grassfire 	CFA
	Total Fire Ban (TFB) days, Fire Danger Periods & Fire Danger Ratings	<ul style="list-style-type: none"> ▪ Bushfire 	CFA/Bureau of Meteorology
	Home Fire Safety Sessions, Smoke Alarm Replacement Program, Fire HELP, Ready2Go	<ul style="list-style-type: none"> ▪ Structure fire 	CFA/KCC
	Fire Danger Rating signage and Fire Ready signage	<ul style="list-style-type: none"> ▪ Bushfire 	CFA/KCC
	Emergency Management Planning Industry Training Programs	<ul style="list-style-type: none"> ▪ Structure fire 	CFA
	Community education program	<ul style="list-style-type: none"> ▪ Bushfire 	FFMVic
	Police Proactive Patrol – Operation HASSAR, Operation Fire Setter and proactive high risk fire danger patrols	<ul style="list-style-type: none"> ▪ Bushfire 	VICPOL
	Community Fire Guard program	<ul style="list-style-type: none"> ▪ Bushfire 	CFA
	Community Warnings	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Brigade advice	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	CFA
	Community information	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All

Control Category	Control	Hazard Control Type	Responsibility
Hazard Reduction	KCC's Hazard Clearance program Bushland Fire Management (BFM) plans Fire prevention notices Permits to burn	<ul style="list-style-type: none"> ▪ Bushfire 	KCC
	Fire Operations Plans	<ul style="list-style-type: none"> ▪ Bushfire 	FFMVic
	Electrical Safety – maintenance of power infrastructure	<ul style="list-style-type: none"> ▪ Bushfire 	KCC/SP Ausnet
	Vegetation Management Program/Fuel Reduction Planning	<ul style="list-style-type: none"> ▪ Bushfire 	CFA
	Clandestine Lab	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire 	VICPOL/CFA/KCC
	Road Management plans	<ul style="list-style-type: none"> ▪ Bushfire 	KCC/VicRoads/FM Vic
	Hazard Trees Management Planning	<ul style="list-style-type: none"> ▪ Bushfire 	KCC
Ignition Management	Police Arson program/Fire Setter strategy Operation Fire Setter, TFB days	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire 	VICPOL
	Fire patrols – Operation Bushfire Patrols	<ul style="list-style-type: none"> ▪ Bushfire 	VICPOL
	Operation HUSSAR (Covert Operation Dandenong Ranges)	<ul style="list-style-type: none"> ▪ Bushfire 	VICPOL
	Essential services maintenance	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	Utilities
	Security	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	VICPOL
	Road Management plans	<ul style="list-style-type: none"> ▪ Bushfire 	KCC/VicRoads
	VicRoads Bushfire Roads Risk Assessment	<ul style="list-style-type: none"> ▪ Bushfire 	VicRoads
	Hazard Trees Planning	<ul style="list-style-type: none"> ▪ Bushfire 	Responsible Land Manager

Control Category	Control	Hazard Control Type	Responsibility
Legislation & regulations	Bushfire Management Overlay	<ul style="list-style-type: none"> ▪ Bushfire 	KCC/DTPLI
	Bushfire Prone Area	<ul style="list-style-type: none"> ▪ Bushfire 	DTPLI
	SP Ausnet – plans for substations	<ul style="list-style-type: none"> ▪ Bushfire 	SP Ausnet
	Emergency management plans	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Industry Codes of Practice	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Non-compliant cladding	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire 	KCC/CFA
	Occupational Health & Safety	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Certification & accreditation of facilities	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Sprinkler & alarm systems	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire 	All agencies
	Health regulations	<ul style="list-style-type: none"> ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Electrical regulations	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire 	All agencies
	HAZMAT regulations	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Environmental protection regulations	<ul style="list-style-type: none"> ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies

Control Category	Control	Hazard Control Type	Responsibility
General evacuation, vulnerable persons & evacuation of vulnerable persons	Vulnerable persons register	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	KCC/VICPOL/ funded agencies
	Vulnerable facilities register	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	KCC/VICPOL/ funded agencies
	VICPOL Evacuation Plans	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	VICPOL
	KCC Aged Care Vulnerable Persons register	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	KCC
	KCC Children Services High Fire Danger Rating Policy and Procedure	<ul style="list-style-type: none"> ▪ Bushfire 	KCC
	Eastern Metropolitan Region Emergency Relief Centre Guidelines	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	Councils within Eastern Metropolitan Region
	Traffic management plans	<ul style="list-style-type: none"> ▪ Bushfire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	VICPOL/VicRoads
Response planning	Local Response Plans	<ul style="list-style-type: none"> ▪ Bushfire 	CFA
	Pre Plans	<ul style="list-style-type: none"> ▪ Structure fire ▪ Bushfire 	CFA
	Practices/exercises/drills	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Agency response plans	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) ▪ Non-compliant cladding 	All agencies

Control Category	Control	Hazard Control Type	Responsibility
Response planning (contd.)	Hazardous atmospheres – Shelter in Place	<ul style="list-style-type: none"> ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	CFA
Recovery planning	Agency recovery plans	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Insurance	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Agency business continuity plans	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	All agencies
	Municipal recovery plan	<ul style="list-style-type: none"> ▪ Bushfire ▪ Public accommodation fire ▪ Single incident fire ▪ Industrial/commercial fire ▪ Chemical spill (HAZMAT) 	KCC

5.7 Bushfire risk assessment matrix

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Natural	Parklands being impacted by bushfire.	Wantirna, William Morris Reserve (Melway 63 F7) Wantirna South, Blind Creek Corridor/Lewis Road retarding basin (Melway 64 B10) Ferntree Gully, Blind Creek Billabong Reserve (Melway 64 H11) Ferntree Gully, Forest Rd, Koolunga Native Reserve (Melway 65 B11) Ferntree Gully, Quarry (Melway 74 D5) The Basin, Sugarloaf Hill, Liverpool Road retarding basin (Melway 65 G5) The Basin, Wicks Reserve (Melway 65 H8) Boronia, Old Joes Creek Retarding Basin (Melway 65 A6) Wantirna, Bateman Reserve (Melway 63 F4) Lysterfield, Hanson/Boral Quarry (Melway 82 E7) Dandenong Creek Corridor (Melway 81 G9 – 81 D4)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Almost certain	Important	Moderate	Maintain and review current controls.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Natural	Parklands being impacted by bushfire (contd.).	Boronia, Forest Rd, Wirrianda Reserve (Melway 65 C10)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Low	Adequate controls in place.	Knox MEMPC
		Knoxfield, Lakewood Estate bushland (Melway 73 B2) The Basin, Mountain Hwy, Road Reserve (Melway 65 G7-H7) Lysterfield, Lysterfield Road, Road Reserve (Melway 74 B10) Lysterfield, Wellington Road, Road Reserve (Melway 83 D4) SP Ausnet, grass and bushland (Melway 82 A7-63 E3) Rowville South, Timbertop Drive, Further info on reserve (Melway 81 F4) Rowville, Heany Park Reserve (Melway 82 C6) Lysterfield, Lysterfield Lake Park (Melway 83 C12)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Likely	Important	Moderate	Maintain and review current controls.	Knox MEMPC
		Melbourne Water wetlands (Melway 81 E4)		Substantially effective	Possible	Serious	Moderate	Maintain and review current controls.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Economic	Businesses being impacted by bushfire.	Upper Ferntree Gully Township (Melway 74 F6) Ferntree Gully Township (Melway74 C3) The Basin Township (Melway 65 G7) Rowville, Wellington Road, Boral and Hanson Quarries (Melway 82 E4)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Moderate	Maintain and review current controls.	Knox MEMPC
Built	Communities (human settlement) being impacted by bushfire.	Ferntree Gully Fringe, National Park Boundary (Melway 74 E1)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Serious	High	Better promotion of Fire Ready programs. Review of fire loads abutting park and support fuel reduction actions.	Knox MEMPC/ CFA/ FFMVic
		Upper Ferntree Gully, North of Quarry Rd (Melway 74 D5)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Serious	High	Manage fire load within the former quarry.	KCC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Built (contd.)	Communities (human settlement) being impacted by bushfire contd.	Upper Ferntree Gully, Glenfern Road (Melway 74 E9)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Serious	Moderate	Maintain and review current controls.	Knox MEMPC
		Wantirna, Bateman Reserve (Melway 63 F4) Boronia, Corner Colchester Road and Mountain Highway (Melway 65 D4)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Low	Adequate controls in place.	Knox MEMPC
		Upper Ferntree Gully, Rail Line, Old Belgrave Road (Melway 74 E5)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Substantially effective	Almost certain	Serious	High	Ensure fuel reduction and education programs are relevant and integrated across agencies.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Built (contd.)	Communities (human settlement) being impacted by bushfire contd.	The Basin, Academy Drive (Melway 65 F6) Knoxfield, Lakewood Estate (Melway 73 B2) Boronia, Old Joes Creek Retarding Basin (Melway 65 A6) Wantirna South, Flamingo Reserve (Melway 63 E11) Wantirna South, Kindergarten, Flamingo Drive (Melway 63 E11)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Low	Adequate controls in place.	Knox MEMPC
		Wantirna, William Morris Reserve (Melway 63 F7)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction 	Substantially effective	Almost certain	Important	Moderate	Maintain and review current controls.	Knox MEMPC
		Ferntree Gully, Forest Road, Koolunga Native Reserve, (Melway 65 B11) Lysterfield, Lysterfield Interface (Melway82H7) Rowville, Hanson Lysterfield Quarry (Melway 82 E4) Rowville South, Timbertop Drive (Melway 81 H5) Wantirna South, Blind Creek Corridor (Melway72 D3-63H12) Ferntree Gully, Blind Creek Corridor (Melway 64 F11-74 C1) Ferntree Gully, Billabong Reserve, Blind Creek Billabong Reserve (Melway 64 H11) Knox Park Primary School, Knoxfield (Melway 73 C3)	<ul style="list-style-type: none"> ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Substantially effective	Likely	Important	Moderate	Maintain and review current controls.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Built (contd.)	Communities (human settlement) being impacted by bushfire contd.	Boronia, Wirrianda Reserve, Forest Road (Melway 65 C10)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Substantially effective	Unlikely	Important	Low	Adequate controls in place.	Knox MEMPC
		The Basin/Sassafras (Melway 66 B7) The Basin, Sheffield Road (Melway 65 J7) Lysterfield South, Lysterfield/Wellington Road (Melway 83 D4) The Basin, Wicks Reserve (Melway 65 H8) The Basin, Church of God (Melway65 J9) Rowville, Heany Park Scout and Guide Camp (Melway 82 C6) The Basin, Doongalla, Doongalla Road (Melway 65 J7) Ferntree Gully Fringe, National Park Boundary (Melway 74 E1) Upper Ferntree Gully, Glenfern Road (Melway 74 E9)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Serious	High	Ensure fuel reduction and education programs are relevant and integrated across agencies.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Built (contd.)	Communities (human settlement) being impacted by bushfire contd.	The Basin, The Basin Primary School Liverpool Road (Melway 65 F6). Upper Ferntree Gully Primary School, Talaskia Road (Melway 74 G6) The Basin, Salvation Army Mountain View, Liverpool Road (Melway 65 E5) The Basin, Salvation Army Rehabilitation Centre, Basin Olinda Road (Melway 65 H7)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Substantially effective	Likely	Important	Moderate	Maintain and review current controls.	Knox MEMPC
		Upper Ferntree Gully, Railway Line (Melway 74 E5)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Partially effective	Almost certain	Serious	High	Ensure fuel reduction and education programs are relevant and integrated across agencies.	Knox MEMPC
	Critical infrastructure being impacted by bushfire.	Powerlines/supply	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Evacuation & vulnerable persons ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Major	High	Plans in place need to be reviewed annually.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Built (contd.)	Critical infrastructure being impacted by bushfire.	Major roads Rail corridor	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Major	High	Work closely with key agency. Owners ensure plans are in place across PPRR.	Knox MEMPC
		Eastlink	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning 	Partially effective	Likely	Serious	High	Work closely with key agency. Owners ensure plans are in place across PPRR.	Knox MEMPC
		Hospitals	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Low	Adequate controls in place.	Knox MEMPC
		Telecommunications Infrastructure	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Major	High	Work closely key agency. Owners Ensure plans are in place across PPRR.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Social	Historically/culturally significant gathering places being impacted by bushfire.	Ferntree Gully, Ambleside Park Homestead (Melway 65 D12) Boronia, Millers Homestead (Melway 65 D6) Stamford Park Homestead (Melway 72 H11)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Rare	Important	Low	Adequate controls in place.	Knox MEMPC
		The Basin, The Chandler Oak Tree, Sheffield Road (Melway 65 J7) The Basin, Como Gardens (Melway 65 K8)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Likely	Important	Low	Adequate controls in place.	Knox MEMPC
		Rowville, Starlight Reserve (Melway 81 F5)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Low	Adequate controls in place.	Knox MEMPC

5.8 Other fire risk assessment matrix

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness of Controls	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Natural	Waterways being impacted industrial/commercial fire/chemical spill (HAZMAT).	All creeks and water bodies	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Serious	Moderate	Maintain and review current controls.	Knox MEMPC
	Atmospheres being impacted industrial/commercial fire/chemical spill (HAZMAT).	All atmospheres	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning ▪ Community warnings 	Substantially effective	Unlikely	Serious	Moderate	Maintain and review current controls.	Knox MEMPC
		All parklands	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Unlikely	Serious	Moderate	Maintain and review current controls.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness of Controls	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Economic	Businesses being impacted by industrial/ commercial fire/ chemical spill (HAZMAT).	Commercial/ industrial estates	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Moderate	Maintain and review current controls.	Knox MEMPC
	Businesses being impacted by single incident fire.	All commercial businesses	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Moderate	Maintain and review current controls.	Knox MEMPC
Built	Human settlement being impacted by industrial/ commercial fire/ chemical spill (HAZMAT).	All human settlement within the vicinity of industrial estates and major road.	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Serious	High	Utilise tools to further identify risk and treatment options.	Knox MEMPC
	Human settlement being impacted by public accommodation fire.	All public accommodation properties. (e.g. boarding houses, nursing homes, hospitals)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Unlikely	Serious	Moderate	Work closely with key agency. Owners ensure plans are in place across PPRR.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness of Controls	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Built	Shopping precincts	Major shopping centres throughout the municipality (e.g. Westfield Knox City Shopping Centre, Stud Park Shopping Centre, Wellington Village Shopping Centre)	<ul style="list-style-type: none"> ▪ Property management plans ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Likely	Important	Moderate	Agency Plans in place need to be reviewed annually. Exercising with local management and other agencies.	CFA Centre Mgmnt
	Multi storey apartments complex	Throughout the municipality	<ul style="list-style-type: none"> ▪ Property management plans ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Likely	Important	Detection and sprinkler systems, emergency plans, warden training, response plans, education programs	CFA	
	Critical infrastructure being impacted by fire.	Powerlines/supply	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Major	High	Plans in place need to be reviewed annually.	Knox MEMPC
		Major roads Rail corridor	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Major	High	Work closely with key agency. Owners ensure plans are in place across PPRR.	Knox MEMPC

Hazard Environment	What is the Risk	Risk Location/ Element	Current Controls	Effectiveness of Controls	Likelihood	Consequence	Risk Category	Actions to Reduce Risk	Lead Agency
Built	Critical infrastructure being impacted by fire (contd.)	Eastlink	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Serious	High	Work closely with key agency. Owners ensure plans are in place across PPRR.	Knox MEMPC
		Hospitals	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Possible	Important	Low	Adequate controls in place.	Knox MEMPC
		Telecommunications Infrastructure	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Partially effective	Likely	Major	High	Work closely key agency. Owners Ensure plans are in place across PPRR.	Knox MEMPC
Social	Historically/culturally significant gathering places being impacted by fire.	Ferntree Gully, Ambleside Park Homestead (Melway 65 D12) Boronia, Millers Homestead (Melway 65 D6) Stamford Park Homestead (Melway 72 H11)	<ul style="list-style-type: none"> ▪ Community education ▪ Hazard reduction ▪ Ignition management ▪ Legislation & regulations ▪ Response planning ▪ Recovery planning 	Substantially effective	Rare	Important	Low	Adequate controls in place.	Knox MEMPC

5.9 High risk treatment plan

Having identified hazards in the built environment that represent a high level of risk to the community, the following treatment plan is established.

Communities (Human settlement) being impacted by bushfire

Description	The Basin, Sheffield Road Lysterfield South, Lysterfield/Wellington Road The Basin, Church of God Site Rowville, Heany Park Scout and Guide Camp The Basin, Doongalla, Doongalla Road Ferntree Gully Fringe, National Park Boundary Upper Ferntree Gully, Glenfern Road Upper Ferntree Gully, Railway Line The Basin, Wicks Reserve, The Basin-Olinda Road, The Basin
Likelihood of occurring	Almost certain/Likely
Consequence of occurring	Serious
Risk rating	High
Nature of hazard	Risk of bushfire to life and property
Those people in the community most vulnerable	Residents, visitors and those working in the Knox municipal area
Responsibility to respond/manage risk	All land managers
Agencies role in relation to this risk	Risk identification, treatment management, education and response
Prevention activities	Fuel reduction programs/modification, Hazard Trees identification & notification procedures
Preparedness activities	Community education – Fire Ready program, Community Fireguard, testing & exercises
Response activities	CFA operational plans, traffic management plans, MEMP
Recovery activities	MEMP - recovery plan, Hazard Trees identification, rehabilitation plans, restoration plans

Human settlement being impacted by industrial/commercial fire/chemical incident (HAZMAT)

Likelihood of occurring	Likely
Consequence of occurring	Serious
Risk rating	High
Nature of hazard	Risk of human settlement being impacted by industrial/commercial fire/chemical spill (HAZMAT)
Those in community most vulnerable	All human settlement within the vicinity of industrial estates and major roads
Responsibility to respond/manage risk	CFA
Agencies role in relation to this risk	Risk identification, treatment management, education and response
Prevention activities	Development of risk identification tools, legislation
Preparedness activities	Education programs, enforcement, equipment testing programs
Response activities	Crisis management, CFA operational plans, traffic management plans, MEMPC, emergency management plans in place and tested
Recovery activities	MEMP - recovery plan, restoration plans

Critical infrastructure being impacted by bushfire (major roads including Eastlink, public transport and telecommunications infrastructure)

Likelihood of occurring	Likely
Consequence of occurring	Major
Risk rating	High
Nature of hazard	Risk of bushfire to infrastructure
People in the community most vulnerable	Majority of community & neighbouring communities
Responsibility to respond/manage risk	Key agency owners
Agencies role in relation to this risk	Risk identification, treatment management, education and response
Prevention activities	Fuel reduction programs/modification – roadside maintenance
Preparedness activities	Planning, business continuity planning, education, agency contingency plans
Response activities	Crisis management, CFA operational plans, traffic management plans, MEMPC, emergency management plans in place and tested
Recovery activities	MEMP - recovery plan, Hazard Trees identification, rehabilitation plans, restoration plans

Critical infrastructure being impacted by bushfire (powerlines/supply)

Likelihood of occurring	Likely
Consequence of occurring	Major
Risk rating	High
Nature of hazard	Risk of bushfire to infrastructure
Those in community most vulnerable	Majority of community and neighbouring communities
Responsibility to respond/manage risk	Key agency owners
Agencies role in relation to this risk	Risk identification, treatment management, education and response
Prevention & preparedness activities	<p>Transmission network</p> <p>Plan easement patrols and report condition, address as per priority. Works to be completed by priority date. This is monitored through the BFM index which is reported monthly to Essential Services Victoria (ESV) Check all off road vehicles and plant by approved mechanic Arrange inspection of vacant sites & report condition, reduce fuel loads as required Arrange remedial action for vacant sites Inspect stations and depots, report and rectify any anomalies Arrange annual fire training for transmission linemen Program works for all bushfire mitigation activities and related lines maintenance work Terminal stations have regular inspection program for whole year Fire equipment on all terminal stations inspected regularly Regular grass cutting and yard spraying program in place</p> <p>Distribution network</p> <p>All distribution lines have a vegetation assessment as per ESV requirements and cut according to priority. All poles and wires inspected as per cyclic inspection plan. Defect items prioritised and maintained accordingly Policy requires that at the start of the BFM period the company maintenance index is zero. ie. no overdue defects for line hardware or encroaching trees</p> <p>Audit progress and reporting</p> <p>Audit field works and reports Monthly BFM progress reports Network monthly reports Audit bushfire mitigation program implemented prior to declaration Audit summary for preparedness reports Conducted by ESV, BFM field and desktop audits prior to BFM season</p>
Response activities	Crisis Management, CFA operational plans, traffic management plans, MEMPC, emergency management plans in place and tested
Recovery activities	MEMP - recovery plan, Hazard Trees identification, rehabilitation plans, restoration plans

5.10 Shelter options

Neighbourhood safer places – places of last resort (Bushfire) and community fire refuges may be provided for community as last resort survival options. They do not replace having a well thought out and practiced safety plan. Based on the relatively low risk of bushfire, Knox municipal area does not have any designated neighbourhood safer places or fire refuges. However, it does have a number of accessible areas such as shopping centres, libraries and other community facilities available.

6 Action Plan

No.	Goals	Actions	When	Who	Key Performance Indicators (KPIs)
Strategic Objective 1: To lead fire management planning across the municipal area in prevention, preparedness, response and recovery (PPRR)					
1.1	Build capacity and ownership within agencies to support fire management planning in Knox by establishing effective engagement strategies within and across agencies.	Promote the importance of the Knox Municipal Fire Management Plan to relevant agency heads.	Ongoing	MEMPC	Attendance and participation by all agencies at Municipal Emergency Management Planning Committee (MEMPC) and plan review meetings.
			Ongoing	MEMPC	Executive summary of the Knox Municipal Fire Management Plan is available to the committee, community and stakeholders.
		Build improved relationships across agencies.	Ongoing	MEMPC	Collaborative activities that benefit all stakeholders undertaken (ie. participation in multi-agency exercises, engagement activities).
Strategic Objective 2: Developing fire management plans based on shared knowledge					
2.1	Ensure the Knox Municipal Fire Management Plan aligns with regional and State strategic direction.	Consider the Knox Municipal Fire Management Plan aligns with any new plans, strategies or guides produced by the State and regional committees.	Ongoing	MEMPC	State and regional activities monitored and implement any changes relevant to the Knox municipal area.
2.2	Utilise existing networks and resources to develop a coordinated approach to expand knowledge sharing across and within agencies.	Ensure adequate representation of member agencies at reviews of the Knox Municipal Fire Management Plan.	Ongoing	MEMPC	Records of attendees kept and generally accord with the recommendations of the working committee.
		Agencies actively share information, reports and plans.	Ongoing	MEMPC	MEMPC is inclusive of information.
2.3	Advocate for and use fire risk planning tools to support decision making (within and between agencies).	Knox Council to follow the Community Emergency Risk Assessment (CERA) process.	Ongoing	MEMPC	CERA reviewed annually.
		Continue to review potential bushfire risk.	Annually	MEMPC	VFRR-B reviewed annually.
		Continue to review potential structure fire risk.	Annually	MEMPC	V-BERAP reviewed annually.

No.	Goals	Actions	When	Who	Key Performance Indicators (KPIs)
Strategic Objective 3: Working with the community to manage fire					
3.1	Undertake coordinated multi-agency community engagement to improve efficiencies and build community resilience.	Be involved in integrating all agency activities. Look at using mediums that are more effective. Consider targeting at a range of demographics. Maximise joint collaboration at festivals/community events. <ul style="list-style-type: none"> ▪ Fire HELP ▪ Ready2Go ▪ Let's Get Ready 	Ongoing	MEMPC	Multi-agency community engagement activities planned and implemented.
3.2	Support initiatives and actions that prevent accidental ignition of fires.	Undertake community initiatives to reduce and prevent accidental fires in our communities: <ul style="list-style-type: none"> ▪ Fuel reduction initiatives undertaken at high risk locations. ▪ Fire HELP ▪ Community Incident Engagement Program 	Pre and post fire season	MEMPC	Fuel reduction activities planned and undertaken.
Strategic Objective 4: Delivering outcomes that address fire risk in the local environment regardless of boundaries					
4.1	Focus on reviewing fire management as a priority.	Prioritise the threat to life from fire as a part of planning.	Ongoing	MEMPC	Treatment options prioritised.
			Ongoing	MFPO	Undertake fire management assessments in high risk areas.
4.2	Support and review fuel management projects on private land in context of the municipal risk environment.	Support all relevant agencies and property owners in delivering and developing fire prevention programs.	Ongoing	MFPO and the MEMPC	Fire prevention inspection program reviewed and updated annually.
			Ongoing	Coordinator Emergency Management – Knox City Council	Knox represented on the Regional Strategic Fire Management Planning Sub Committee.
4.3	Support opportunities for projects/programs where cross-tenure fuel management can occur.	Investigate the opportunity to develop integrated fuel management programs.	Ongoing	MEMPC	Opportunities identified investigated and programs implemented.

No.	Goals	Actions	When	Who	Key Performance Indicators (KPIs)
Strategic Objective 5: Identify significant natural, social, built and economic environments at risk within Knox and in consideration of neighbouring communities					
5.1	Use Community Emergency Risk Assessment (CERA) to assess and treat significant fire risks at the local level.	Undertake review and ensure specific management strategies in place for: <ul style="list-style-type: none"> ▪ local physical assets and infrastructure ▪ local threatened and endangered flora and fauna ▪ locations of aesthetic, historic, scientific and social cultural significance ▪ major industry and business at significant risk of fire 	Annually	MEMPC	Risks and treatments contained in CERA reviewed.
5.2	Systems in place to manage hazardous trees in proximity to power lines.	Hazardous tree inspection and management process is developed and reviewed.	Ongoing	Project Officer – Trees, Knox City Council, Power Company	Process is in place and reviewed annually.
Strategic Objective 6: Ensuring effective community engagement					
6.1	Undertake effective community engagement.	Undertake community engagement within the municipality <ul style="list-style-type: none"> ▪ Fire Help ▪ Ready2Go ▪ Let's Get Ready ▪ Community events ▪ Community Incident Engagement Program 	Ongoing	MEMPC	Opportunities identified investigated and programs implemented.
Strategic Objective 7: A commitment to continuous improvement					
7.1	Implement systems to ensure we maintain best practice across PPRR.	Review conducted of action plan by working group.	Annually	MEMPC	Action plan is reviewed, evaluated and updated.
		Conduct After Action Reviews post significant events in municipality.	Post event	MEMPC	Action plan is reviewed, evaluated and updated.

7 Monitor and improve

The outcomes of this plan will be monitored and improved throughout the planning cycle. These evaluations will inform the current and future planning cycles.

7.1 Monitoring and evaluation

The Knox MEMPC monitors progress towards the completion of treatment works listed in this plan. The KPIs stated in the action plan are used to determine if the actions were completed successfully and if the goals for each of the strategic objectives set by the Committee have been achieved. Additional measures for evaluation such as training, exercises and real event After Action Reviews are used in the monitoring and evaluation of this plan and contribute to recommendations for the future.

7.2 Review

The Knox MEMPC will review this plan annually and as necessary account for any changes in context or risk.

This may be triggered by a range of circumstances, including but not limited to:

- Changes to the Knox municipal area, organisation responsibilities and capacity or legislation;
- Changes to the bushfire or structural risk in the area;
- Following a major fire event; or
- Further development of fire management tools including the VFRR-B and the V-BERAP.

7.3 Reporting

The Knox MEMPC reports every six months to the Eastern Metropolitan RSFMPSC on its progress towards implementing the fire risk management activities identified in the Knox MFMP.

7.4 Continuous improvement and Best Practice

This version of the Knox MFMP captures the learnings from fire events, reviews, training and exercises conducted since the publication of the 2015-2018 Plan. This Plan will continue to be updated to reflect future continuous improvement opportunities for fire management within the Knox municipal area.



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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 will now be deferred to consider questions submitted by the public.

8 Engineering & Infrastructure Officers' Reports for consideration

8.1 Capital Works Program Ranking Criteria Report

SUMMARY: Coordinator – Capital Works (Gene Chiron)

This report presents the ranking criteria proposed to be used to prioritise New/Upgrade projects within individual 2019-2023 Capital Works Programs. The criteria takes into account Council's Community Facilities Planning Policy where appropriate and are presented for Council's consideration.

RECOMMENDATION

That Council:

- 1. Endorse the revised Capital Works Program ranking criteria for New/Upgrade Programs as shown in Appendix A; and**
- 2. Note that the revised Capital Works Program ranking criteria will be utilised for the development of the Draft 2019-2023 Capital Works Program.**

1. INTRODUCTION

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

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

2. DISCUSSION

2.1 Ranking Criteria

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

In accordance with the Untied Funding Allocation Policy, ranking criteria for all individual sub programs are reviewed and adjusted as applicable, on an annual basis. The ranking criteria are now presented to Council following this review.

All individual ranking criteria proposed to be used to develop the 2019-2023 Capital Works program for New/Upgrade projects are included (Appendix A). The programs and adjustments are noted as follows:

NO.	PROGRAM	ADJUSTMENTS
4000	STRUCTURED SPORTING FACILITIES	Specific Buildings Facility and Car Park Ranking Criteria added
4001	CULTURAL & LIBRARY FACILITIES	Specific Buildings Facility Ranking Criteria added
4002	INDOOR LEISURE FACILITIES	Specific Buildings Facility Ranking Criteria added
4003	FAMILY & CHILDREN SERVICES BUILDINGS & FACILITIES	Specific Buildings Facility Ranking Criteria added
4004	AGED CARE BUILDINGS	Specific Buildings Facility Ranking Criteria added
4005	COMMUNITY BUILDINGS AND FACILITIES FOR OTHERS	Specific Buildings Facility Ranking Criteria added
4006	NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES	No Change
4007	ROAD & BRIDGE CONSTRUCTION	No Change
4008	LOCAL AREA TRAFFIC MANAGEMENT SCHEMES	Minor Change
4009	NEW BICYCLE / SHARED PATHS	No Change
4010	LOCAL ROAD SAFETY INITIATIVES	No Change
4011	PUBLIC TRANSPORT INFRASTRUCTURE	No Change
4012	NEW PLANT & MACHINERY	No Change
4013	LAND ACQUISITION	No Change
4014	UNSTRUCTURED RECREATION	No Change
4015	PLACE MANAGEMENT	No Change
4016	STREETSCAPE UPGRADES	No Change
4017	STORMWATER UPGRADES	Minor Change
4018	SUSTAINABILITY INITIATIVES	No Change
4019	CIVIC & CORPORATE BUILDINGS & FACILITY UPGRADES	No Change
4020	INFORMATION COMMUNICATION TECHNOLOGY (ICT)	Not included - Ranking criteria are reviewed through the ICT governance committee
4021	SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES	Significant Change
4022	INTEGRATED STORMWATER SOLUTIONS	Minor Change
4023	COMMUNITY SAFETY INITIATIVES	No Change

Where the criteria have been revised, a copy of the current format (used to develop the 2018-2022 Program) has been included in Appendix B. As noted in the above table, this applies to eleven (11) programs. All other programs have been reviewed for consistency of terminology to ensure compatibility when referencing key plans, strategies and policies. Where appropriate, redundant terminology has been removed.

2.2 Basis for Amendments

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

A specific ranking criteria has been added for use on building facilities in the following subprograms:

- 4000 – Structured Sporting Facilities
- 4001 – Cultural & Library Facilities
- 4002 – Indoor Leisure Facilities
- 4003 – Family & Children Services Buildings & Facilities Program
- 4004 – Aged Care Buildings
- 4005 – Community Buildings and Facilities for others

The criteria adopts a consolidated scoring process applied across all six individual New/Upgrade sub programs. The criteria rank the building facilities against Council strategic plans, risk, finance and asset service delivery improvements.

The consolidated criteria will enable a more consistent approach to the prioritisation of investment in new buildings and building upgrades across these six programs.

Program 4008 – Local Area Traffic Management:

The ranking criteria for the Local Area Traffic Management (LATM) Program was modified last year to address safety issues using a more balanced weighting between accidents, traffic volume and traffic speed.

Minor changes in scoring are proposed so that streets on the program list for a number of years are balanced against streets with current accident, speed and volume issues. More emphasis placed on speeds higher than 50 kilometres per hour will also enable the program to be more effective.

The sub criteria scoring for Isolated Traffic Treatments has also been modified in line with the above changes and to gain a better balance between the type of user injured and the recorded accidents.

Program 4017 – Stormwater Upgrades & Program 4022 - Integrated Stormwater Solutions:

The ranking criteria for both these programs was amended to allow a more comprehensive and pragmatic approach to scoring. The criteria continues to rank the stormwater projects across governance and risk, economic, financial and environmental benefits, however uses a catchment based set of criteria to assess parameters relating to stormwater management within the municipality.

Program 4021 – Sustainable Initiatives for Outdoor Structured Facilities:

The previous ranking criteria has been replaced with the ranking criteria used for the stormwater sub programs, as per above. The change allows all stormwater projects to be assessed at a catchment scale.

Program 4020 – Information Communications Technology:

The ranking criteria is now reviewed through the ICT governance committee, incorporating representation from Councillors, independent representatives and key staff. It is no longer reported in the Capital Works program.

2.3 Utilisation of ranking criteria

The ranking criteria are now presented for Council's endorsement following which, these criteria will be utilised to prepare the Draft 2019-2023 Capital Works Program for New/Upgrade projects for Council's consideration.

During 2018/2019 budget deliberations, Councillors were presented with an indicative 5 year Capital Works program for new and upgraded works across all programs, which broadly aligned with the funding parameters of the Long Term Financial Forecast.

The formally adopted Capital Program for 2018/2019 endorsed a one year program of works. This 2019/2020 approach will continue to present a five year horizon of upcoming Capital Works Programs, giving focus to the first year of delivery.

The Draft Program will be presented to Council as part of preparing the draft 2019/2020 budget, with the ranking of projects within programs presented. It is to be noted that where changes to ranking criteria have been endorsed by Council, this may result in some re-ordering of project relative to presentation of the previous year's program. This may impact on the timing of delivery across a five year horizon.

3. CONSULTATION

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

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

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

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

The Capital Works Program and its management are consistent with the goals of the Knox Community and Council Plan 2017-2021:

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

Also, the Integrated Community Facility Planning Policy supports the Knox Community and Council Plan 2017-2021 by providing direction for the planning and development of multipurpose community facilities in Knox, to assist in optimising use of Council resources including land, facilities and services for maximum community benefit.

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 – Capital Works, Gene Chiron - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Manager – Sustainable Infrastructure, Matt Hanrahan - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

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

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator, Capital Works, Gene Chiron

Report Authorised By: Director, Engineering & Infrastructure, Ian Bell

Attachments

1. Capital Works Program - Proposed Ranking Criteria - 2019-23 (D 18-362888) **[8.1.1]**
2. Capital Works Program - Ranking Criteria - 2018-19 (D 18-369724) **[8.1.2]**

APPENDIX A

PROPOSED RANKING CRITERIA – 2019-2023

4000 - 4023 NEW/UPGRADE

4000 STRUCTURED SPORTING FACILITIES

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

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

Economic / Financial Impact		
Confirmed financial commitment (e.g. Bank statement).	Yes	3
	No	0
To what extent is the community group/club financially contributing to this project?	Exceeds the Policy	12
	Meets the Policy	8
	Below the Policy	2
	Not at all	0
Maximum Possible Score		100

Assessment Criteria for Buildings in Structured Sporting Facilities			
	Maximum Score	Description	Score
Alignment with Strategic Plans			
Community and Council Plan	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
Council Strategies and Other Plans	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
Risk			
Regulatory compliance	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
Risk if project does not proceed	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0
Financial			

External funding	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
Lifecycle cost impact	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
Renewal Indicator (RI) = Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
Asset Service Delivery Improvement			
Asset Performance	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
Maximum Possible Score			100

4000A CAR PARKS IN STRUCTURED SPORTING FACILITIES

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

Assessment Criteria for Car Parks in Structured Sporting Facilities	Rating	Score
Is the project consistent with Council's Sporting Reserve & Facility Development Guidelines Policy?	Yes No	10 0
Do the Community Plan, Leisure Plan, or other relevant planning documents support the project?	Yes No	10 0
What is the level of risk exposure to Council and the community should the project not be undertaken?	High Medium Low None	20 15 5 0
To what extent has planning been undertaken for this project?	Significant Moderate Minimal None	20 15 10 0
Is there any external funding tied to this project? (i.e. election commitment)	Yes > 50% Yes < 50% No	10 5 0
Does the project improve accessibility for all users? (in particular people with a disability, seniors, etc.)	Yes No	10 0
To what extent are tenant community groups/users of the site contributing financially towards the project? (refer to Sporting Club Financial Contributions Towards Reserve Developments Policy)	Exceeds Policy Meets Policy / Nil	10 0
Number of club members and regular casual users per week that will benefit from the project?	500+ 250 to 499 100 to 249 < 100	10 7.5 5 0
Maximum Possible Score		100

4001 CULTURAL AND LIBRARY FACILITIES

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

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

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

Assessment Criteria for Buildings in Cultural & Library Facilities			
	Maximum Score	Description	Score
Alignment with Strategic Plans			
Community and Council Plan	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
Council Strategies and Other Plans	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
Risk			
Regulatory compliance	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
Risk if project does not proceed	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0
Financial			
External funding	10	Project to be 50% or more funded by a grant, or external organisation	10

		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
Lifecycle cost impact	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
Renewal Indicator (RI) = Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
Asset Service Delivery Improvement			
Asset Performance	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
Maximum Possible Score			100

4002 INDOOR LEISURE FACILITIES

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

Assessment Criteria for Indoor Leisure Facilities, not including Buildings	Rating	Score
Governance		
Is the project supported by the Community and Council Plan, key strategy or Planning documents or other relevant leisure plans or relevant State and Federal standards?	Yes No	12 0
Risk exposure to the community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium Low None	15 5 0
Social / Community Engagement / Community Benefit		
To what extent has planning for this project been undertaken?	Significantly (Detailed design/costing and Stakeholder sign-off) Moderately (Concept design/Quantity Survey Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	10 5 2 0
Catchment visitation	Regional Municipal	10 2
Number of groups/individuals benefiting from the project?	4 or more 2 or more 1 or more 0	10 4 2 0
Does the project encourage greater leisure participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors and socially isolated individuals and communities?	All 5 4 3 1-2 0	12 8 4 2 0
Environmental		
Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively Moderately No	6 3 0
Economic / Financial Impact		
Impact of economic contribution to the Community.	Significantly Moderately Slightly Not at all	7 3 1 0
Impact on recurrent costs.	Decrease Same Increase	6 3 0
Extent of external funding partnership.	> 50% < 50% None	12 6 0
Maximum Possible Score		100

Assessment Criteria for Buildings in Indoor Leisure Facilities			
	Maximum Score	Description	Score
Alignment with Strategic Plans			
Community and Council Plan	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
Council Strategies and Other Plans	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
Risk			
Regulatory compliance	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
Risk if project does not proceed	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0
Financial			
External funding	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
Lifecycle cost impact	10	RI equal to or greater than 20%	10

Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
Renewal Indicator (RI) = Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
Asset Service Delivery Improvement			
Asset Performance	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
Maximum Possible Score			100

4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES

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

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

Assessment Criteria for Family & Children Services Buildings & Facilities, not including Buildings	Rating	Score
Governance		
<p>1. Is the project required to ensure that the infrastructure meets the following requirements?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Legislative requirements; Regulatory requirements; Australia's National Quality Framework for Early Childhood Education & Care Services Department of Education and Training (DET) compliance notice. 	If yes, refer to Program Area 2000 - Legal Requirements	N/A
<p>2. Is the project supported by?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Community and Council Plan Council Policies Council Resolutions Approved Service Plans Service Level Agreements 	Not at all Slightly Fully Significantly	0 3 6 8
<p>3. What is the risk exposure to the community/Council should the project not be undertaken?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Use Council's Risk Management Framework to help identify and classify risks (Appendix A) 	Not at all Slightly Fully Significantly	0 5 10 15
Rationale		
<p>4. Is there evidence to support the current & future demand for an early years service at the facility?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Service planning outcomes Based on the most recent demand/supply data for the relevant service type in the municipality The capacity of non-Council services to address the need 	Not at all Slightly Fully Significantly	0 5 10 15

<p>5. Does the project strengthen and/or enhance the capacity for the facility to support early years integrated service delivery? To what extent does the project contribute to current and future requirements of the facility?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Accommodate integrated multi use purposes; • Community Facilities Planning Policy; • Increased capacity for multipurpose, co-location or integration of services and programs • Previous submissions regarding facility requirements • Council's Community Facilities Planning Policy? • Improves range, quality, delivery and access to services. 	<p>Not at all Slightly Fully Significantly</p>	<p>0 5 10 15</p>
Social / Community Engagement / Community Benefit		
<p>6. Extent of consultation that has occurred?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Community • Families that access the service • Council Staff • Non-Council staff • Council departments • Councillors 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 8</p>
<p>7. Does this outdoor space fit with the recommended early years outdoor natural environment?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Is this non-conforming with children services regulations? • potential hazards within the play environment • Australian Playground Standards • Features that enable children to explore and experience the natural environment • Children's learning and development in natural environments 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 10</p>
Environmental/Economic		
<p>8. To what extent does the project support sustainability outcomes?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) • Sustainable design principles • Use of sustainable materials • Water conservation • Integrated transport options • Capacity to improve financial return • Capacity to reduce maintenance costs • Potential to attract other funding sources • Extent of financial contribution from user group • Location of project in relation to activity centre 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 9</p>

Financial Impact		
<p>9. To what extent has planning for this project been completed in line with Council's capital works program processes?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • None • Scoping • Concept • Final 	<p>None Scoping Concept Final</p>	<p>0 3 6 10</p>
<p>10. Has partnership funding already been identified?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Other levels of government • Committee contributions • Philanthropic 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 6 10</p>
<i>Maximum Possible Score</i>		100

Assessment Criteria for Buildings in Family & Childrens Services			
	Maximum Score	Description	Score
Alignment with Strategic Plans			
Community and Council Plan	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
Council Strategies and Other Plans	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
Risk			
Regulatory compliance	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5

		Project does not resolve regulatory issues or respond to specific industry guidelines	0
Risk if project does not proceed	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0
Financial			
External funding	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
Lifecycle cost impact	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
Renewal Indicator (RI) = Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
Asset Service Delivery Improvement			
Asset Performance	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
Maximum Possible Score			100

4004 AGED CARE BUILDINGS

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

Assessment Criteria for Aged Care, not including Buildings	Rating	Score
Eligibility		
<p>Is the project required to ensure that the infrastructure meets legislative and regulatory requirements i.e. Essential Safety Measures, National Construction Code?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Need to address relevant legislation i.e. Occupational Health and Safety and/or Risk Management, Emergency Management, Disability Discrimination Act 	Refer to Program 2000 Legal Requirements	N/A
Governance		
<p>Extent the project provides sufficient justification.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fit with Community and Council Plan <input type="checkbox"/> To what extent does the project align approved Service Plans and aligned strategies? <input type="checkbox"/> First stage development i.e. feasibility study, concept plan, preliminary design/costings <input type="checkbox"/> Previous submissions regarding facility requirements <input type="checkbox"/> Results of Disability Access Audit <input type="checkbox"/> Project scope and documentation 	Significantly Moderately Slightly Not At All	20 10 5 0
<p>Extent the project addresses non compliance issues within the facility.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Corporate Risk Profile <input type="checkbox"/> Potential to reduce risk to Council <input type="checkbox"/> Retrofitting requirements to improve accessibility 	Significantly Moderately Slightly Not At All	20 10 5 0

Planning		
<p>Extent the project addresses considerations for multipurpose use in line with Council's Integrated Community Facility Planning Policy.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? <input type="checkbox"/> Have options considered the capacity for flexible and multipurpose spaces, which could be used by other activities/user groups/operators? <input type="checkbox"/> Will options provide the greatest opportunity for multipurpose use (by comparison with a new facility or relocation to another site)? <input type="checkbox"/> Will preferred option allow for any shared program opportunities with other local facilities/user groups <input type="checkbox"/> Will preferred option allow for further expansion of the facility in the future? <input type="checkbox"/> Can preferred option be readily converted for another use/s, if required? <input type="checkbox"/> Does the design allow for flexible, multi-purpose spaces, both now and into the future? <input type="checkbox"/> Does the design allow for co-located uses within the same facility or integrated service delivery, now or into the future? <input type="checkbox"/> Does the design facilitate interaction and connections with other uses operating within the facility? <input type="checkbox"/> Does the design allow for future expansion and/or adaptive re-use to meet changing community needs over time? 	<p>Significantly Moderately Slightly Not At All</p>	<p>15 10 5 0</p>
<p>Extent to which project reflects consideration of locational criteria.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What level of support is provided for the location in the Knox Planning Scheme? <input type="checkbox"/> Do approved/proposed structure plans/masterplans impact on infrastructure/service provision for the facility/site/location. <input type="checkbox"/> Is the site accessible to its primary user groups/catchment? <input type="checkbox"/> Is the site/facility convenient to public transport? If so, what level of public transport access is available (i.e. railway station, major bus interchange or local bus route?). <input type="checkbox"/> Is there good access to activity centres, open space, pedestrian networks, other community facilities, etc? <input type="checkbox"/> Opportunities for integration with nearby retail/community uses? (e.g.: opportunities for shared car parking, cafe/retail spaces, integrated service provision/community hub enhancement). <input type="checkbox"/> Parking assessment to meet existing and future needs <input type="checkbox"/> Local cultural/heritage/community issues which may need to be addressed as part of the project? 	<p>Significantly Moderately Slightly Not At All</p>	<p>15 10 5 0</p>

Social / Community Engagement/ Community Benefit		
<p>Extent the project aligns with Community and Council Plan goals and strategies?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitates opportunities for developing partnerships & collaborative service delivery <input type="checkbox"/> Increases participation in social, cultural and economic life for people of all ages <input type="checkbox"/> Spaces and /or services cater for a diversity of user groups <input type="checkbox"/> Improves range, quality, delivery and access to services <input type="checkbox"/> Are there likely to be opportunities for improved multipurpose, co-located or integrated uses or community hubs into the future resulting from changing demographics, changes to service delivery, etc) <input type="checkbox"/> To what extent is the need and urgency for the delivery of this project to the community, taking into account: <ul style="list-style-type: none"> - support from the community - benefit to the community - risk to the community - alignment with existing Strategic Plans and Service Plans how long the need has been apparent to Council? <input type="checkbox"/> To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services and more specifically active ageing? 	<p>Significantly</p> <p>Moderately</p> <p>Slightly</p> <p>Not At All</p>	<p>15</p> <p>10</p> <p>5</p> <p>0</p>
<p>Extent to which project reflects consultation with stakeholders in line with Council's Community Engagement Policy:</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identified community needs and expectations through consultation with Council and internal stakeholders <input type="checkbox"/> Opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? 	<p>Significantly</p> <p>Moderately</p> <p>Slightly</p> <p>Not At All</p>	<p>5</p> <p>3</p> <p>1</p> <p>0</p>
Environmental		
<p>To what extent does the project support sustainability outcomes?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) <input type="checkbox"/> Sustainable design principles and use of sustainable materials 	<p>Significant</p> <p>Moderate</p> <p>Slightly</p> <p>Not at all</p>	<p>5</p> <p>3</p> <p>1</p> <p>0</p>
Economical / Financial Impact		
<p>To what extent does the project support economic development outcomes?</p> <p>Considerations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Capacity to improve financial return <input type="checkbox"/> Capacity to reduce maintenance costs <input type="checkbox"/> Potential to attract other funding sources <input type="checkbox"/> Extent of financial contribution from user group <input type="checkbox"/> Location of project in relation to activity centres <input type="checkbox"/> What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment? <input type="checkbox"/> Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation? 	<p>Significant</p> <p>Moderate</p> <p>Slightly</p> <p>Not at all</p>	<p>5</p> <p>3</p> <p>1</p> <p>0</p>
Maximum Possible Score		100

Assessment Criteria for Buildings in Aged Care			
	Maximum Score	Description	Score
Alignment with Strategic Plans			
Community and Council Plan	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
Council Strategies and Other Plans	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
Risk			
Regulatory compliance	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
Risk if project does not proceed	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0
Financial			
External funding	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
Lifecycle cost impact	10	RI equal to or greater than 20%	10

Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
Renewal Indicator (RI) = Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
Asset Service Delivery Improvement			
Asset Performance	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
Maximum Possible Score			100

4005 COMMUNITY BUILDINGS & FACILITIES FOR OTHERS

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

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

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

Assessment Criteria for Buildings in Community Buildings & Facilities for others			
	Maximum Score	Description	Score
Alignment with Strategic Plans			
Community and Council Plan	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
Council Strategies and Other Plans	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
Risk			
Regulatory compliance	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
Risk if project does not proceed	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0
Financial			
External funding	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
Lifecycle cost impact	10	RI equal to or greater than 20%	10

Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
Renewal Indicator (RI) = Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
Asset Service Delivery Improvement			
Asset Performance	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
Maximum Possible Score			100

4006 NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES

Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities	Rating	Score
Governance		
Is it part of the Principal Pedestrian Network?	Yes No	10 0
What is the Road Hierarchy?	Arterial Link Commercial Industrial Reserve Access Unsealed	15 10 10 10 10 5 0
Social / Community Engagement / Community/Health Benefit		
Is there a pedestrian generator within 800m walk?	Education Activity Centre Hospital Retirement Village Reserve Industrial None	20 20 15 10 5 5 0
Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train Principal Public Transport Network Bus Route Other Bus Route No Connectivity	20 10 5 0
Is there evidence of use?	Yes No	5 0
Is it a court or no through road? (Note: a court which has a reserve that can allow pedestrian access through to another street is not considered a no through road or court)	No Yes	10 0
Number of customer requests	3+ 1-2 0	5 2 0
Has there been a request from a mobility aid user?	Yes No	5 0
Does it link to an existing path?	Yes No	10 0
Environmental		
*Is it a site with biological significance?	Yes No	 *
Maximum Possible Score		100

*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

4007 ROAD AND BRIDGE CONSTRUCTION

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

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

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

4008 LOCAL AREA TRAFFIC MANAGEMENT SCHEMES (LATM's)

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

Assessment Criteria for Local Area Traffic Management Schemes	Rating	Score
Social / Community Engagement / Community Benefit		
Accidents per kilometre of road. - Accident statistics as recorded in VicRoads crashstats database (Latest available over a full 5 Year period)	5+ 4- 4.9 3 – 3.9 2 – 2.9 1 – 1.9 Less than 1	20 10 8 5 2 0
Traffic Volume - The 12 hour two-way traffic volume (7am-7pm) For a collector road For a local access road	6001 or more 4001-6000 3001-4000 2001-3000 1001-2000 0 – 1000 2501 or more 2001-2500 1501-2000 1001-1500 501-1000 Less than 500	20 10 8 5 2 0 20 10 8 5 2 0
Traffic Speed - The recorded 85 th %ile speed (within a 24 hour period) over 50km/hr.	+15.1 km/h or more +10.1-15km/h +5.1-10 km/h +0.1-5km/h Under 50km/hr	20 10 5 2 0
Adjacent Land Use (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	5 4 3 0
Road Geometry of the road being considered for installation of traffic devices.	Curvilinear Straight	5 0
Maximum Possible Score		80

Isolated Traffic Treatments

Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program	Rating	Score
Social / Community Engagement / Community Benefit		
For isolated intersection (2 or more treatable accidents at an intersection) OR For mid Block site (2 or more treatable accidents between intersections)		
Accident Statistics as recorded in VicRoads Crashstats database (Latest available over a full 5 Year period)	For each Fatality. For each Serious Injury. For each Minor Injury.	10 8 6
Type of user injured	Pedestrian Cyclist Motorcyclist Car driver Other	15 10 8 5 0
Accident is related to the road environment	Yes No	10 0
Customer Request	More than 3 1 to 3 0	5 2 0
Adjacent Land Use within 200m of site (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
Road geometry of the road being considered for installation of isolated traffic devices.	Curvilinear Straight	5 0
How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	5 4 3 0
Maximum Possible Score (Dependent on number of accidents)		

4009 NEW BICYCLE/SHARED PATHS

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

SHARED PATHS:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Principal Bike Network	Yes No	10 0
Road Hierarchy	Arterial Link Industrial Collector Reserve Access Unsealed	20 15 15 10 10 5 0
Social / Community Engagement / Community Benefit		
Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Education Activity Centre Industrial Hospital Reserve None	20 20 15 10 5 0
Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
Number of customer requests	3+ 1-2 0	5 2 0
Does it link to an existing on-road/off-road facility?	Shared Path On-Road Facility None	10 8 0
Environmental		
*Is it a site with biological significance?	Yes No	 *
Economic / Financial Impact		
Available funding from an external body?	Yes No	15 0
Maximum Possible Score		100

*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

ON-ROAD LANES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Path identified on the Principal Bicycle Network	Yes No	10 0
Social / Community Engagement / Community Benefit		
Crashes involving bicycles over a 5 year period	More than 5 3 to 4 1 to 2 0	20 10 5 0
Is there public transport connectivity? (i.e. a train station within 800m and a bus stop within 400m)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
Width of the road (Note: If less than 9m wide, a shared path is recommended unless a very quiet street with low volume)	13m+ wide 9-13m wide Less than 9m wide	10 5 0
Speed Zone along the street	40km/hr and less 50km/hr 60km/hr >60km/hr	15 10 5 0
Customer requests for bike lane	More than 3 1 to 3 0	10 5 0
Links to existing bike lane/shared path	Yes No	15 0
Maximum Possible Score		100

BICYCLE FACILITIES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Is the facility on an existing bike route	Shared Path On-road Bike Lane Gravel/Granitic No	25 15 5 0
Is the facility along the Principal Bike Network/identified route on the bike plan	Principal Bike Network Bike Plan None	20 10 0
Social / Community Engagement / Community Benefit		
Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Activity Centre Education Industrial Hospital Reserve None	25 20 15 10 5 0
Does it improve safety?	Yes No	10 0
Does it improve accessibility/connectivity?	Yes No	10 0
Customer request for facility	3+ 1-2 0	10 5 0
Maximum Possible Score		100

4010 LOCAL ROAD SAFETY INITIATIVE

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

Assessment Criteria for Local Road Safety Initiatives	Rating	Score
Social / Community Engagement / Community Benefit		
Regulatory Requirement (eg. street light required over a traffic device or pedestrian numbers warrant school crossing)	Yes No	10 0
Treatment addresses property damage accidents (eg. Kerb installed to reduce run off road accidents)	Yes No	10 0
Accident reduction/prevention potential	Reduce conflict points Improve Sight distance Improve pedestrian visibility Improve driver awareness None	15 10 5 2 0
Customer requests	3 or more 1-3 None	5 2 0
Identified within the Integrated Transport Plan, Pedestrian Plan, Bike Plan or Community and Council Plan	Yes No	10 0
Adjacent Land Use within 100m of site (if more than one, use the higher score)	Activity Centre Hospital Education –Primary Education –Secondary Education – Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
Bus Route	Yes No	5 0
Road Hierarchy	Link Collector Local/access	10 5 0
Environmental		
Impacts on the environment e.g. excavation required, tree removal	No Yes	5 0
Economic / Financial Impact		
Possible external funding contribution from other source	Yes No	20 0
Maximum Possible Score		100

4011 PUBLIC TRANSPORT INFRASTRUCTURE

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

Priority is based on:

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

Prioritisation of bus stop works will also be based on:

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

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

4012 NEW PLANT & MACHINERY

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

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

4013 LAND ACQUISITION

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

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

4014 UNSTRUCTURED RECREATION

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

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

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

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

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

4016 STREETScape UPGRADES: ROAD RESERVE & NATURE STRIP PLANTING

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

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

4017 STORMWATER UPGRADES

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

Assessment Criteria for Stormwater Upgrades	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
Is the proposed project in line with Knox's strategic direction under: 1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
Number of Properties suffering internal Above Floor level damage Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts Multiple Properties = 5 pts Single Property = 2 pts	15
Environmental Benefits (25 points)		
Is the project within a high value catchment (HVC)? [* = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt	7

<p>Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
<p>Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area)</p> <p style="text-align: center;">Catchment's total DCI area</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
Social and Community Benefits (25 points)		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	5
<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts</p> <p>'(a) only = 4 pts</p> <p>No = 0 pts</p>	5
<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 8 pts</p> <p>Moderate = 6 pts</p> <p>Minor = 4 pts</p> <p>No = 0 pts</p>	8
<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc</p> <p>Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts</p> <p>No = 0 pts</p>	5
<p>Will this project provide habitat?</p>	<p>Yes = 2 pts</p> <p>No = 0 pts</p>	2
Ranking Score (Total)		? / 100

4018 SUSTAINABILITY INITIATIVES

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

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

4019 CIVIC & CORPORATE BUILDING AND FACILITY UPGRADE

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

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

4020 INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)

The current ranking criteria is reviewed through the ICT governance committee, incorporating representation from Councillors, independent representatives and key staff. It is no longer reported in the Capital Works program.

4021 SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES

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

Assessment Criteria for Stormwater Upgrades	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
Is the proposed project in line with Knox's strategic direction under: 1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
Number of Properties suffering internal Above Floor level damage Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts Multiple Properties = 5 pts Single Property = 2 pts	15
Environmental Benefits (25 points)		
Is the project within a high value catchment (HVC)? [* = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt	7

<p>Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
<p>Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area)</p> <p style="text-align: center;">Catchment's total DCI area</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
Social and Community Benefits (25 points)		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	5
<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts</p> <p>'(a) only = 4 pts</p> <p>No = 0 pts</p>	5
<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 8 pts</p> <p>Moderate = 6 pts</p> <p>Minor = 4 pts</p> <p>No = 0 pts</p>	8
<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc</p> <p>Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts</p> <p>No = 0 pts</p>	5
<p>Will this project provide habitat?</p>	<p>Yes = 2 pts</p> <p>No = 0 pts</p>	2
Ranking Score (Total)		? / 100

4022 INTEGRATED STORMWATER SOLUTIONS

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

Assessment Criteria for Stormwater Upgrades	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
Is the proposed project in line with Knox's strategic direction under: 8) Knox Community and Council Plan 9) WSUD & Stormwater Management Strategy 2010 10) Sustainable Water Use Plan 11) Drainage Asset Management Plan 2010 12) Revegetation Plan 13) Stormwater Catchment # Master Plan (SC#MP) 14) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
Number of Properties suffering internal Above Floor level damage Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts Multiple Properties = 5 pts Single Property = 2 pts	15
Environmental Benefits (25 points)		
Is the project within a high value catchment (HVC)? [* = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt	7

<p>Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
<p>Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area)</p> <p style="text-align: center;">Catchment's total DCI area</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
Social and Community Benefits (25 points)		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	5
<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts</p> <p>'(a) only = 4 pts</p> <p>No = 0 pts</p>	5
<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 8 pts</p> <p>Moderate = 6 pts</p> <p>Minor = 4 pts</p> <p>No = 0 pts</p>	8
<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc</p> <p>Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts</p> <p>No = 0 pts</p>	5
<p>Will this project provide habitat?</p>	<p>Yes = 2 pts</p> <p>No = 0 pts</p>	2
Ranking Score (Total)		? / 100

4023 COMMUNITY SAFETY INITIATIVES

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

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

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

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

APPENDIX B

CAPITAL WORKS RANKING CRITERIA – 2018-22

(Previous iteration of ranking criteria for those programs which incorporated major amendment for 2019-2023)

Article I. 4000 STRUCTURED SPORTING RESERVE FACILITIES

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

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

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COUNCIL – ENGINEERING & INFRASTRUCTURE

22 October 2018

Economic / Financial Impact		
Confirmed financial commitment (e.g. Bank statement).	Yes	3
	No	0
To what extent is the community group/club financially contributing to this project?	Exceeds the Policy	12
	Meets the Policy	8
	Below the Policy	2
	Not at all	0
Maximum Possible Score		100

4001 ARTS AND CULTURAL FACILITIES

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

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

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COUNCIL – ENGINEERING & INFRASTRUCTURE

22 October 2018

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

Article II.

Article III. 4002 INDOOR LEISURE FACILITIES

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

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

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COUNCIL – ENGINEERING & INFRASTRUCTURE

22 October 2018

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

Article IV.4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES

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

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

Assessment Criteria for Family & Children Services Buildings & Facilities Projects	Rating	Score
Governance		
<p>1. Is the project required to ensure that the infrastructure meets the following requirements?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Legislative requirements; Regulatory requirements; Australia's National Quality Framework for Early Childhood Education & Care Services Department of Education and Training (DET) compliance notice. 	If yes, refer to Program Area2000-Legal Requirements	N/A
<p>2. Is the project supported by?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Community and Council Plan Council Policies Council Resolutions Approved Service Plans Service Level Agreements 	Not at all Slightly Fully Significantly	0 3 6 8
<p>3. What is the risk exposure to the Community/Council should the project not be undertaken?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Use Council's Risk Management Framework to help identify and classify risks (Appendix A) 	Not at all Slightly Fully Significantly	0 5 10 15
Rationale		
<p>4. Is there evidence to support the current & future demand for an early years service at the facility?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Service planning outcomes Based on the most recent demand/supply data for the relevant service type in the municipality The capacity of non-Council services to address the need 	Not at all Slightly Fully Significantly	0 5 10 15

<p>5. Does the project strengthen and/or enhance the capacity for the facility to support early years integrated service delivery? To what extent does the project contribute to current and future requirements of the facility?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Accommodate integrated multi use purposes; Community Facilities Planning Policy; Increased capacity for multipurpose, co-location or integration of services and programs Previous submissions regarding facility requirements Council's Community Facilities Planning Policy? Improves range, quality, delivery and access to services. 	<p>Not at all Slightly Fully Significantly</p>	<p>0 5 10 15</p>
Social / Community Engagement / Community Benefit		
<p>6. Extent of consultation that has occurred?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Community Families that access the service Council Staff Non-Council staff Council departments Councillors 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 8</p>
<p>7. Does this outdoor space fit with the recommended early years outdoor natural environment?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Is this non-conforming with children services regulations? potential hazards within the play environment Australian Playground Standards Features that enable children to explore and experience the natural environment Children's learning and development in natural environments 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 10</p>
Environmental/Economic		
<p>8. To what extent does the project support sustainability outcomes?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) Sustainable design principles Use of sustainable materials Water conservation Integrated transport options Capacity to improve financial return Capacity to reduce maintenance costs Potential to attract other funding sources Extent of financial contribution from user group Location of project in relation to activity centre 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 9</p>

Financial Impact		
<p>9. To what extent has planning for this project been completed in line with Council's capital works program processes?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • None • Scoping • Concept • Final 	<p>None Scoping Concept Final</p>	<p>0 3 6 10</p>
<p>10. Has partnership funding already been identified?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Other levels of government • Committee contributions • Philanthropic 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 6 10</p>
<i>Maximum Possible Score</i>		100

Article V. 4004 ACTIVE AGEING AND DISABILITY SERVICES BUILDINGS

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

Assessment Criteria for Active Ageing and Disability Services Buildings	Rating	Score
Eligibility		
<p>Is the project required to ensure that the infrastructure meets legislative and regulatory requirements i.e. Essential Safety Measures, National Construction Code?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Need to address relevant legislation i.e. Occupational Health and Safety and/or Risk Management, Emergency Management, Disability Discrimination Act 	Refer to Program 2000 Legal Requirements	N/A
Governance		
<p>Extent the project provides sufficient justification.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fit with Community and Council Plan <input type="checkbox"/> To what extent does the project align approved Service Plans and aligned strategies? <input type="checkbox"/> First stage development i.e. feasibility study, concept plan, preliminary design/costings <input type="checkbox"/> Previous submissions regarding facility requirements <input type="checkbox"/> Results of Disability Access Audit <input type="checkbox"/> Project scope and documentation 	Significantly Moderately Slightly Not At All	20 10 5 0
<p>Extent the project addresses non compliance issues within the facility.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Corporate Risk Profile <input type="checkbox"/> Potential to reduce risk to Council <input type="checkbox"/> Retrofitting requirements to improve accessibility 	Significantly Moderately Slightly Not At All	20 10 5 0

Planning		
<p>Extent the project addresses considerations for multipurpose use in line with Council's Integrated Community Facility Planning Policy.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? <input type="checkbox"/> Have options considered the capacity for flexible and multipurpose spaces, which could be used by other activities/user groups/operators? <input type="checkbox"/> Will options provide the greatest opportunity for multipurpose use (by comparison with a new facility or relocation to another site)? <input type="checkbox"/> Will preferred option allow for any shared program opportunities with other local facilities/user groups <input type="checkbox"/> Will preferred option allow for further expansion of the facility in the future? <input type="checkbox"/> Can preferred option be readily converted for another use/s, if required? <input type="checkbox"/> Does the design allow for flexible, multi-purpose spaces, both now and into the future? <input type="checkbox"/> Does the design allow for co-located uses within the same facility or integrated service delivery, now or into the future? <input type="checkbox"/> Does the design facilitate interaction and connections with other uses operating within the facility? <input type="checkbox"/> Does the design allow for future expansion and/or adaptive re-use to meet changing community needs over time? 	<p>Significantly Moderately Slightly Not At All</p>	<p>15 10 5 0</p>
<p>Extent to which project reflects consideration of locational criteria.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What level of support is provided for the location in the Knox Planning Scheme? <input type="checkbox"/> Do approved/proposed structure plans/masterplans impact on infrastructure/service provision for the facility/site/location. <input type="checkbox"/> Is the site accessible to its primary user groups/catchment? <input type="checkbox"/> Is the site/facility convenient to public transport? If so, what level of public transport access is available (i.e. railway station, major bus interchange or local bus route?). <input type="checkbox"/> Is there good access to activity centres, open space, pedestrian networks, other community facilities, etc? <input type="checkbox"/> Opportunities for integration with nearby retail/community uses? (e.g.: opportunities for shared car parking, cafe/retail spaces, integrated service provision/community hub enhancement). <input type="checkbox"/> Parking assessment to meet existing and future needs <input type="checkbox"/> Local cultural/heritage/community issues which may need to be addressed as part of the project? 	<p>Significantly Moderately Slightly Not At All</p>	<p>15 10 5 0</p>

Social / Community Engagement/ Community Benefit		
<p>Extent the project aligns with Community and Council Plan goals and strategies?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitates opportunities for developing partnerships & collaborative service delivery <input type="checkbox"/> Increases participation in social, cultural and economic life for people of all ages <input type="checkbox"/> Spaces and /or services cater for a diversity of user groups <input type="checkbox"/> Improves range, quality, delivery and access to services <input type="checkbox"/> Are there likely to be opportunities for improved multipurpose, co-located or integrated uses or community hubs into the future resulting from changing demographics, changes to service delivery, etc) <input type="checkbox"/> To what extent is the need and urgency for the delivery of this project to the community, taking into account: <ul style="list-style-type: none"> - support from the community - benefit to the community - risk to the community - alignment with existing Strategic Plans and Service Plans how long the need has been apparent to Council? <input type="checkbox"/> To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services and more specifically active ageing? 	<p>Significantly 15</p> <p>Moderately 10</p> <p>Slightly 5</p> <p>Not At All 0</p>	
<p>Extent to which project reflects consultation with stakeholders in line with Council's Community Engagement Policy:</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identified community needs and expectations through consultation with Council and internal stakeholders <input type="checkbox"/> Opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? 	<p>Significantly 5</p> <p>Moderately 3</p> <p>Slightly 1</p> <p>Not At All 0</p>	
Environmental		
<p>To what extent does the project support sustainability outcomes?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) <input type="checkbox"/> Sustainable design principles and use of sustainable materials 	<p>Significant 5</p> <p>Moderate 3</p> <p>Slightly 1</p> <p>Not at all 0</p>	
Economical / Financial Impact		
<p>To what extent does the project support economic development outcomes?</p> <p>Considerations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Capacity to improve financial return <input type="checkbox"/> Capacity to reduce maintenance costs <input type="checkbox"/> Potential to attract other funding sources <input type="checkbox"/> Extent of financial contribution from user group <input type="checkbox"/> Location of project in relation to activity centres <input type="checkbox"/> What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment? <input type="checkbox"/> Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation? 	<p>Significant 5</p> <p>Moderate 3</p> <p>Slightly 1</p> <p>Not at all 0</p>	
Maximum Possible Score		100

4005 COMMUNITY BUILDINGS & FACILITIES FOR OTHERS

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

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

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

4008 LOCAL AREA TRAFFIC MANAGEMENT SCHEMES (LATM's)

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

Assessment Criteria for Local Area Traffic Management Schemes	Rating	Score
Social / Community Engagement / Community Benefit		
Accidents per kilometre of road. -Accident statistics as recorded in VicRoads crashstats database (Latest available over a full 5 Year period)	5+	20
	4- 4.9	10
	3 – 3.9	8
	2 – 2.9	5
	1 – 1.9	2
	Less than 1	0
Traffic Volume - The 12 hour two-way traffic volume (7am-7pm) For a collector road For a local access road	6001 or more	20
	4001-6000	10
	3001-4000	8
	2001-3000	5
	1001-2000	2
	0 – 1000	0
	2501 or more	20
	2001-2500	10
	1501-2000	8
	1001-1500	5
	501-1000	2
	Less than 500	0
Traffic Speed - The recorded 85 th %ile speed (within a 24 hour period) over the speed limit.	+15.1 km/h or more	20
	+10.1-15km/h	10
	+5.1-10 km/h	5
	+0.1-5km/h	2
	Under the speed limit	0
Adjacent Land Use (if more than one, use the higher score)	Activity Centre	10
	Hospital	8
	Education -Primary	8
	Education -Secondary	5
	Education-Children centre	5
	Local shops	4
	Retirement village	4
	Community hall/church	4
	Reserve (Active/play equipment, Passive)	2
	On-Road use (School crossing, bike path)	2
	Industrial	1
	None	0
	How long has the site been on the list?	5 years or more
4 years		8
3 years		5
Less than 2 years		0
Road Geometry of the road being considered for installation of traffic devices.	Curvilinear	5
	Straight	0
Maximum Possible Score		85

Isolated Traffic Treatments

Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program	Rating	Score
Social / Community Engagement / Community Benefit		
For isolated intersection (2 or more treatable accidents at an intersection) OR For mid Block site (2 or more treatable accidents between intersections)		
Accident Statistics as recorded in VicRoads Crashstats database (Latest available over a full 5 Year period)	For each Fatality. For each Serious Injury. For each Minor Injury.	10 8 6
Type of user injured	Pedestrian Cyclist Motorcyclist Car driver Other	20 10 8 5 0
Accident is related to the road environment	Yes No	10 0
Customer Request	More than 3 1 to 3 0	5 2 0
Adjacent Land Use within 200m of site (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 4 2 2 1 0
Road geometry of the road being considered for installation of isolated traffic devices.	Curvilinear Straight	5 0
How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	10 8 5 0
Maximum Possible Score (Dependent on number of accidents)		

4017 STORMWATER UPGRADES

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

Assessment Criteria for Stormwater Upgrades	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
Is the proposed project in line with Knox's strategic direction under: 1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 2008-2015 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
Does the location experience Above Floor Flooding – At what depth (D) in meters?	D > 1.2 m = 5 pts D = 0 - 1.19 m = 4 Pts D = 0.8 - 0.99m = 3 pts D = 0.35 – 0.79m = 2 pts D = 0 (underfloor flooding) = 0pts	5
What is the Depth x Velocity of main flow path (m ² /s)?	D*V > 0.84 m ² /s = 5 pts D*V = 0.6- 0.83 m ² /s = 4 pts D*V = 0.4 - 0.59 m ² /s = 3 pts D*V = 0.2 - 0.39 m ² /s = 2 pts D*V <0.2 m ² /s = 1pt	5
What is the Time to Flood Peak (hours)?	Peak < 0.5 hrs = 3 pts Peak > 0.5 hrs = 2 pts Peak > 1 hr = 1.5 pts Peak > 2 hrs = 1 pt	3
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5

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

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

4020 INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)

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

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

ICT (Project Evaluation Criteria)

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

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

4021 SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES

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

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

4022 INTEGRATED STORMWATER SOLUTIONS

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

Assessment Criteria for Stormwater Upgrades	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
Is the proposed project in line with Knox's strategic direction under: 1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 2008-2015 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
Does the location experience Above Floor Flooding – At what depth (D) in meters?	D > 1.2 m = 5 pts D = 0 - 1.19 m = 4 Pts D = 0.8 - 0.99m = 3 pts D = 0.35 – 0.79m = 2 pts D = 0 (underfloor flooding) = 0pts	5
What is the Depth x Velocity of main flow path (m ² /s)?	D*V > 0.84 m ² /s = 5 pts D*V = 0.6- 0.83 m ² /s = 4 pts D*V = 0.4 - 0.59 m ² /s = 3 pts D*V = 0.2 - 0.39 m ² /s = 2 pts D*V <0.2 m ² /s = 1pt	5
What is the Time to Flood Peak (hours)?	Peak < 0.5 hrs = 3 pts Peak > 0.5 hrs = 2 pts Peak > 1 hr = 1.5 pts Peak > 2 hrs = 1 pt	3
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5

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

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

9 Community Services Officers' Reports for consideration

9.1 Community Development Fund 2018-19 Funding Recommendations

SUMMARY: Community Partnerships Officer, Deb Robert

This report presents the recommendations of the Community Development Fund (CDF) Evaluation Panel for Council's CDF grants allocations to not-for-profit community groups within Knox for the period 2018-2019.

RECOMMENDATION

That Council:

- 1. Approve the recommendations of the 2018-19 Community Development Fund Evaluation Panel to allocate 47 grants totaling \$335,761 as provided in Appendix A of this report;**
- 2. Note that a joint celebration event for the Community Development Fund and the Leisure Minor Capital Works (LMCW) grants programs will be held on the evening of Wednesday 15 November 2018.**

1. INTRODUCTION

The Community Development Fund (CDF) provides annual grants to locally focused, not-for-profit organisations to encourage and support community activities and initiatives of Knox residents. Over the last 5 years, this Council program has provided \$1.5 million to community organisations. The CDF Program is administered in accordance with the Knox CDF Policy and CDF Evaluation Panel Terms of Reference in line with best practice principles in local grant making.

The annual allocation of CDF grants aims to:

- Support projects that encourage residents to become involved and engaged in their local community;
- Improve the health and wellbeing of Knox residents through projects that promote healthy active lifestyles and community safety;
- Build community pride, strength and resilience;
- Promote harmony and respect through projects promoting inclusion and social interaction; and
- Improve skills of Knox residents across a range of areas.

Projects and events which involve collaboration with other organisations and services, share resources within the community, and involve volunteers are favourably considered. The CDF grants encourage one-off or short-term projects, as well as offering support to established community events that have been held annually for over three years. The grants program does not fund capital works (e.g. structural building improvements), projects which are primarily fundraising events, projects currently supported by other Council grant programs or activities that are clearly the responsibility of another level of government.

Funding applications of up to \$20,000 are considered for projects that meet the CDF criteria and support the goals of the Knox Community and Council Plan 2017-2021.

The annual CDF grant application process facilitates Council contact with a diverse range of community organisations in Knox and provides insight on community activity across the municipality. The projects submitted are an indication of the needs, aspirations and interests of these organisations and the local communities they represent.

The CDF Program is an effective and positive way for Council to engage with a cross-section of community organisations and to encourage and support local activities that enhance liveability for people in Knox.

2. DISCUSSION

2.1 Applications for 2018-19

The 2018-19 CDF Program received a total of 76 applications submitted by 67 organisations, of which 24 are first time applicants. A number of organisations submitted more than one application, with a maximum of three allowed per applicant as outlined in the CDF Policy.

The number of applications for this year's round was significantly lower than last year's record high of 111 (around a 30% decrease). This decrease can be most clearly attributed to recent changes to the CDF Policy and Guidelines which removed the category for grants under \$3000.

The policy change was implemented in April 2018 to minimise duplication and confusion with the Minor Grants Program which now also offers grants up to \$3000. In 2017-18, 43 of the 111 CDF applications were requesting amounts under \$3000. A number of those smaller projects were referred for approval to the Minor Grants program last year and many initial enquiries for the 2018-19 CDF grant round were redirected to the Minor Grants Program. It should also be noted that the 2018-19 CDF Grant round ran in parallel this year with the State Government's new Pick My Project grant program which was offering grants of up to \$200,000 for local projects.

The Community Wellbeing and Governance Departments will continue to monitor the impact of the Community Development Fund Policy change on both grants programs including follow up with recent applicants.

Applications for 2018-19 CDF reflect the anticipated broad range of community priorities including equipment purchase, arts, culture and recreation and educational events, early years play space revitalisation, environmental projects, local welfare outreach initiatives, activities for support groups, community and club capacity building.

The diagrams attached in Appendix A summarises the range of applications by their contribution to Council and Community Plan goals and their primary focus.

The amount available in 2018-19 to allocate as CDF grants is \$336,039 (including an approximate GST adjustment) comprised of the following:

- \$285,000 2018-19 budget allocation for CDF grants;
- \$26,048 uncommitted 2017-18 Minor Grants budget;
- \$18,991 returned unspent CDF funds from acquitted projects;
- \$6,000 approximate GST adjustments.

2.2 Application and assessment process

The six-week submission period opened on 14 May 2018 and closed at 5pm on 2 July 2018.

Of the 76 applications received:

- 1 was determined ineligible as it was primarily a capital works project; and
- 75 were determined to be eligible for consideration.

Additional details of all CDF applications is available in Appendix A and B.

The assessment of the eligible grant applications was conducted by the 2018-19 CDF Evaluation Panel (the Panel), comprising Councillor Tony Holland (Chair), Councillor Jackson Taylor, Councillor Jake Keogh, community representatives Marcia Timmers-Leitch, Lance Deveson and Gary Saultry. Council officers from Council's Community Partnership team participated in a support capacity.

The assessment process included:

1. A preliminary meeting of the Panel held on 18 July 2018. This session provided a briefing on the number and scope of applications received by the due date and confirmed the applications eligible for assessment. Panel members with a declared conflict of interest in any applications were excluded from assessment of those applications. Panel members were required to leave any meeting when those specific projects were discussed;
2. An initial review conducted regarding eligibility and provision of required information. The Panel provided an opportunity for applicants to provide further clarification of documentation as identified, within seven days;
3. Consultation across various departments to confirm and/or clarify any particular programs or strategies relevant to applications, and to advise of potential duplicating of projects across Council;
4. CDF Panel members did their individual assessment and scoring of eligible applications against the criteria reflected in the CDF Guidelines to provide the basis for Panel discussion and deliberation;
5. All eligible applications were reviewed by the Panel at four meetings held on 28 and 30 August, and 4 and 6 September 2018, at which the proposed funding allocations for each project were discussed and determined; and
6. Applicants requesting grants over \$15,000 were offered the opportunity to make a 5 minute presentation to the Panel. All 15 of those applicants took up the opportunity and presentations were scheduled for an hour in each of the first three meetings.

The Panel had agreed at its reflection meeting the previous year to trial presentations from applicants with larger/more expensive projects in the interests of better understanding the intent and value of these projects relative to others.

Feedback from participants will be sought after CDF funding decisions have been finalised and communicated to applicants. The presentation approach will be reviewed in the 2018 Reflection Meeting where consideration will be given to the value to the Panel and how the presentations may be utilised in future grants rounds.

2.3 CDF Evaluation Panel recommendations

The Panel recommends the allocation of 47 grants to a total of \$335,761.

A table listing the 47 recommended projects with both the amount requested and the grant amount recommended is attached in Appendix B.

19 of these projects were recommended to receive a lesser amount than requested. These recommendations are based on the assessment of relative need, eligibility of requested expenses, ranking of projects against available funds and a reasonable assessment that modified project outcomes are still achievable.

Based on both the initial ranking process and subsequent discussion at Panel meetings, 28 projects have not been recommended for funding. The Panel's recommendations took account of the level of clarity in demonstrating need and conveying project objectives, the extent to which projects could be funded or supported through other avenues and the extent of benefits to Knox residents.

Any small grants applications that could be more appropriately funded through the Minor Grants Program, have been provided to the Governance Department for processing.

Unsuccessful applicants will be offered feedback on their applications and given an opportunity to discuss options for alternative funding that may be available locally or from other levels of government.

A table listing the projects not recommended for funding with the amount requested is attached in Appendix C.

All grants are subject to funding agreements which outline the conditions under which the grant is offered including reporting commitments and community group obligations in relation to advertising Council's support.

2.6 Joint Celebration Event

The joint celebration event for the Community Development Fund (CDF) and Leisure Minor Capital Works Grants program (LMCW) is scheduled for the evening of Wednesday 14 November 2018. The event will include the presentation of certificates to the successful grant recipients of both the CDF and LMCW Programs.

The event will showcase successful grants from the previous year and provide an opportunity for groups to network with other Knox organisations and discuss their respective projects.

3. CONSULTATION

Promotion of the 2018-19 CDF program commenced in February 2018 with a mail out of CDF Program information flyers to not-for-profit organisations across Knox. In April and May, advertisements were placed in local and community newspapers, and social media commenced on Council's website, Twitter and Facebook.

Notices were also posted in the Community Wellbeing Department's e-bulletin, distributed to over 300 community groups, at both the beginning and toward the end of the grant application period.

Officers met or spoke with potential applicants and held a series of daytime and evening information sessions over April, May and June at the Knox Civic Centre. More than 30 community

groups/organisations attended one-on-one meetings with Council's Community Partnership team about potential grant proposals.

The CDF Evaluation Panel – which met five times throughout the assessment process – supported active consultation and collaboration between Councillors, community representatives and Council staff. This approach brings a range of perspectives and skills to the application and assessment process to support positive community grants outcomes for our city.

4. ENVIRONMENTAL/AMENITY ISSUES

Several of the recommended projects will improve the amenity of local community facilities with the provision of more natural play environments, and one project that will promote local knowledge of Knox flora and fauna.

5. FINANCIAL & ECONOMIC IMPLICATIONS

A total amount of \$285,000 has been allocated for the CDF in the Council budget for 2018-19.

The program budget has been enhanced this year with the allocation of a carry forward of \$26,048 in unspent funds from the 2017-18 Minor Grants. In addition unspent funds of \$18,991 returned from previously funded CDF projects and a projected GST adjustment of approximately \$6000 also added to the total 2018-19 budget available for allocation. The revised total CDF budget for 2018-19 was therefore \$336,039.

Neither of these amounts are likely to be indicative of future CDF budgets. It is anticipated that there will be less carry forward of Minor Grants due to increased referral of previously CDF funded small value grants.

6. SOCIAL IMPLICATIONS

The CDF Grant Program facilitates engagement between Council and a diverse range of community groups, strengthening existing relationships, broadening understanding and initiating new collaborations. It also enables the delivery of projects/programs to contribute to the implementation of the *Knox Community and Council Plan 2017-2021*.

Grants offered through the CDF Grant Program complement the information and training support provided through Council's Community Group Training Program. Both programs contribute to the broader objective of building the capacity of local groups to be self-sustaining and viable. The recommended projects will benefit and engage a wide cross-section of the Knox community and provide opportunities for many community service organisations and residents, both as service providers and participants, to enhance community wellbeing.

CDF grants are a means by which Council supports not-for-profit community groups and assists them to be active, sustainable and resilient.

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

Goal 4 - We are safe and secure

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

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

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

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

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

Goal 6 - We are healthy, happy and well

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

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 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

8. CONFLICT OF INTEREST

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

Author – Community Partnerships Officer, Deb Robert - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

The CDF Grants Program is an important program to assist Council's role in building and supporting local community capacity and enhancing quality of life. It also supports the implementation of the *Knox Community and Council Plan 2017-2021*.

The grants are a tangible means of supporting local ideas, activities and services that benefit residents and the Knox community more broadly, as well as acknowledging the significant volunteer effort represented in many of the grant applications.

The CDF projects recommended for funding in 2018-19 represent a range of community led activities in Knox and will support a diverse cross-section of the Knox community. The projects also complement a range of Council-run activities.

Successful applicants are required to sign project specific service agreements that commit them to the provision of relevant project reporting and acquittal forms.

Unsuccessful applicants will be offered feedback on their applications and be given an opportunity to discuss options for alternative funding that may be available locally or from other levels of government.

A function to celebrate both the CDF and the LMCW Grant Programs and present certificates to successful grant applicants will be held on Wednesday 14 November 2018.

The CDF Evaluation Panel will meet for its annual reflection meeting in late November to evaluate the ongoing implementation of the CDF Grants Program and recommend any appropriate changes to Council's Policy and Procedure

10. CONFIDENTIALITY

This report does not contain any items of a confidential nature.

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Manager Community Wellbeing, Kathy Parton

Attachments

Appendix A – Application Profile Diagrams – Community Development Fund 2018-19

Appendix B – Community Development Fund 2018-19 Projects Recommended

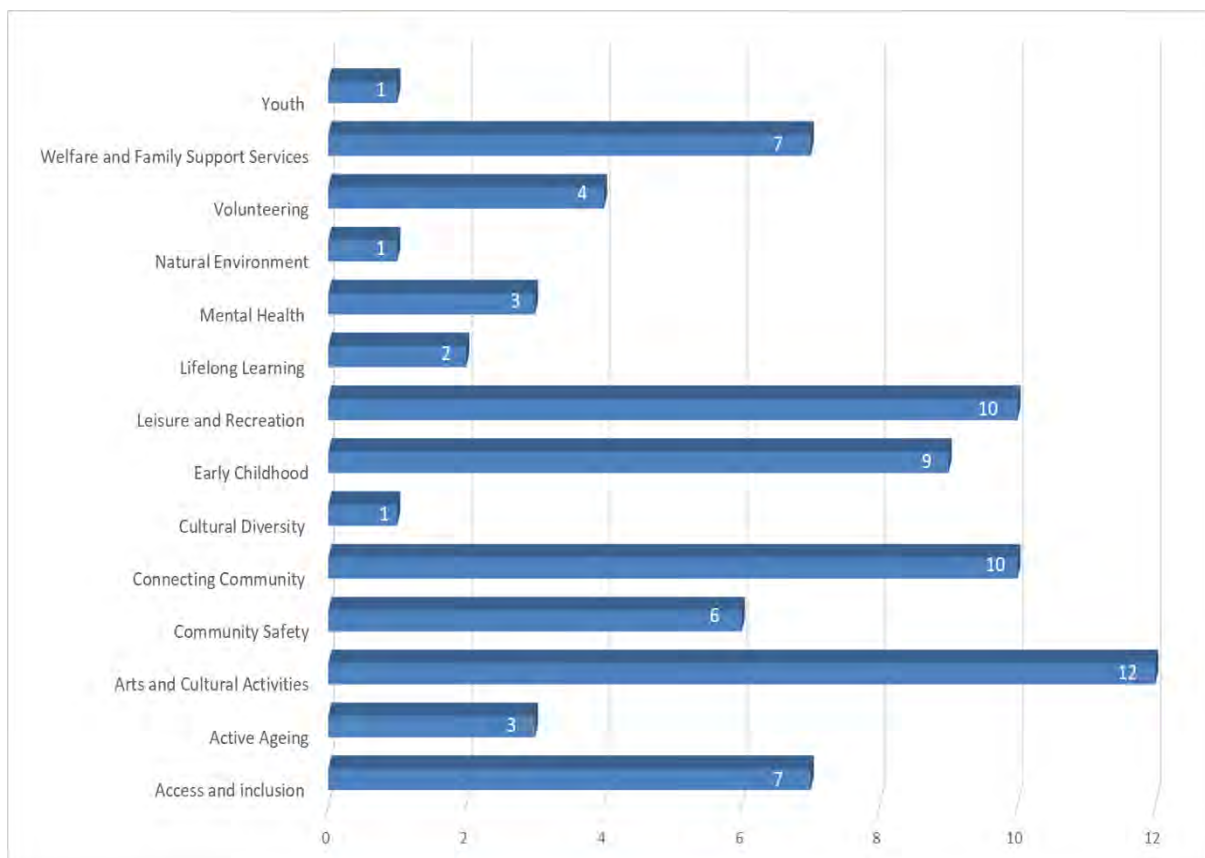
Appendix C - Community Development Fund 2018-19 Projects Not Recommended

Community Development Fund 2018-19 Funding Recommendations **2018-19**

CDF Applications Addressing Goals in the Community and Council Plan



2018-19 CDF Applications by primary focus



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APPENDIX B – Projects **recommended** for funding through 2018-19 Community Development Fund

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Anchor Inc.	Anchor Foster Care L.I.F.T. Program	Support program for Kinship carers (foster carers), including education, recognition events and family activities.	\$12,992.00	\$12,992.00
Australian Jazz Museum	Data Entry Work Stations	New computers and monitors for more effective and productive use of volunteers' time.	\$3,801.60	\$3,801.60
Belonging Matters	Housemates	Produce a digital story about a Knox resident with high disability support needs living in their home with support of housemates (Homeshare model)	\$5,088.00	\$5,088.00
Bipolar Life Victoria inc.	Bipolar Education and Enlightenment	Information sessions, training workshops and education opportunities to increase knowledge, treatment and awareness of bipolar disorder.	\$3,323.00	\$2,000.00
Boronia & The Basin Community Fete	Community Inclusion & Volunteer Support	Purchase of sturdy, portable and light weight staging to expand the number and variety of community groups participating at the fete.	\$5,000.00	\$5,000.00
Boronia Community Church of Christ	The Hub Play Cafe Playground Is Renewed	Upgrade of play equipment and renovations to existing community focused play space.	\$20,000.00	\$18,000.00
Bridges Connecting Communities	Knox Senior Safety Register	Development of a Knox Senior Safety Register for Knox residents living alone and over the age of 75	\$11,271.50	\$11,271.50
Coonara Community House	Inspiring sustainable living in Knox	Creation and publication of a community magazine and website to increase knowledge of sustainable lifestyles	\$17,542.80	\$13,542.80

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Didibahini Samaj Victoria	Be theBest	Promotion of mental, physical, emotional and spiritual health and wellbeing for Nepalese women living in Knox.	\$7,000.00	\$4,000.00
EACH	Bush Tucker Gardens Knox	Establishment of Bush Tucker Gardens in Knox preschools	\$19,800.00	\$6,600.00
Ferntree Gully Eagles Football and Netball Club Junior Divison	Community Celebration Day 2019	Family fun day celebrating and recognising the contribution of volunteers.	\$5,000.00	\$3,750.00
Ferntree Gully Eagles Football and Netball Club Junior Divison	Essential Equipment Update	Purchase of trainers' trauma and waist bags, and first aid kits.	\$11,283.90	\$3,545.95
Ferntree Gully Village Traders	Ferntree Gully Village Fair	Organisation of the annual Ferntree Gully Village Fun Day involving the community organisations and businesses located in and around the village.	\$5,000.00	\$5,000.00
Girl Guides Victoria	Promotion Materials for Knox District Girl Guides	Creation and distribution of new promotional materials for the Knox District Girl Guides to attract new recruits.	\$3,083.60	\$3,083.60
Interchange Outer East	Interchange Outer East Conference	Conference for parents, carers and Knox community members to engage with topics that interest and support them in their caring and/or professional roles	\$10,000.00	\$9,715.00
Knox and District Toy Library	Internal space redesign-shelving replacement	Replacement of shelving to create a more efficient and user-friendly toy library for the community.	\$17,992.60	\$17,992.60
Knox Boat Fishing Club Inc.	Rowville Lakes Family Fishing Day	Free family fishing day with workshops, recreational fishing and information on responsible catch and release angling.	\$3,487.00	\$3,487.00
Knox Chinese Elderly Citizens Club	Active Healty Ageing & Living	Equipment for table tennis, badminton and karaoke activities.	\$3,887.00	\$2,447.00

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Knox City Football Club	Not Your Blank Canvas - The Last Brown Wall	Create a football themed art mural on remaining blank wall of clubhouse to enhance the building facade and discourage graffiti	\$5,000.00	\$5,000.00
Knox Community Gardens Society Inc	Safety Upgrade of Garden Plot Edging	Replacement of community garden edges to ensure a safer environment for members and the visitors.	\$3,000.00	\$3,000.00
Knox Infolink Inc	Tech Up	Purchase of new computers to ensure maximum efficiency for clients, staff and volunteers.	\$6,300.00	\$6,000.00
Knox Infolink Inc	Vulnerable Kids Having Real Lives - Stage 2	Matching disadvantaged children and their families with opportunities to participate in Knox sports and leisure club activities	\$15,000.00	\$13,000.00
Knox Wind Symphony	Establish Community Band - Knox Wind Symphony	Purchase of instruments & sheet music for a balanced and sustainable ensemble of over 50 musicians.	\$20,000.00	\$20,000.00
KREW Social Motorcycle Group	KREW Unity Ride Round 4	Promotion and entertainment for annual community event for motorcycle enthusiasts to raise awareness of Motor Neuron Disease.	\$5,000.00	\$5,000.00
Liberty Avenue 3 yo Kindergarten Inc.	"Climbing: fun, fitness and friends"	Purchase of play and climbing equipment to create a challenging and inviting outdoor play space.	\$7,982.50	\$7,982.50
Life Saving Victoria	Open Water Learning Experience	Water safety and life saving skills program with local schools	\$6,435.00	\$2,500.00
Lysterfield Cricket Club	Club Games (uniting the junior & senior teams)	A one day event to improve club culture and encourage a sense of belonging within the community	\$8,775.00	\$3,000.00
Lysterfield Cricket Club	Implement Members Website with an online store	Develop an interactive website and online store to be more accessible.	\$5,200.00	\$4,000.00

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Mariemont Preschool	Furnish Seating for Communal & Social Interactions	Purchase of additional outdoor seating to enhance social interaction at the preschool.	\$6,278.00	\$5,704.00
Migrant Information Centre (Eastern Melbourne)	Knox Chinese Grandparents Playgroup	Establish a weekly facilitated playgroup for Chinese speaking grandparents.	\$18,135.00	\$18,135.00
Mountain District Learning Centre	Community connections for local homeless people	Community outreach and connection to support homeless and boarding house residents in Knox.	\$19,700.00	\$19,700.00
Mountain District Learning Centre (Ferntree Gully News)	Acknowledging Volunteers at Ferntree Gully News	Local Volunteer Week event in May and attendance at the annual Community Newspaper Association of Victoria Conference and Awards Night.	\$3,300.00	\$3,300.00
Mountain District Netball Association	IT resource for community use and education	Purchase of interactive whiteboard for visual representation at meetings, coaching workshops and education sessions.	\$5,278.00	\$5,278.00
Orana Neighbourhood House	New Life for Me	Weekly support group for women, facilitated by a qualified counsellor, to rebuild self confidence, self esteem, better health and social connections.	\$6,400.00	\$6,400.00
Rotary Club of Bayswater	The 45th Knox Art Exhibition	An annual art exhibition showcasing the work of local and established mixed media and photographic artists, and include local primary schools art displays.	\$5,000.00	\$3,000.00
Saint Pauls Anglican Church Boronia	New Fridge for Community Meal	Purchase of a new larger fridge to assist the community meal service.	\$3,487.00	\$3,487.00
SLAMS Musical Theatre Company	Procurement of Radio Microphone Packs	Purchase of radio microphone packs for use in productions.	\$19,287.40	\$5,000.00
Southern Cross Kids' Camps	Southern Cross Kids' Camps Knox	A 5-day early-intervention respite camp for disadvantaged children within the Knox municipality.	\$12,000.00	\$8,000.00

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Studfield Wantirna Community News	Upskilling SWCN Volunteers	Purchase of new laptop and software and upskilling of volunteers at annual conference workshops	\$3,790.00	\$3,790.00
Taylor's Lane Playgroup Association Inc.	Taylor's Lane Playgroup Creative Outdoor Wonderland	Increase active outdoor playspace to be safer, more accessible and easier to maintain.	\$12,000.00	\$12,000.00
Taylor's Lane Preschool	Additional storage	Purchase moveable indoor and outdoor storage units for creative play equipment.	\$3,045.85	\$3,045.85
Temple Society Australia	Growing Community	Build social connection, practical skills and community involvement through the development of a community garden.	\$19,631.00	\$19,631.00
The Basin Music Festival Association Inc.	The Basin Music Festival	Promotion, organisation and management of the annual The Basin Music Festival in March 2019	\$5,000.00	\$5,000.00
The Basin Music Festival Association Inc.	The Basin Youth Stage	Organise and manage a professional standard performance experience for young musicians and crew members	\$2,000.00	\$2,000.00
The Fields Preschool	Development of bilingual and cultural resources.	Development of bilingual and cultural resources for children and families	\$3,000.00	\$3,000.00
The Links at Waterford Residents Association Inc	Purchase of Air Conditioner / Air filter	Provide suitable room temperatures and dust free air for members	\$3,491.36	\$3,491.36
Victorian Skateboard Association (VSA)	All Aboard Skateboarding Sessions	Inclusive skateboard workshops to encourage new participants	\$20,000.00	\$5,000.00
			Total Requested	Total Recommended
			\$419,069.11	\$335,761.76

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APPENDIX C – Projects **not recommended for funding through 2018-19 Community Development Fund**

Applicant	Project/Event	Rationale	Amount Requested
Australian Jazz Museum	Upgrade of Facilities for Group Tours	Insufficient demonstration of community need relative to other applications	\$9,496.00
Bayswater Senior Citizens Inc.	Seniors care for members	Refer to other Council Grants Program	\$1,300.00
Billoopark MCHC playgroup	Building a new storage system and walking bridge.	Timing of project clashes with other Council facility improvements	\$1,4503.00
Church @ 1330	1330 Carols & Carnival	Insufficient demonstration of community need relative to other applications	\$3,000.00
EACH	Dental Health Week 2019	Refer to other Council Grants Program	\$2,280.00
Ferntree Gully Arts Society Inc	Street Art & SkateDeck Exhibition	Refer to other Council Grants Program	\$2,660.00
Ferntree Gully Bowling Club	BBQ area revamp	Insufficient demonstration of community need relative to other applications	\$8,450.00
Hindi Niketan Inc.	Holi - The Festival of Colour Celebration	Insufficient demonstration of community need relative to other applications	\$4,60.000
Hindi Niketan Inc.	Indian Republic Day and Australia Day Celebration	Insufficient demonstration of community need relative to other applications	\$3,000.00
Hungarian Community Co-Op Association Ltd	"Hungarofest"	Insufficient financial documentation for the panel to make a full assessment and insufficient evidence of consultation/collaboration	\$8,500.00

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Applicant	Project/Event	Rationale	Amount Requested
Knox City Football Club	Standing on the shoulders of Giants	Insufficient demonstration of community need relative to other applications	\$4,114.00
Knox City Football Club	All Nations Cup Multicultural Football Festival	Refer to other Council Grants Program	\$5,000.00
Knox Environment Society	KES Redevelopment: Stage 2 : Technical Component	Insufficient demonstration of community need relative to other applications	\$10,500.00
Knox Hungarian Senior Citizens Club	Senior Citizens Club	Operational costs - Insufficient clarity of project approach and demonstration of necessary partnerships	\$15,000.00
Knox PLEDGE - Temple Society Australia	Equality in our Community	Insufficient clarity of project approach and/or outcomes relative to other applicants	\$20,000.00
Lysterfield Cricket Club	Member eating facility and equipment upgrades	Insufficient clarity of project approach and demonstration of necessary partnerships	\$13,277.00
Mental Health Foundation Australia	Special Children's Performance	Substantial component of project outside the funding period	\$10,000.00
MiCare	Social Support Group for Chinese Seniors	Insufficient demonstration of community need relative to other applications	\$11,800.00
Our Lady of Lourdes Catholic Church Bayswater	Safety and Health is our Priority	Refer to other Council Grants Program	\$3,500.00
Polish Community Care Services Inc.	Polish Community Garden at Rowville	Insufficient demonstration of community need relative to other applications	\$14,500.00
River Arts Inc.	2019 Chinese Spring Music Event in Knox	Refer to other Council Grants Program	\$4,500.00

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Applicant	Project/Event	Rationale	Amount Requested
Rotary Club of Knox	Living With Suicide	Refer to other Council Grants Program	\$3,000.00
SupertoothNDK Inc	Supertooth Tooth Fairy Project	Insufficient clarity of project approach and demonstration of necessary partnerships	\$20,000.00
Swinburne Children's Centre	"Centre of Hidden Treasures"	Insufficient clarity of project approach and/or outcomes relative to other applicants	\$15,000.00
Swinburne Children's Centre	Local Indigenous Heritage Garden	Insufficient clarity of project approach and demonstration of necessary partnerships	\$7,000.00
Tennis Knox Incorporated	"Lets get Back to Tennis" Seniors Open Days	Substantial component of project outside the funding period	\$9,000.00
Wantirna Jetbacks	Reversible Playing Tops to Benefit All	Insufficient demonstration of community need relative to other applications	\$10,000.00
Wantirna Lions Club Incorporated	Foothills Community Care Service Capability	Project for equipment outside Knox	\$9,114.00
			\$ 243,094.00

10 Corporate Services Officers' Reports for consideration

10.1 Minor Grants Program Applications 2018-19

SUMMARY: Governance Officer, Damian Watson

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 one (1) recommended Minor Grants Program application for a total of \$1,500.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Orana Neighbourhood House	Funding to provide cooking workshops as part of the Zest4Life Program.	\$2,100.00	\$1,500.00

2. Refuse the one (1) Minor Grants Program Application for a total of \$1,000.00, as detailed below:

Applicant Name	Project Title	Amount Requested
Ferntree Gully Eagles Football Club	Funding to purchase achievement and recognition shields and trophies.	\$1,000.00

3. Note that inclusive of the above grants, a total of \$81,765.81 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs.

1. INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy (the Policy), effective from 25 July 2017. The maximum limit for Minor Grants Program applications was amended by Council at the Strategic Planning Committee Meeting held on 8 October 2018 to \$1,500.00.

Minor Grant applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$1,500.00.

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 \$1,500 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 24 September 2018 Ordinary Council meeting. It recommends one grant for Council's approval and recommends one application for refusal.

Applications under the Minor Grants Policy are now limited to a maximum of \$1,500.00 until a review of the Policy is completed. This change has been adopted as a measure of controlling the annual budget following a decision by Council Strategic Planning Committee Meeting on October 8 2018.

The amount recommended for the application provided by Orana Neighbourhood House was reduced to \$1,500.00 from the original amount sought of \$2,100.00 due to the enforcement of the new maximum limit of \$1,500.00 pursuant to section 6.18 of the Minor Grants Policy.

The Minor Grants Application recommended for refusal does not comply with the requirements of section 6.28 of the Policy. This section states that an application may be refused if it is retrospective, in that the application is made following the event or activity to which the funding relates is undertaken. The Ferntree Gully Eagles Football Club are seeking funding for trophies and shields which were presented at the Annual Presentation Night on September 22 2018. Therefore, the application is retrospective.

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

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

This report contains items of a confidential nature.

Report Prepared By: Governance Officer, Damian Watson

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

Nil

10.2 2017-18 Knox Annual Report

SUMMARY: Strategy & Reporting Lead, Carrie Hudson

The Council's 2017-18 Annual Report is presented to Council for consideration, in accordance with the *Local Government Act 1989*.

RECOMMENDATION

That Council:

- 1. Consider and adopt the 2017-18 Annual Report in accordance with Sections 131 and 134 of the *Local Government Act 1989*; and**
- 2. Note that the 2017-18 Annual Report has been made available via Council's website, customer service center and libraries.**

1. INTRODUCTION

Section 131 of the *Local Government Act 1989* (the Act) requires the Council to prepare and approve an Annual Report containing:

- a) a report of its operations during the financial year;
- b) audited financial statements for the financial year;
- c) a copy of the audited performance statement prepared under section 132;
- d) a copy of the report on the performance statement prepared under section 133; and
- e) any other matter required by the regulations.

2. DISCUSSION

The Council at its 3 September 2018 meeting approved in principle the year-end financial statements and the performance statement in advance of the Auditor-General's consideration.

Final audit reports on the financial statements and performance statement were received from the Auditor General on 6 September 2018 and the Annual Report was submitted to the Minister for Local Government on 21 September 2018, in accordance with the requirements of the Act. Section 134 of the Act requires Council to consider the Annual Report as soon as practicable, after it has been submitted to the Minister for Local Government.

In addition to fulfilling statutory obligations, the report of Council's performance for 2017-18 provides an opportunity to report to the Knox community about Council services and initiatives during the year.

The Annual Report continues to be produced in a primarily electronic format available through the Knox City Council website, with hard copies available by request. The report is structured as follows:

Introduction

This includes summary highlights of 2017-18, Mayoral Message and Chief Executive Officer's message, Council's vision, values, and information about Council, Councillors and the Knox organisation.

Performance Section

This section describes Knox's planning framework, outlines key services, and documents the performance of Knox against the Annual Plan 2017-18 and the Community and Council Plan 2017-18 by Goals.

The service performance indicators of the Local Government Performance Reporting Framework (LGPRF) are also included in this section. The Financial Performance and Sustainability Indicators are included in the Performance Statement. The LGPRF Governance and Management Checklist is included in the governance and statutory information section of the report.

Governance and Statutory Information

This section captures annual statutory reporting requirements, Councillor meeting attendance, documents available for inspection, audit operations and the governance and management checklist.

Performance Statement

This is the statement prepared under sections 132 and 133 of the Act and reports on the LGPRF. The regulations require explanation of any material variations for all relevant indicators. Materiality thresholds have been set at +/- 10%. The performance statement has received an unqualified report from the Auditor-General's office.

Financial Statements

This contains the financial statements as well as a guide to assist readers to understand their nature and content. These statements have received an unqualified report from the Auditor-General's office.

3. CONSULTATION

Under sections 131 and 134 of the *Local Government Act 1989*, Council is required to advertise that the 2017-18 Annual Report will be considered at an open meeting of Council after the report has been submitted to the Minister for Local Government.

A notice was placed in the *Knox Leader* on Wednesday, 10 October 2018 advising that this would be considered by Council at the 22 October 2018 Council Meeting. The Annual Report is also available from Council's customer service centre, libraries and website.

4. ENVIRONMENTAL/AMENITY ISSUES

Information about Council's achievements and aspirations for the environment are contained in the 2017-18 Annual Report.

Producing the report in a primarily electronic format saves paper resources and printing costs.

5. FINANCIAL & ECONOMIC IMPLICATIONS

An overview of Council's financial performance is presented in the 2017-18 Annual Report. The Annual Report contains a guide on how to understand the detailed financial report which includes audited financial and standard statements.

The financial position of Council is considered healthy, and the audit has been passed without qualification by the Victorian Auditor General's office.

6. SOCIAL IMPLICATIONS

Information about Council's achievements and aspirations for the community and social impacts are contained in the Annual Report 2017-18.

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

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 – Strategy and 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

The 2017-18 Annual Report is Council's performance report to the Knox community on its services, initiatives, strategies and projects during the year. It provides information about Council's achievements and progress, as well as detailed information about the financial performance of Council.

10. CONFIDENTIALITY

Nil.

Report Prepared By: Strategy and Reporting Lead, Carrie Hudson

Report Authorised By: Director Corporate Services, Michael Fromberg

Attachments

1. 2017-18 Knox Annual Report - Final - 2018-09-20 (D 18-356044) **[10.2.1]**

2017-2018


KNOX
your city

Annual Report
350 of 552



Welcome to Knox City Council's Annual Report for 2017-18.

The Annual Report provides a thorough account of Council's achievements, challenges and performance from 1 July 2017 to 30 June 2018. It also provides audited financial statements and a performance statement.



If you would like a printed copy or wish to provide feedback, please contact Council on 9298 8000 or email knoxcc@knox.vic.gov.au

Knox City Council acknowledges the traditional custodians of the City of Knox, the Wunrundjeri and Bunorong people of the Kulin Nation

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At a Glance

Community & Council Plan Goal GOAL 1

**We value our natural
and built environment**

In 2017-18 Council...

- Completed Stage One of the Boronia Renewal Project.
- Completed a Public Arts Plan as part of a commitment to build a culturally rich and engaged community through the arts.
- Continued to progress the identification and implementation of strategic and appropriate sites for dog parks in Knox.
- Continued to increase and improve the location of public place recycling bins in Knox, which has resulted in a 7% decrease in waste to landfill over the past three years.
- Planted 3,662 threatened species in 23 distinct sites.
- Planted 1,954 trees.

2017-18 Progress

Annual Plan Initiatives

4 of 4 achieved

Council Targets

Council has progressed work towards achieving the 12 Community and Council Plan targets for Goal 1.

Community & Council Plan Goal GOAL 2

**We have housing to meet
our changing needs**

In 2017-18 Council...

- Continued the implementation of the Affordable Housing Action Plan.
- Conducted the first Urban Design Workshop.
- Commenced planning for the first Knox Good Design Awards.
- Supported the development of the Stamford Park residential estate.

2017-18 Progress

Annual Plan Initiatives

1 of 3 achieved

2 of 3 at least 85% complete

Council Targets

Council has progressed work towards achieving the 4 Community and Council Plan targets for Goal 2.

Community & Council Plan Goal

GOAL 3

**We can move
around easily**

In 2017-18 Council...

- Held a Community Transport Forum to identify ways to improve services.
- Transported 16,945 clients using the Community Transport Service.
- Progressed the Parking Compliance Strategy.
- Advocated to State and Federal Governments for improved transport services including, the Rowville Rail and Knox Tram and bus services.

2017-18 Progress

Annual Plan Initiatives

1 of 3 achieved

1 of 3 95% complete

1 of 3 experienced some delays and continues to progress

Council Targets

Council has progressed work towards achieving the 7 Community and Council Plan targets for Goal 3.

Community & Council Plan Goal

GOAL 4

**We are safe
and secure**

In 2017-18 Council...

- Developed and launched a community program for the 16 days of Activism against gender violence.
- Implemented the Child Safe Standards.
- Implemented a graffiti reporting system (mobile app) in partnership with other metropolitan councils.
- Immunised 8,818 infants at Council-run sessions.

2017-18 Progress

Annual Plan Initiatives

3 of 4 achieved

1 of 4 did not receive funding and did not progress

Council Targets

Council has progressed work towards achieving the 9 Community and Council Plan targets for Goal 4.

At a Glance

Community & Council Plan Goal

GOAL 5

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

In 2017-18 Council...

- Developed the Knox Investment Plan that lists Council's highest advocacy priorities.
- Advanced the planning for the Wantirna Health Precinct.

2017-18 Progress

Annual Plan Initiatives

1 of 2 achieved

1 of 2 70% complete and continues to progress

Council Targets

Council has progressed work towards achieving the 7 Community and Council Plan targets for Goal 5.

Community & Council Plan Goal

GOAL 6

We are happy, healthy and well

In 2017-18 Council...

- Developed a strategy to address packaged alcohol outlets and links to harmful alcohol use.
- Conducted a pilot program of workshops on health and wellbeing at three sporting clubs in Knox.
- Progressed the development of an Aquatic Plan.
- Held the Knox Over 55's Zest4Life activities, which had 5,358 attendees.

2017-18 Progress

Annual Plan Initiatives

2 of 3 at least 80% complete

1 of 3 experienced unforeseen delays and will continue to progress in 2018-19

Council Targets

Council has progressed work towards achieving the 7 Community and Council Plan targets for Goal 6.

Community & Council Plan Goal

GOAL 7

We are inclusive, feel a sense of belonging and value our identity

In 2017-18 Council...

- Held Sorry Day in May 2018 which had 151 attendees.
- Coordinated NAIDOC week activities which had 150 attendees.
- Achieved a 25% increase (25,000) in attendance at the Knox Festival.
- Developed relationships with community houses for extended programming related to digital literacy.
- Reviewed and implemented changes to Council's Community Operation Funding program.
- Improved and centralised the management of volunteers in Knox.

2017-18 Progress

Annual Plan Initiatives

4 of 7 achieved

2 of 7 at least 90% complete

1 of 7 experienced delays and continues to progress

Council Targets

Council has progressed work towards achieving the 6 Community and Council Plan targets for Goal 7.

Community & Council Plan Goal

GOAL 8

We have confidence in decision making

In 2017-18 Council...

- Reviewed Council's Advisory Committees and developed a new operating model.
- Completed Council's Communication Strategy.
- Continued to progress Council's ICT Strategy to support efficiency and effectiveness and increase capacity for customer self-service.
- Developed a research and mapping function to strengthen and centralise the coordination, collection and provision of research and data to support future planning by Council.
- Developed a framework for key agency and stakeholder networking opportunities.

2017-18 Progress

Annual Plan Initiatives

4 of 5 achieved

1 of 5 80% complete and continues to progress

Council Targets

Council has progressed work towards achieving the 5 Community and Council Plan targets

Mayor's Message



Over the last 12 months we have seen some exciting progress on key local projects and initiatives that will deliver major benefits for communities across Knox.

As Mayor, working alongside my fellow Councillors, I have had the opportunity, to help shape the progress of many of these initiatives over the last 12 months. Some highlights include:

- The soon-to-be-completed Early Years Hubs in Bayswater and Wantirna South, which will transform the face of early years education in Knox for the better;
- Development of the Knox Investment Plan, which details Council's highest advocacy priorities and plans to partner with State and Federal Government, in delivering important community infrastructure projects in Knox.
- Completion of the Knox Community Access and Equity Implementation Plan. This plan aims to ensure that all people are supported to fully participate in the community, that their human rights are protected and promoted and, that they have equitable and dignified access to information, goods, service and life-opportunities.
- Completion of Stage One of the Boronia Renewal Project, including the preparation of a Boronia Strategic Community Engagement Plan.

Other projects I am proud of include the Living Rivers Program and the Enhancing our Dandenong Creek project. These last two projects will deliver significant and lasting improvements in Knox wetlands and bushland areas, and lead to greatly improved environmental as well as social outcomes.

We have also been working on a number of community safety initiatives, including building stronger links with police on important community issues such as family violence, suicide, mental health and child welfare.

Of particular note is Council's successful advocacy to secure support and funding for the delivery of the next phase of the Knox Regional Sports Park. Phase Two will potentially see the addition of ten new basketball courts, including an 8,000 seat capacity sports arena, new 5-a-side soccer pitches, a gymnastics facility and a Centre of Excellence facility and high-performance training centre.

Of no less significance is the ongoing tireless contribution of volunteers across our organisation and in the community, in support of local events, activities and initiatives such as Meals on Wheels. As Mayor I salute their efforts and thank them sincerely for all that they do on our community's behalf.

Lastly, I'd particularly like to recognise and thank George and Pat Hetrel, who topped off many years of community contribution with an incredible \$1 million donation to improve Batterham Reserve in The Basin. It is through such generosity that we nurture a strong sense of community spirit and inspire everyone to work towards our broader community goals.

A handwritten signature in black ink, appearing to read 'John Mortimore'.

Councillor John Mortimore

Knox Council Mayor

CEO's Message



I am pleased to report that, since our last Annual Report, Knox City Council has continued to build momentum in the delivery of a large number of exciting and transformational initiatives across our great city.

In keeping with goals and priorities outlined in the *Knox Community and Council Plan 2017-2021*, our Councillors and Council staff have progressed a large number of projects and initiatives of benefit to the wider Knox community.

This work has been complemented by the development and implementation of new internal processes and systems that are making Knox a more streamlined and efficient organisation. Importantly, these improvements to processes and systems are making it easier for our community to transact, interact and engage with Council.

Goals and priorities delivered in the first year of the Knox Community and Council Plan include:

- Increasing and improving the location of public place recycling bins in Knox, resulting in a 7% decrease in waste to landfill over the past three years;
- Supporting the development of the Stamford Park residential estate in Rowville;
- Developing a strategy to address packaged alcohol outlets and links to harmful alcohol use;
- Immunising 8,818 infants at Council-run immunisation sessions; and
- Advocating to State and Federal Governments for improved transport services including Rowville Rail, the Knox Tram and bus services.

Council also continues to perform strongly on service delivery to our community, including in areas like Customer Service, Active Ageing and Youth Services to name just a few. For example, Council received more than 115,000 incoming customer calls over the last year – of which 93% were resolved at the initial point of contact.

Council also delivered 29,627 hard waste bookings and planted 1,954 trees across Knox in keeping with our vision of a sustainable, clean and green city.

Council is also utilising technology to help improve and make more convenient, a range of key services it provides by making them available online. This work compliments our internal efficiency program, which continues to improve the way Council does business.

This in turn has enabled Council to deliver a well-considered Annual Budget, with a 2.25% rate increase in line with the Victorian Government's Fair Go Rates System.

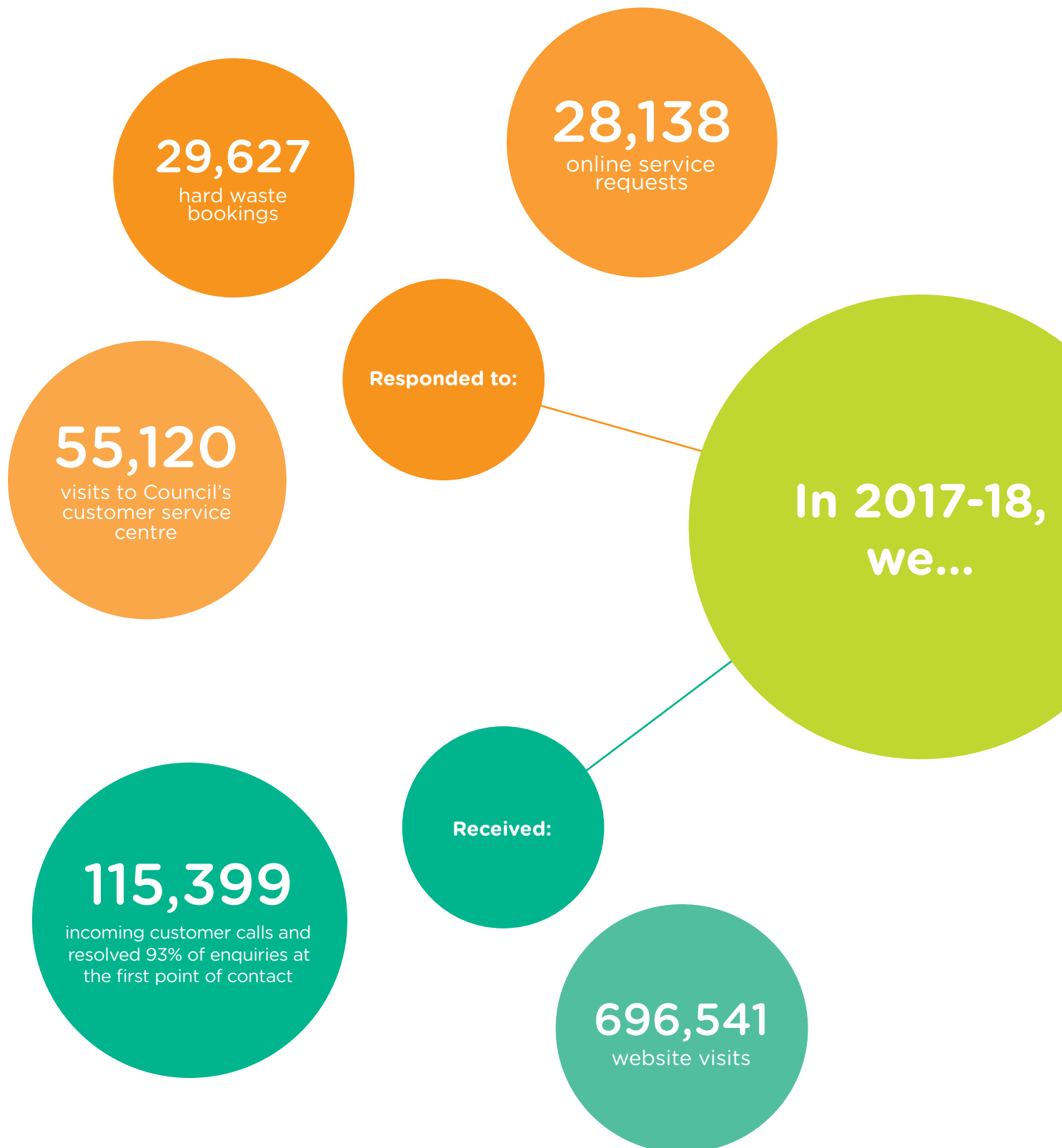
All of the above outcomes and initiatives would not, of course, be possible without the active support and strong leadership of our Councillors. I would also like to thank all Council staff for their professionalism, hard work and dedication during the past year.

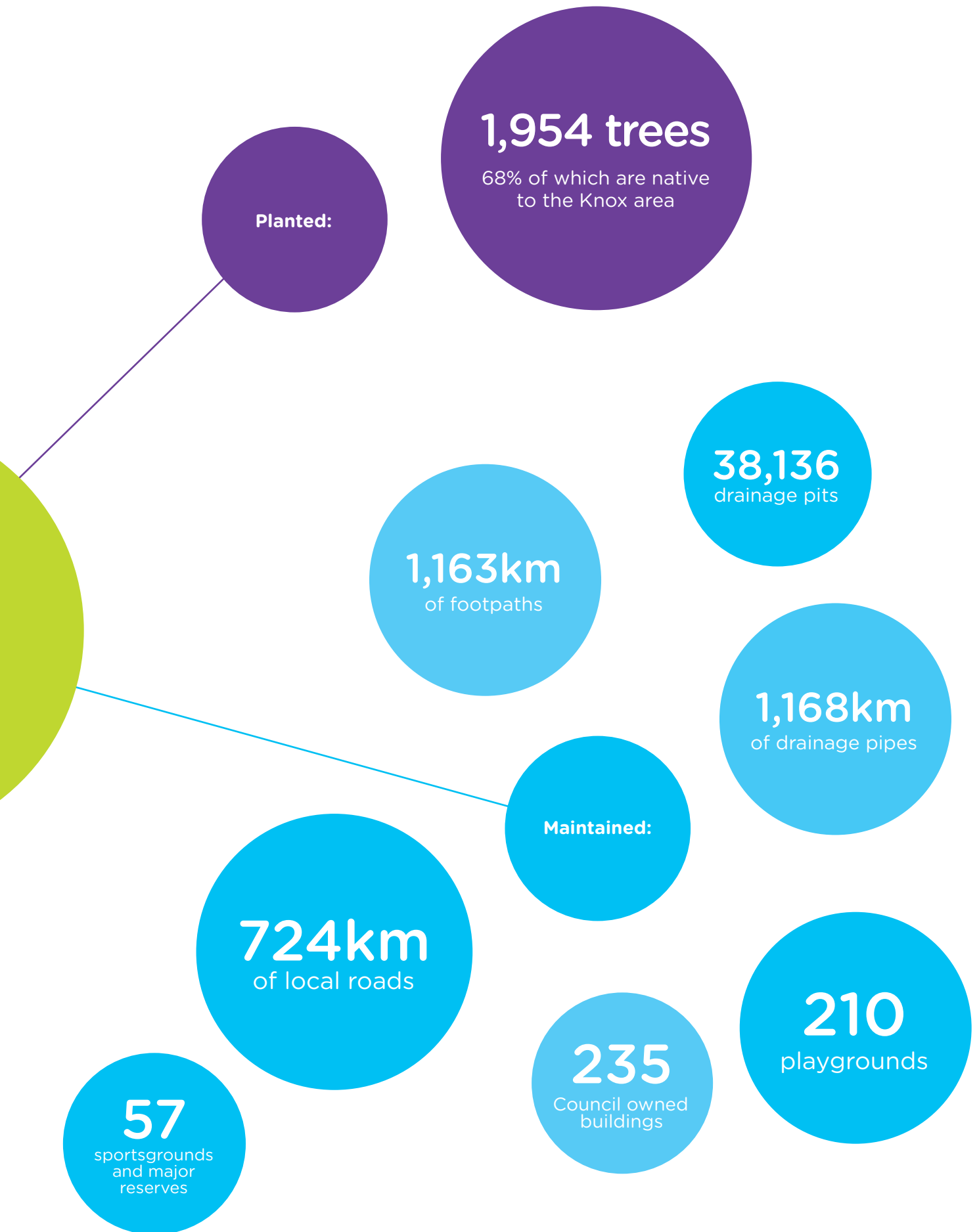
A handwritten signature in black ink, appearing to read 'Tony Doyle'.

Tony Doyle
Chief Executive Officer

Facts about Knox City Council's Services

Knox Council was responsible for the delivery and maintenance of a range of facilities, assets and services during 2017-18.





Our Purpose

The role of Knox City Council is to guide and lead the community through action, decision-making and advocacy. We will work with our community to achieve our vision for the future.

Vision 2035

The Vision 2035 statement describes the long-term aspirations of the Knox community. We asked people in the community what makes Knox what it is today and what they would like to see in Knox in the future. Many community members, businesses and other stakeholders acknowledged that Knox is a great place to live, and noted that young people don't want to leave the place where they have grown up. Therefore, Vision 2035 is about enhancing what already exists, building on our strengths and working together to overcome our challenges.

Nestled between the foothills of the Dandenong Ranges and the wetlands of the Dandenong Valley, Knox has a rich natural environment and picturesque landscape, highly valued by residents and visitors alike. Knox encompasses the best of city and suburban living. From the thriving modern city vibe of Knox Central at its heart, plentiful public open spaces, outstanding civic facilities and diverse residential offerings to its leafy suburban centres with abundant space, clean air, excellent schools and good transport links, Knox is the preferred place to live, work and play today and for generations to come.

Our Values

Council prides itself on being a values-based organisation. It has a strong reputation, with both industry and its staff, for having a workplace culture that genuinely exemplifies its values. Our values guide the way we conduct our work, interact with one another, and engage with external stakeholders and our community. They provide a foundation for consistent planning and decision-making across the organisation. Our values are:

Teamwork

Working and acting together in the interests of a common cause

- Working collaboratively with team members, other work areas and stakeholders.
- Actively contributing to and supporting the team.
- Working with others in a way that displays an attitude of being part of the Knox team.
- Dealing with any conflict in an open, constructive manner.
- Being inclusive and treating others with respect at all times.

Our Values
(cont.)**Integrity****Adhering to moral and ethical principles, being honest and trustworthy, and being authentic**

- Displaying trust, respect, honesty and accountability.
- Making realistic commitments and keeping promises.
- Communicating in an honest, open manner without breaching confidentiality.
- Taking responsibility for our own actions.
- Being respectful when speaking about others.
- Operating within organisational parameters and values, even in the face of opposition, or when a decision is unpopular.

Innovation**Change that adds value**

- Learning from our own and others' experiences.
- Being creative and trying new ideas.
- Sharing ideas.
- Willingly taking on new challenges and supporting organisational initiatives.
- Being prepared to challenge the current situation and taking considered risks, if necessary, to improve outcomes.
- Seeking ways to improve processes or perform tasks.

Service Excellence**Quality work performed for, or on behalf of, others**

- Keeping our customers/community in mind in what we do.
- Demonstrating a desire to meet agreed organisational performance and service standards.
- Demonstrating understanding and respect for diversity and inclusion.
- Aspiring to achieve high standards of personal performance.
- Communicating clearly and showing understanding for the views of others.
- Showing energy and commitment to the goals of the organisation.

Enjoying Work**Achieving satisfaction and a sense of wellbeing from work**

- Having a positive attitude about your own work.
- Contributing to the development of good team spirit and morale.
- Supporting systems and agreed procedures to ensure a safe and healthy workplace.
- Taking responsibility for the impact of our own actions.
- Joining others in appropriately celebrating team and organisational success.

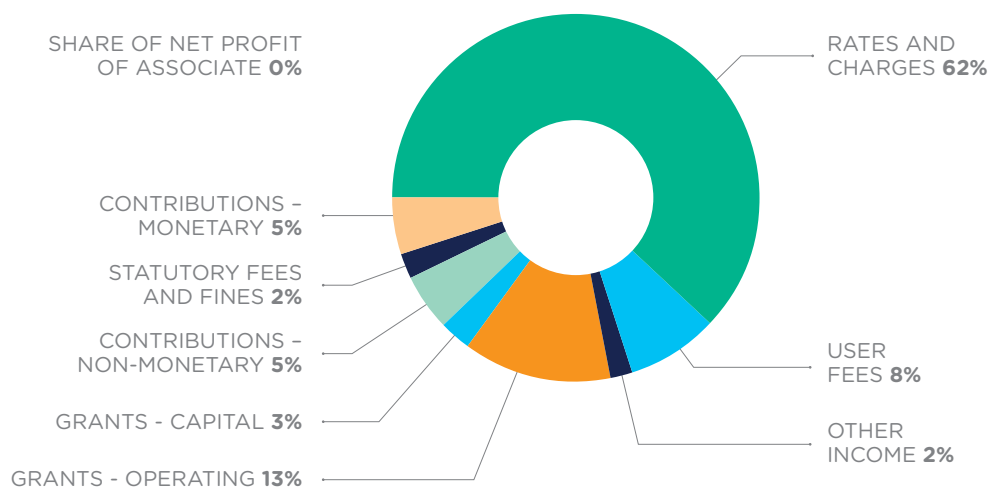
Financial Summary

Financial Performance

For the year ended 30 June 2018, Council recorded a surplus of \$31.195 million. This net surplus compares favourably with an operating budget surplus of \$3.951 million. The surplus is primarily due to higher than budgeted developer monetary contributions (\$3.876 million) and non-monetary contributions (\$7.495 million), with higher than anticipated number of developments. This has also resulted in higher than budgeted supplementary rates and charges income (\$2.166 million). Operational grants were higher than budgeted (\$2.895 million) as a result of the partial prepayment of the 2018-19 Victoria Grants Commission Financial Assistance Grant (\$3.263 million). Lower than budgeted employee costs (\$2.965 million) and materials and services (\$6.350 million) also contributed to the surplus.

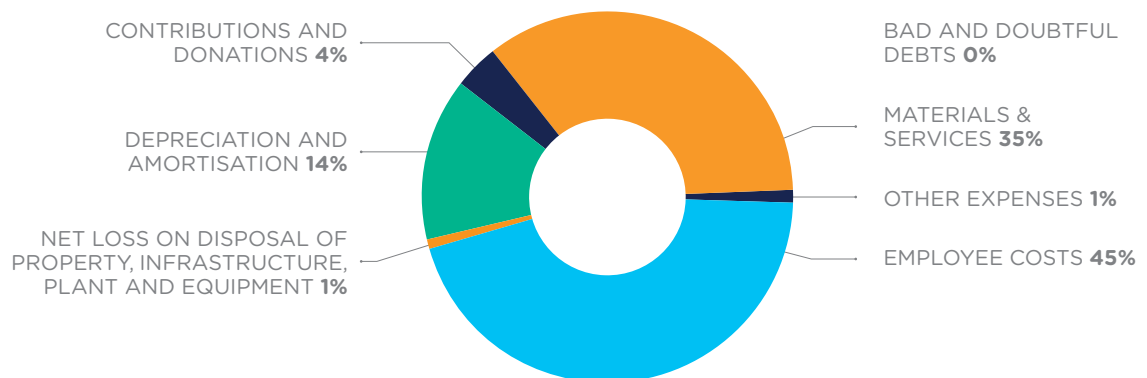
Income

Total income for the year was \$176.658 million. Overall income increased in 2017-18 by \$11.725 million, a 7.1% increase from the previous year. The majority of this income is derived from rates and charges of \$109.024 million. This represents 61.71% of the total income generated. Other major sources of income included grants of \$27.980 million, user fees of \$14.772 million, monetary contributions of \$8.808 million and non-monetary contributions (contributed assets from developments) of \$9.495 million. A breakdown of Council's income sources is shown in the following chart which highlights Council's reliance on rate income to fund community services and the renewal of community assets.



Expenses

Total expenses for 2017-18 were \$145.463 million, a decrease of \$1.018 million. A breakdown of Council's expenditure categories is shown in the following chart. It highlights that the majority of total expenses consisted of employee costs of \$65.286 million and materials and services of \$50.722 million.



Overall Financial Position

The Balance Sheet indicates that Council continues to be in a strong financial position, with a satisfactory level of cash assets and a positive working capital ratio. The working capital ratio assesses Council's ability to meet current commitments and is calculated by measuring Council's current assets against current liabilities.

Council's ratio of 2.36:1 is an indicator of Council's strong financial position. This means that Council has \$2.36 of current assets for each \$1.00 of current liabilities. Council's total net assets increased to \$2.041 billion as at 30 June 2018, which reflects the comprehensive result for the financial year.

Cash Flow

Council's cash position as at 30 June 2018 was \$64.251 million, which is represented by cash and cash equivalents of \$17.651 million and other current financial assets (term deposits) of \$46.600 million. Of this amount, \$3.683 million is restricted cash that is to be applied to trust funds and \$15.884 million to other reserves. This result represents a decrease in cash holdings from the prior year of \$3.279 million.

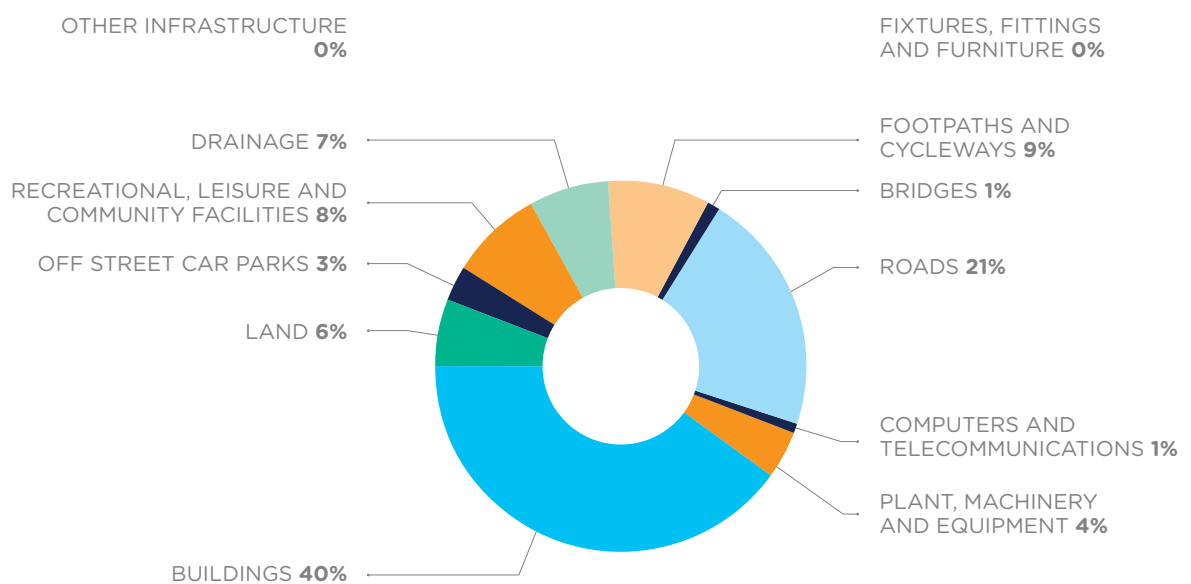
Capital Works Program

The City of Knox was largely developed between the 1960s and 1980s, with most of the roads, footpaths, drains and community buildings constructed during that time. Detailed condition assessments of many of Knox's major assets indicate that we need to allocate more funding to infrastructure renewal now to avoid increased costs in the future. To achieve long-term financial sustainability, effective asset management is essential.

Financial Summary

Capital expenditure

Council allocates funding on an annual basis to the renewal of the community's assets, which are valued at over \$1.6 billion. Funding is also allocated to the new, upgrade, asset expansion and legal requirements programs, to deliver a range of works that enhance the city and its infrastructure. In 2017-18 Council delivered capital works to the value of \$50.31 million, of which \$44.54 million met the accounting requirements for capitalisation. The following chart details the allocation of Capital Works expenditure in 2017-18.



Asset Management

Council continued its journey towards providing a sustainable level of asset renewal funding to ensure financial sustainability into the future. Council's capital works budget for 2017-18 was \$94.99 million. This included \$36.21 million for asset renewal, which incorporated funding to support the renewal of existing assets, including roads, bridges, buildings, drainage, footpaths, shared paths, street trees, open space and recreation facilities.

Having implemented its initial suite of Asset Management Plans, Council is now developing the second generation of plans, which will bring a stronger service lens to the planning and management of Council's assets. These plans will ensure that key management directions have been defined and costed across all asset infrastructure categories.

To support Council's knowledge of asset performance, a program of condition audits has been completed across all asset categories to better inform planning and decision-making.

Asset Management (cont.)

Major Asset Renewals in 2017-18

Road pavement, kerb and channel, and footpath/shared path reconstruction programs, including the following:

- Road reconstructions of Ashton Road, Windemere Drive and Kingston Street, Ferntree Gully; Sasses Ave, Bayswater; Smithfield Square, Wantirna; Fulham Road, Rowville; and Rosehill Streets, Scoresby.
- \$3.99 million in road resurfacing works throughout Knox.
- \$2.47 million in footpath improvements and \$0.52 million in shared-path improvements.

The Active Open Space program included the following works:

- Finalisation of oval renewals at Lewis Park, Wantirna South and works at Park Ridge Reserve, Rowville; Templeton Reserve, Wantirna; and Kings Park Reserve, Ferntree Gully.
- Tennis court renewals at Scoresby (Exner) Reserve and Knox Gardens Reserve.

Buildings and facilities renewal works included the following:

- Male/female change rooms and accessible toilet works at Knox Leisureworks.
- Mechanical plant renewal at Knox Leisureworks.
- Air conditioning works at the State Basketball Centre.
- Timber flooring replacement at Rowville Community Centre.
- Access ramp at Rosa Benedikt community centre.
- Internal and external painting at multiple community facilities.

New Assets Built or Upgraded in 2017-18

- Ongoing major project works for the Wantirna South and Bayswater Early Years Hubs, in addition to upgrades to Stamford House and surrounds.
- Completion of the bulk street light replacement program utilising energy efficient LED globes.
- Finalisation of the Mountain Highway streetscape works in Bayswater.
- New floodlighting at Schulz Reserve and upgrades to floodlighting at Wally Tew Reserve and H.V Jones Reserve.
- Installation of electronic scoreboards at seven facilities across Knox.
- Improvements to outdoor amenities at the Knox Regional Sports complex.
- Solar panel installation at Coonara House.
- New footpaths along Mountain Highway, The Basin, Bergins Road, Rowville, new shared paths along Napoleon Road, Lysterfield and Burwood Highways, Wantirna and bicycle priority improvements along George Street, Scoresby.
- Open space upgrades at Marie Wallace Reserve, Bayswater; Rumann and Benedikt Reserves, Scoresby; Scoresby (Exner) Reserve; Tim Neville arboretum, Ferntree Gully; Picketts Reserve, Ferntree Gully; Arcadia Reserve, Rowville; and Templeton Reserve, Wantirna.
- Drainage works at the Dobson Street retarding basin and flood mitigation works at Nathan Street, Ferntree Gully.
- Integrated stormwater solutions at Mint Street wetlands, Cash Fues Place, Wantirna and Suffern Avenue, Bayswater.

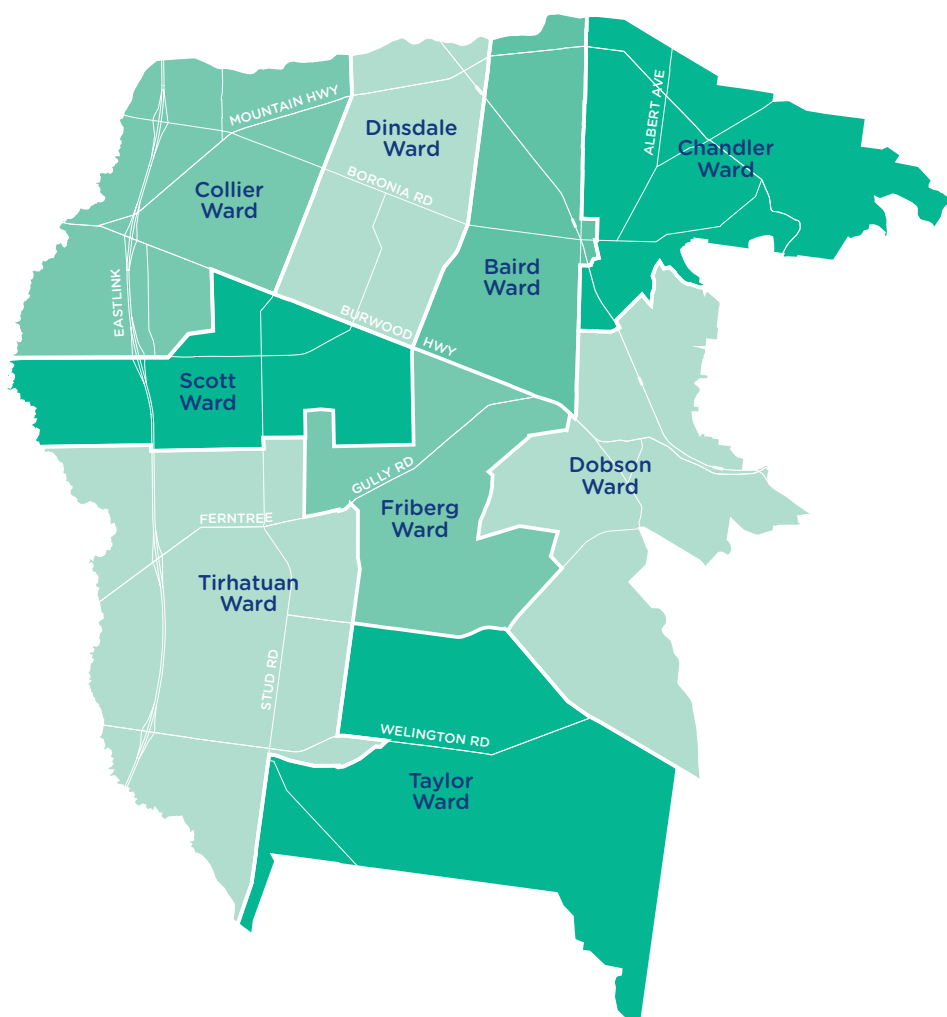
Our Council

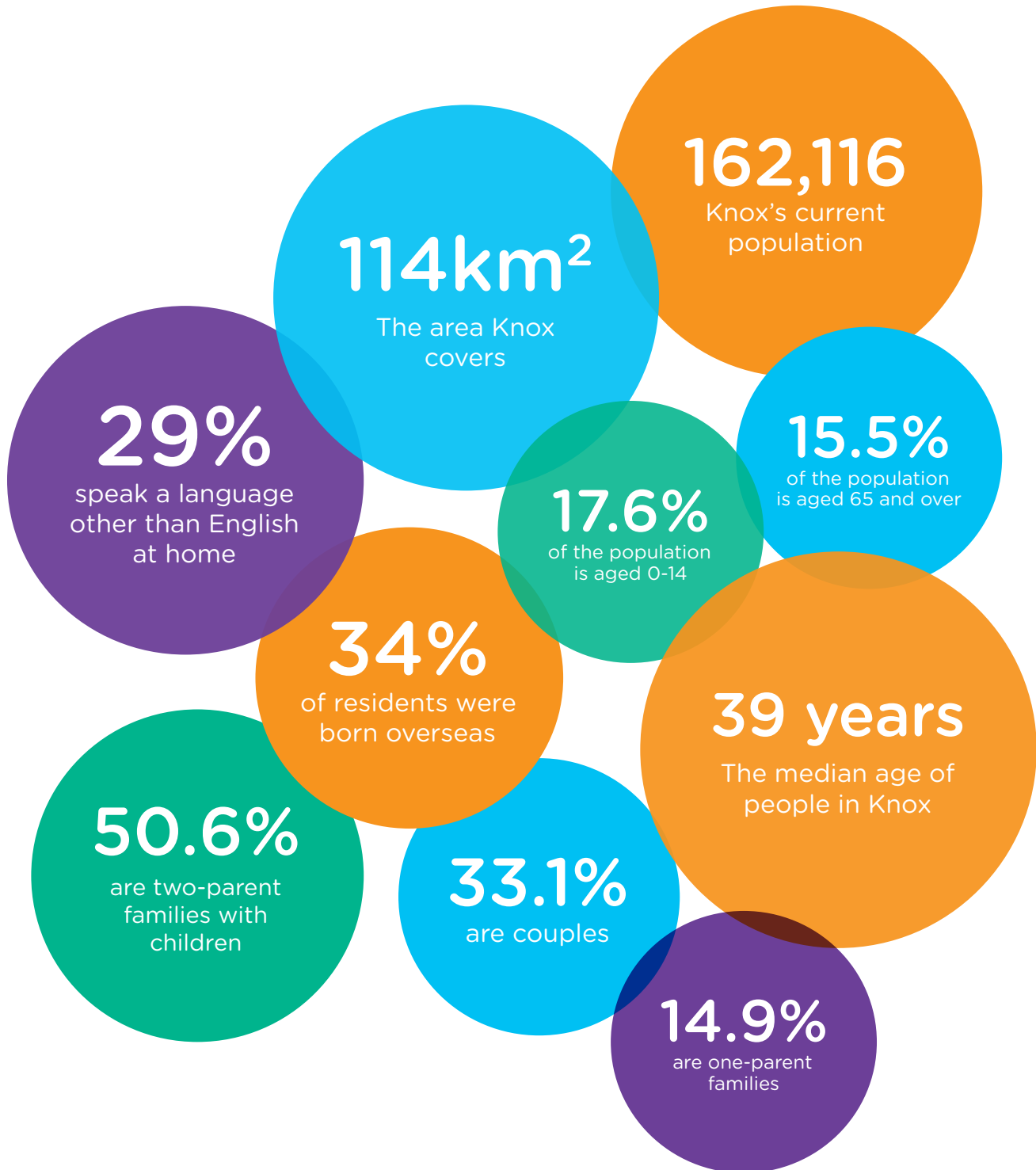
Our City, Our People

The municipality of Knox is named after Sir George Hodges Knox (1885–1960), who was a local and state politician. Sir George was elected in 1923 to the Ferntree Gully Shire Council. In 1927 he won the Legislative Assembly seat of Upper Yarra for the Nationalists. Sir George was a diligent local member and remained unopposed between 1929 and 1940. From 1945 until his passing in 1960, he represented Scoresby and is now commemorated with a municipality named after him.

Approximately 25 kilometres from Melbourne's central business district, Knox is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality, with residents from 130 different countries speaking 54 languages. The City of Knox has an estimated resident population of 162,116 (30 June 2018) and covers an area of 114 square kilometres. The area boasts a green, leafy environment extending to the foothills of the picturesque Dandenong Ranges. Knox comprises the following suburbs: The Basin, Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Sassafra, Scoresby, Upper Ferntree Gully, Wantirna and Wantirna South.

Map of Knox



**Facts about
Knox**

Our Council

Our Councillors

Cr John Mortimore – Mayor Chandler Ward

Current term: 2008–current

Mayoral term:
November 2017–current

Deputy Mayoral term:
February 2017–November 2017

Cr Jake Keogh – Deputy Mayor Dobson Ward

Current term: 2016–current

Deputy Mayoral term:
November 2017–current

Cr Peter Lockwood Baird Ward

Current term: 2012–current
Mayoral term: 2014–2015

Cr Jackson Taylor Collier Ward

Current term: 2016–current

Cr Adam Gill Dinsdale Ward

Current term: 2003–current
Mayoral term: 2011–2012

Cr Tony Holland Friberg Ward

Current term: 2012–current
Mayoral term: 2015–2016

Cr Lisa Cooper Scott Ward

Current term: 2015–current

Cr Darren Pearce Taylor Ward

Current term: 2008–current
Mayoral term: 2013–14, 2016–2017

Cr Nicole Seymour Tirhatuan Ward

Current term: 2012–current

Our Organisation

OUR EXECUTIVE MANAGEMENT TEAM

Tony Doyle

*Chief
Executive
Officer*



Tony joined Knox Council as its Chief Executive Officer in July 2016.

Prior to his appointment to Knox, Tony served as Chief Executive at Hindmarsh Shire Council in western Victoria, a position he held for three years. He brings strong leadership and financial skills to the role as well as a passion for working with communities and creating formative community partnerships.

Before joining local government, Tony had a successful career in the financial services sector, holding senior leadership positions with one of Australia's largest banks. He has worked in Australia and the United Kingdom and has led large and diverse teams across a number of environments.

Julia Oxley

*Director
City
Development*



Julia joined Knox Council as Director of City Development in May 2018.

Julia's career spans more than 30 years across a range of sectors and portfolios in the private and public sector, including essential and emergency services. Prior to joining Knox, Julia was the CEO of ESTA (Emergency Services Telecommunications Authority).

An experienced and versatile executive leader, Julia brings to Knox a strong sense of purpose, a passion for empowering people to deliver results, and a commitment to serve, lead and improve.

Julia holds a Masters of Business (Marketing), a BA (Social Sciences) and is a graduate and member of the Australian Institute of Company Directors. A member of the Victorian Council of Social Service, Julia is deeply interested in improving society, eliminating inequality and helping the vulnerable.

Julia's Directorate consists of:

- City Futures
- City Planning & Building
- City Safety & Health

Our Organisation

Michael Fromberg

*Director
Corporate
Services*



Michael joined Knox Council as the Director of Corporate Services in July 2017.

Michael's background includes the leadership of large teams providing a wide range of internal and external services, the leadership of programs aimed at transformational change and experience across multiple industries including Finance, Logistics, Manufacturing and Local Government.

This diversity of experience, coupled with a deep understanding of LEAN and Agile business improvement techniques and a passion for community and customer service, has enabled Michael to build high performance teams that are capable of delivering exceptional results.

Michael's formal qualifications include a Bachelor of Engineering (University of Tasmania), Diploma of Project Management and he is accredited as a Six Sigma Master Black Belt.

Michael's Directorate consists of:

- Business & Financial Services
- Communications
- Governance & Strategy
- Information Technology
- Transformation

Kerry Stubbings

*Director
Community
Services*



Kerry commenced as Director of Community Services at Knox Council in September 2007.

Kerry has extensive experience working at a senior level in a wide range of community service and community development programs in Local Government, State Government and the community sector. Kerry's experience encompasses strategic planning, policy development, project management, facility development as well as the management of service delivery.

Kerry's formal qualifications include a Bachelor of Arts and Diploma of Education (Monash), a Graduate Diploma in Management (RMIT), a Diploma in Project Management (Swinburne) and she is a graduate member of the Australian Institute of Company Directors (AICD). She is a member of the Local Government Professional Association (LGPro) and an alumni of Leadership Victoria.

Kerry's Directorate consists of:

- Active Ageing & Disability Services
- Community Wellbeing
- Family & Children's Services
- Youth, Leisure & Cultural Services

Ian Bell

*Director
Engineering &
Infrastructure*



Ian commenced as Director of Engineering and Infrastructure at Knox Council in July 2005.

Over the past 30 years, Ian has held senior roles in areas including strategy formulation and implementation, project and infrastructure management and initiation and implementation of capital and operational works programs

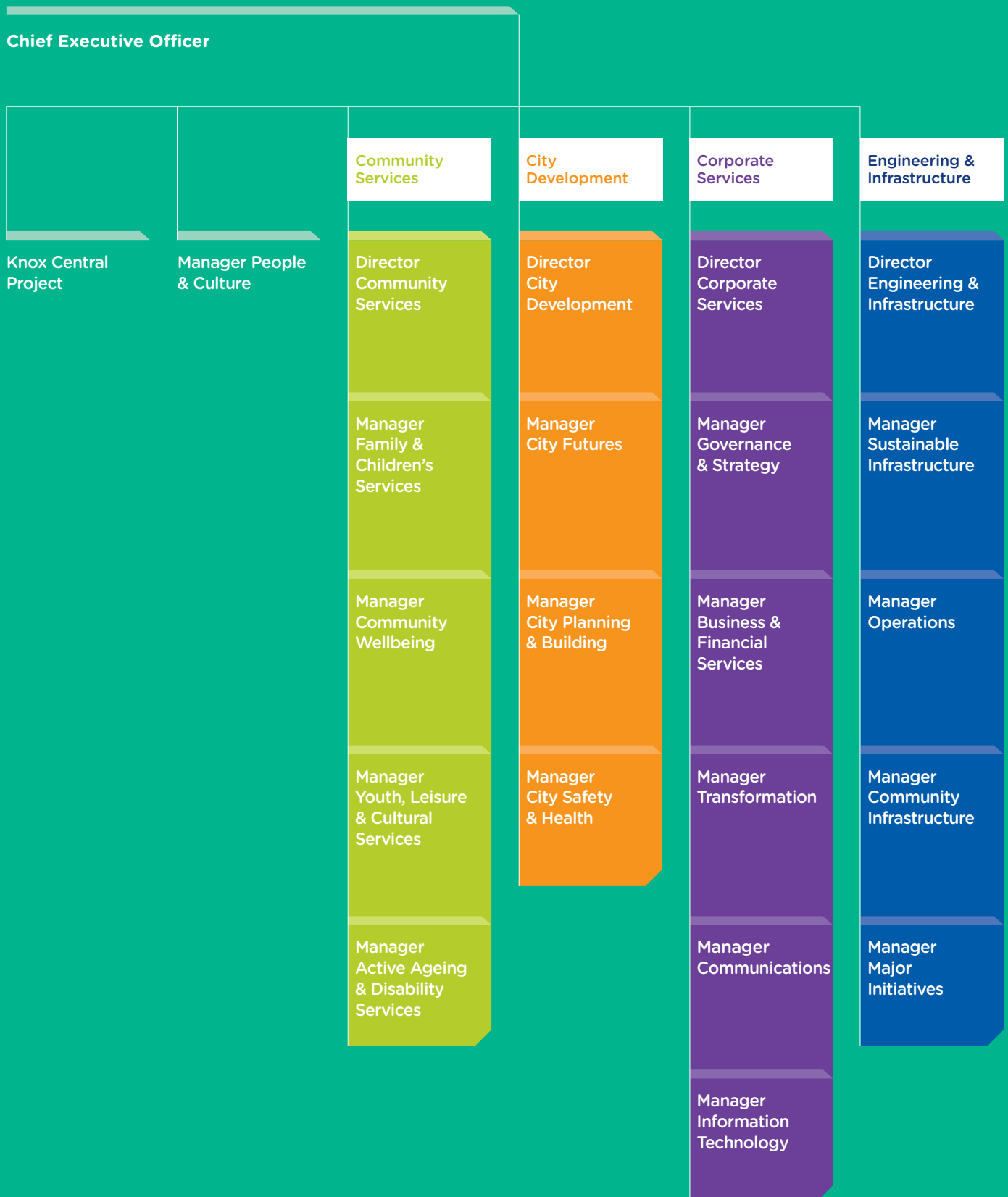
Ian holds a Diploma of Applied Science, a Masters in Landscape Architecture, and an MBA. In 2012, he completed a PhD at La Trobe University, which focused on sustainability and business strategy.

Ian is also a member of the Australian Institute of Landscape Architects (AILA), the Institute of Public Works Engineering Australia (IPWEA) and the Australian Institute of Company Directors (AICD).

Ian's Directorate consists of:

- Community Infrastructure
- Major Initiatives Unit
- Operations
- Sustainable Infrastructure

Our Organisation



Council's People and Organisational Performance

As at 30 June 2018, Council employed 977 staff, which consisted of full-time, part-time, temporary and casual positions.

Overall, 108 permanent or temporary staff joined Council during the year to fill vacant positions and meet increased legislative, project and operational requirements.

STAFF BY FUNCTIONAL AREA 2017-18 AS AT 30 JUNE 2018

Directorate	Full time		Part time		Casual		Gender Total				Overall Total	
	Female	Male	Female	Male	Female	Male	Female	FTE*	Male	FTE*	TOTAL	FTE*
Chief Executive's Office ¹	9	4	5	0	2	0	16	11.94	4	4	20	15.94
City Development	37	44	79	50	20	10	136	54.12	104	55.25	240	109.37
Engineering & Infrastructure	27	105	12	4	1	0	40	34.29	109	107.12	149	141.41
Community Services	107	13	269	22	51	7	427	248.32	42	22.59	469	270.91
Corporate Development	39	20	30	7	2	1	71	58.69	28	24.51	99	83.2
Total	219	186	395	83	76	18	690	407.36	287	213.47	977	620.83

Notes: ¹ Includes Knox Central and People Performance

FTE Full-time equivalent

*Excludes casual staff and vacant positions

Council Staff

A summary of the number of FTE staff categorised by employment classification and gender is detailed in the following table.

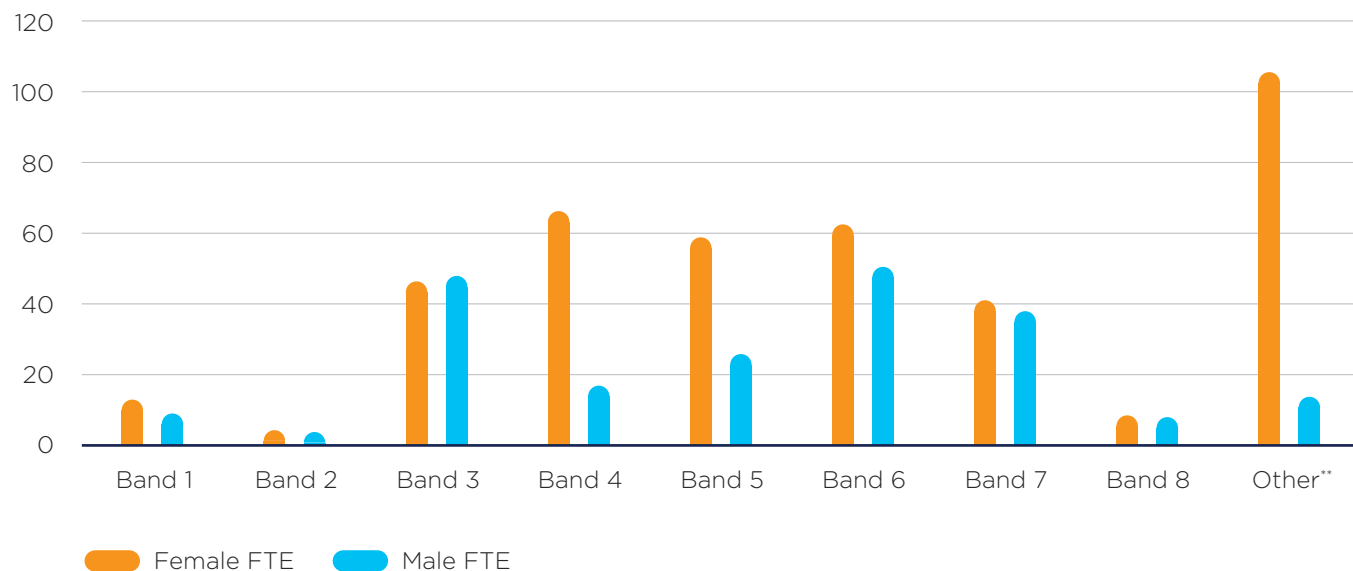
Employee Classification*	Female FTE	Male FTE	Total FTE
Band 1	13.38	9.00	22.38
Band 2	4.32	3.82	8.14
Band 3	46.40	47.75	94.15
Band 4	66.36	17.09	83.45
Band 5	58.91	25.80	84.71
Band 6	62.51	50.47	112.98
Band 7	41.21	37.75	78.96
Band 8	8.44	8.00	16.44
Other**	105.82	13.80	119.62
Total	407.35	213.48	620.83

Notes: * Temporary FTE equates to 62.08 FTE

** "Other" includes non-banded workforce members, including health professionals and nurses (18.67 FTE), teachers, assistants (75.15 FTE), and senior officers (25.80 FTE).

Our Organisation

Number of staff (FTE) by employment classification and gender



Notes: * Temporary FTE equates to 62.08 FTE

** "Other" includes non-banded workforce members, including health professionals and nurses (18.67 FTE), teachers, assistants (75.15 FTE), and senior officers (25.80 FTE).

People and Culture

This year the organisation commenced a co-design process, using human centred design methodologies, to review and reimagine a number of organisational development strategies, frameworks and processes.

The project covered the following:

- Knox People Strategy
- Knox People: A Profile of our Values, Attributes and Core Capabilities
- Performance and Development Review framework and process
- Talent management, succession management and workforce planning

This work will continue in 2018-19.

Equal Opportunity

Council takes its equal opportunity responsibilities seriously and is committed to upholding the principles of the *Equal Opportunity Act 2010*, which are affirmed in Council's Enterprise Agreement.

The objectives of the equal opportunity program are to:

- achieve and maintain an environment that is free from discrimination, vilification, bullying and sexual harassment;
- establish an internal contact officer program to provide a support and referral service to other staff who may have queries/concerns regarding equal opportunity in the workplace;
- offer equity of access to training opportunities and career paths, particularly to those from disadvantaged groups in the workforce;
- consistently apply the relevant policies and procedures throughout the organisation.

Equal opportunity, inclusion awareness and the prevention of workplace bullying and sexual harassment are the topics of compulsory training programs for all staff.

These training programs draw on education of staff, staff feedback and opportunities for positive initiatives and implementation of any changes in legislation.

Listen, Learn and Lead Gender Equity (LLLGE) Program

Council was successful in obtaining a \$5,000 grant through Local Government Victoria to implement the Listen, Learn and Lead Gender Equity (LLLGE) program.

The program is modelled on the successful Champions of Change program. It includes the themes of stepping up as leaders, creating accountability, disrupting the status quo, and dismantling barriers to greater gender equity. The 13-week program supports Victorian councils in advancing gender equity and diversity in their organisation by facilitating rich discussions between Chief Executive Officers (CEO's) and council staff on the subject of gender equity.

The aim of the program is to identify and implement strategies and actions to improve outcomes for women in leadership positions in Victorian councils by:

- encouraging a deeper level of insight into the barriers to gender equality that need to be tackled within council organisations;
- informing the development or enhancement of council's gender equity actions;
- sharing insights and identifying opportunities for sector-wide action where combining efforts will lead to greater impact.

Consultation for Council's LLLGE program took place during August and September 2017. The CEO and Program Coordinator conducted five focus groups, 11 individual interviews and a whole-of-Council survey. In total, 159 staff touchpoints were generated throughout the program, which represented approximately 16 percent of Council's workforce.

The program report formed the basis of Council's new 10-point Gender Equity Plan for its own workforce. The plan was launched on 8 March 2018 as part of International Women's Day promotions. A strategic leadership forum was held on 25 June 2018 with Executive Management, Senior Management and Coordinators to progress the 10-point plan and identify priority actions.

Our Organisation

Health and Wellbeing

Council's health and wellbeing focus in 2017-18 was to move from the long-standing Health Improvement Program (HIP) towards a more integrated approach within an overall health, safety and wellbeing context, but with the same aim of encouraging self-engagement and motivation of staff to adopt healthy habits that would be beneficial for both work and home life.

Work continued in the mental health area, with work being undertaken on the Psychologically Healthy Workplace Action Plan. This plan will be used as a guide to drive the integration of psychological health into Council's overall health and safety framework and more generally throughout its policies, practices and procedures.

Council undertook a Wellness@Work survey for the first time, through Deloitte to provide a baseline reading of the current wellbeing status of Council employees. This survey returned an excellent response rate of over 60 percent of all staff, giving Council a sound knowledge base from which to plan areas of focus and from which to judge future improvements in this area.

In 2017-18, Council retained its Mental Health First Aid Gold status (continuing to be the only metropolitan council in Australia to have achieved this status). Refresher training for accredited staff is planned for next year and will be opened up to new staff.

The Wellness@Knox committee was formed and took over from the previous Wellbeing Works Committee. The Committee has facilitated a number of Health and Wellness initiatives, including the provision of exercise bikes for casual use and the popular Food4Life program.



Safety Activities

Workplace safety has continued to be a major focus for the organisation. Council continues to adapt its health and safety system to be responsive to both compliance requirements and best practice. The overall framework is currently being redesigned to integrate wellbeing.

During 2017-18, Council continued develop the safety-focused initiatives implemented in 2016-17. This included presentation of the Take 5 risk awareness program to staff that had not previously been covered; improvement of Council's online reporting tool, including the ability to attach files and access the software more easily; and improvement of the format of executive health and safety dashboards.

Hazard and incident reporting increased once again, following the expanded focus on incident and hazard reporting. Its aim is to help prevent incidents from occurring and thereby reduce injury rates.

Safety reports increased from an overall total of 512 in 2016-17 to 867 in 2017-18, an improvement of over 40%. This increase was largely related to 'proactive' Safety Reports (Hazard and Near Miss reports), which increased from 224 (2016-17) to 571 (2017-18).

There has been a modest reduction in injury reports from 235 last year to 211 in 2017-18. This has been largely due to a reduction in injuries classified as 'major' (Medical Treatment Injuries and Lost Time Injuries) from 65 (2016-17) to 51 (2017-18).

WorkSafe notifications, as required under the *Occupational Health and Safety (OHS) Act 2004*, have remained relatively stable and low (four for the year) and were confined to accidental injuries to children in the Early Years services (falls from equipment, etc.) rather than any occurrences related to more general Occupational Health and Safety practice.

A redesign of the OHS consultation structure (designated work groups and their elected health and safety representatives) was undertaken, with key features being a simplification of the structure of designated work groups and the integration of wellbeing into the overall health and safety framework. The aim is to provide improved opportunities for staff and their elected health and safety representatives to consult on health, safety and wellbeing matters. The new structure will be implemented in 2018-19.

Other initiatives that were finalised or where there had been considerable progress towards completion during 2017-18 included:

- a review of the need for additional Automated External Defibrillator (AED) units within Council buildings and subsequent provision/expansion of locations at which AEDs are deployed;
- a review and upgrade of emergency management practice and procedures, including new resource material for fire wardens and design of new, compliant evacuation procedures maps;
- the review of lone worker risks across all Council operational areas to provide risk management and control options for lone worker situations.

Our Organisation

Injury Management

Council continued to achieve and maintain positive return-to-work results. This was reflected in Council's performance rating, which remained significantly higher than industry standards.

Council's injury management program continued to assist staff to successfully return to work after experiencing both work-related and personal injuries. The phasing in of a new on site physiotherapy provider with increased access to these services, including an improved online booking interface, has improved Council's services in this area.

Risk Management

Business Continuity Planning

A business continuity plan masterclass was held for all business continuity plan managers in July 2017. The purpose of the masterclass was to improve general understanding of business continuity management, crisis management and why it matters. Following the masterclass, Council's suite of business continuity plans were reviewed and simplified.

Risk Review

The Executive Management Team continued to review Council's Risk Register quarterly, with regular reports for both operational and strategic risks provided to Council's Audit Committee. This ensures that risks are effectively reported and monitored. This year a holistic risk review was undertaken to refresh all of Council's risks. Strategic risks were brought into line with the new Community and Council Plan. As part of this process, key themes and Council priorities were identified. A complete review of Council's operational risks followed this process.

Vehicle Insurance Claims

Council's fleet of registered vehicles including cars, trucks, tractors and trailers, has increased from 205 last year to 229 this year. The number of 'over excess' vehicle insurance claims increased due to a hailstorm event in December 2017, which led to an increase in claims from 12 to 49. The number of vehicle 'under excess' claims increased from 38 to 58.

Insurance Claims against Council

The number of non-vehicle 'under excess' insurance claims dropped from 93 to 82 in this financial year. Claims most commonly related to tree falls, tree root damage, trips and falls due to uneven surfaces and damage to motor vehicles. 'Over excess' claims, typically tree damage and personal injury, remained stable with insurers reporting a modest reduction in overall claims costs of 2.4 per cent.

Managing Risk

Council's Risk Management Framework - which includes the risk policy, plan and procedure - forms the basis of risk management activities applicable to all Council services. The framework is reviewed every three years. A review of the framework commenced in 2017-18, and will be submitted to the Audit Committee in August 2018.

Our Performance

Community & Council Plan 2017-21

On 26 June 2017, Council endorsed the new Community and Council Plan 2017–21, which replaces the *Knox Vision: Our City, Our Future*, the City Plan (incorporating the Council Plan) 2013–17 and Council’s Integrated City Strategy.

The following planning framework illustrates how the new plan guides other Council planning documents and is informed by research and community engagement (as the previous Vision and City Plan did before it).

All of these planning documents guide Council’s ongoing work and service delivery, which also contribute to achievement of the vision.



Our Performance

Goals

Together with the community, Council has identified eight key goals as the framework for progressing towards this vision, and associated strategies for achieving them:



Annual Plan 2017-18

Each year, Knox develops an annual action plan based on the strategies and initiatives outlined in the Community and Council Plan 2017-21. The Annual Plan 2017-18 was adopted by Council on 25 June 2017 as part of the annual Budget.

The Annual Plan is made up of a number of major initiatives and initiatives that will be achieved during the financial year.

Local Government Performance Reporting Framework

The Local Government Performance Reporting Framework (LGPRF), established by the Victorian Government in 2014, is a mandated reporting requirement for all Victorian councils. The LGPRF is a comparative reporting framework that aims to ensure measuring and reporting on performance is done in a consistent way across local governments in Victoria.

Four indicator sets have been developed across three thematic areas – service performance, financial performance and sustainability – in order to provide a comprehensive picture of Council's performance. These indicators and measures are reported on throughout the following sections of this report.

Service Delivery

Service delivery accounts for a significant part of Council's annual investment in the community and is one way to support and maintain Knox's areas of strength.

It also addresses some key challenges for our community. Service delivery is equally as important as our priority strategies and actions.

Details of Our Performance

The following information is contained under each Community and Council Plan Goal:

1. Four-year Community and Council Plan Targets and Measures

The Community and Council Plan 2017-21 details a number of targets and measures that Council has developed that will inform our success in achieving our goals and strategies. As this is the first year of the Community and Council Plan, many targets and measures will be reported as baseline figures. Where comparative data is available this is referenced. From financial year 2018-19, Council will be able to report comprehensively using comparative data on the progress of achieving the overall targets and measures.

2. Annual Plan Initiatives

Details of the progress of major initiatives and initiatives identified in the 2017-18 Annual Plan.

3. Services

Details of the services, funded in the 2017-18 Budget, that most closely align to the particular Community and Council Plan goal and, where relevant, the associated LGPRF measures and results.

GOAL 1

We value our natural and built environment

Council targets and measures identified in the Community and Council Plan

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 1.1 Protect and enhance our natural environment			
A reduction in environmental impact	Council's corporate greenhouse gas emissions	-	Data for this indicator was not available at the time of reporting. Data will be available in September 2018.
An increase in the usage of renewable energy	Council's corporate renewable energy usage	108.18 kW	In 2017-18, Council's corporate renewable energy usage was 108 kW (Total Installed Capacity - Solar PV), an increase from 66kW in 2016-17.
A reduction in waste generated in our homes	Annual non-recyclable garbage generation per household (waste to landfill)	9.99kg	In 2017-18, the non-recyclable garbage generation was 9.99kg per household per week. This result was slightly higher than 2016-17 (9.74kg).
	Annual diversion rate per household (recyclable green waste)	19.9%	In 2017-18, the recycling contamination rate was 19.90% and the garden waste contamination rate was 2.67%.
A reduction in water use of new buildings	Percentage of applicable buildings assessed in planning as meeting the best practice target of a 25% reduction in potable water consumption	94%	149 of the 159 applications assessed were found to have achieved the 25% reduction in potable water consumption target.
A reduction in Greenhouse Gas emissions of new buildings	Percentage of applicable buildings assessed in planning as meeting the best practice target of a 50% reduction in Greenhouse Gas emissions	69%	110 of the 159 applications were found to have achieved the best practice target of a 50% reduction in greenhouse gas emissions.
Sustainable design of Council's new buildings	Percentage of applicable Council capital works buildings assessed as meeting the best practice environmental targets in water savings, stormwater quality, sustainable materials, local biodiversity, sustainable transport user facilities, energy savings and greenhouse gas emissions reductions.	100%	All three Council projects assessed were found to meet the best practice environmental targets.

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 1.2 Create a greener city with more large trees, indigenous flora and fauna			
An increase in canopy tree cover along streets	Percentage of street corridors covered by canopy trees	-	Data for this measure was still under evaluation at the time of reporting.
An increase in canopy tree cover on private land	<i>Under development</i>	-	A measure for this target is under development.
An increase in the number of indigenous plant species in Knox	The total number of indigenous plant species in Knox	3,662	The total number of threatened species planted in Knox in 2017-18 was 3,662. Threatened species were planted at 23 distinct sites and 36 different variety of species were planted.
An increase in local Knox residents' biodiversity awareness	The total number of Gardens for Wildlife participants	779	779 individuals participated in Gardens for Wildlife in 2017-18.
Strategy 1.3 Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure			
A decrease in the number of 'at risk buildings' in Knox.	The number of at risk buildings in Knox	6	In 2017-18, Knox had six buildings on its At Risk Register.
Increase Council's urban design management and assessment capacity to facilitate best practice urban design outcomes	Increase in the number of workshops, forums, and recognition programs to build Council's urban design management and assessment capacity	5	<p>Council's commitment to improved urban design outcomes has been demonstrated through its adoption of the Knox Good Urban Design Framework.</p> <p>Activities under the framework in 2017 -18 included:</p> <ul style="list-style-type: none"> • Ongoing engagement of an urban design advisor to assist with building design assessment and advice • Planning for a Knox Good Urban Design workshop • Funding the Knox Good Urban Design Awards • Updating the Knox Residential Design Guidelines • Officer attendance at Design Industry professional development forum.

2017-18 Annual Plan

Key activities undertaken in 2017-18 to work towards the achievement of Goal 1.

Major Initiative	Progress	Comment
Undertake a strategic review of the Boronia Structure Plan including a detailed assessment of strategic sites (i.e. Boronia Park).	100%	<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	Progress	Comment
Identify and commence implementation of strategic and appropriate locations for dog parks in Knox.	100%	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.
Increase the provision of public place recycling bins across the municipality.	100%	<p>Council increased the number of Public Place recycling (PPR) 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>
Finalise and implement a public arts plan for Knox.	100%	<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>

Services**Asset Management**

This service provides strategic direction for asset management incorporating the development of processes and systems to maintain and regularly update Council's asset register and management system, collection of asset condition data and the development and implementation of strategic asset management plans for all asset categories. The service also provides asset preservation and protection functions in areas associated with subdivision, private developments; Council capital infrastructure projects and works undertaken by service authorities; contractors and government agencies. The service also manages the coordination, planning, development and monitoring of the delivery of Council's Capital Works Program.

Biodiversity

This service provides for the conservation, enhancement and celebration of local biodiversity within the City of Knox. The service provides bushland management to protect and enhance over 40 Council bushland reserves, over 120 sites of biological significance as well as education/awareness programs in order to increase the appreciation and understanding of the values of biodiversity within the broader community. This includes encouraging and supporting active participation by members of the community in the conservation and enhancement of remnant vegetation on public and private land.

Building

This service provides for building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. The service issues Building Permits, performs building inspections, responds to complaints with inspections; and performs swimming pool inspections.

Facilities

This service provides building services, including capital construction, programmed and reactive maintenance and ancillary services (e.g. graffiti control, security, essential safety measures) for all Council buildings; internal architectural advice and building management services on land where Council has an interest.

Integrated Water Management

This service provides technical and strategic advice and drainage advice/drainage services related to developer and resident enquiries and the provision of integrated water management. The service aims to safeguard the community against flooding, provide a municipal drainage system that is safe and fit for purpose, ensure that stormwater is a valued and well used resource and maintain clean waterways.

Major Initiatives

This service provides for the delivery of major initiatives supplementing the full program of capital projects being delivered by the various delivery teams across Knox. The Unit utilises a combination of internal and specialist skills – and include architectural, quantity surveying, project management, construction management, specialist engineering and site supervision services.

Services (cont.)

Open Space Management

This service provides planning, design, consultation and implementation of enhanced passive open space. The service also includes the development of policy and provision of planning and landscape architectural design expertise for other areas of Council.

Operations

This service is responsible for the management and delivery of maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. This includes Parks Services, Works Services, Construction, and Fleet Management. The service provides well maintained infrastructure assets that meet present day and future needs of the community, in compliance with various Acts and regulations and Council policies.

Sustainable Futures

This service provides for environmental planning, community engagement in sustainability, policy development and project implementation. The service provides a range of learning and engagement programs that focus on supporting Council and the community to move towards environmental, social and economic sustainability.

Waste Management

This service aims to minimise waste and provides waste collection and disposal services for the Knox community.



Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	2015	2016	2017	2018	Material Variation Comment
Waste Collection					
Satisfaction					
Kerbside bin collection requests					
(Number of kerbside garbage and recycling bin collection requests/ Number of kerbside bin collection households) x 1,000	75.10	70.38	63.86	76.56	Council has experienced a 14% increase in bin requests over the past 12 months. These requests were mainly to report bins requiring repair or replacement. This may have been linked to the age of the bins, with most being in use for between 10 and 20 years.
Service Standard					
Kerbside collection bins missed					
(Number of kerbside garbage and recycling bins missed/Number of scheduled kerbside garbage and recycling collection bin lifts) x 10,000	4.38	4.10	3.33	3.68	Council has experienced a 12.2% increase in bins reported as missed in the past 12 months. This has been in part due to the increase in non-standard collections from multi-unit developments and changes in collection contractor personnel.
Service Cost					
Cost of kerbside garbage bin collection service					
(Direct cost of the kerbside garbage bin collection service/ Number of kerbside garbage collection bins)	\$101.06	\$106.78	\$108.62	\$106.87	
Cost of kerbside recyclables bin collection service					
(Direct cost of kerbside recyclables bin collection service/Number of kerbside recyclables collection bins)	\$3.66	\$11.71	\$11.65	\$19.89	As a result of the import restrictions placed on recyclables by China, the recycling processors from 1 March 2018 began charging Council a gate fee for the receipt of recyclables. Prior to this Council was receiving a rebate. This has resulted in a significant cost increase for the service.
Waste Diversion					
Kerbside Collection waste diverted from landfill					
(Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins) x 100	53.30%	52.01%	53.41%	51.97%	

GOAL 2

We have housing to meet our changing needs

Council targets and measures identified in the Community and Council Plan

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 2.1 Plan for a diversity of housing in appropriate locations			
An increase in the number of smaller dwellings available	The number of one and two bedroom dwellings approved for construction in Knox	623	In 2017-18, the number of approved one and two bedroom dwellings for construction in Knox was 623. This result represents 44% of the total number of new dwellings approved in Knox. It does not account for demolitions of existing dwellings.
An increase in the number of new housing developments in well located areas	The number of approved dwellings in activity centres	510	There were 510 approved dwellings in Knox activity centres in 2017-18. This result represents 49% of the net new dwellings approved, which accounts for demolitions of existing dwellings. It includes the activity centres of Bayswater, Boronia, Knox Central, Mountain Gate, and Rowville.
Strategy 2.2 Encourage high quality sustainable design			
Improve high quality sustainable design for all new, large developments	The number of sustainable design assessments for new residential developments with two or more dwellings and for non-residential developments with gross floor area of 550m ² or more	159	159 applications were assessed for sustainable design as part of the planning process in 2017-18.
Strategy 2.3 Support the delivery of a range of housing that addresses housing and living affordability needs			
An increase in social and affordable housing in Knox	The amount of social housing that is affordable to low income households in Knox	2%	In 2017-18, social housing accounted for 2% of total households in Knox.
	The amount of rental housing that is affordable to low income households in Knox	2.9%	2.9% of rental stock in Knox is considered affordable to low income households.

2017-18 Annual Plan

Key activities undertaken in 2017-18 to work towards the achievement of Goal 2.

Major Initiative	Progress	Comment
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.	100%	<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	Progress	Comment
Explore a range of mechanisms to improve and encourage high quality and sustainable design in the built form.	87%	<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.</p> <p>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>
Continue to support the development of Stamford Park residential estate.	90%	<p>Stockland continued to liaise with Melbourne Water to confirm its support for the revised levels associated with the land subject to inundation.</p> <p>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>

Services**Planning Approvals**

This service provides for statutory planning assessment and enforcement and regulatory services under of the Planning and Environment Act and related Acts and Regulations.

Strategic Land Use Planning

This service undertakes research to inform planning policies and decisions. It also proactively updates the Knox Planning Scheme to reflect the Community and Council Plan. This includes the preparation and assessment of planning scheme amendments, internal referral responses to planning applications, provision of general strategic land use planning advice to internal and external customers, and a statutory requirement to review the Knox Planning Scheme every four years. Community engagement and consultation is a core part of this service.



Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	2015	2016	2017	2018	Material Variation Comment
Statutory Planning					
<p>Timeliness Time taken to decide planning applications</p> <p>(The median number of days between receipt of a planning application and a decision on the application)</p>	65	67	63	70	<p>In 2017-18 there was a 7.4% fall in application numbers, which was a result of the simpler categories of amendments for vegetation removal that are usually determined quickly.</p> <p>An increase in the median time to process the remaining more complex applications resulted, despite actual processing times for those applications being similar.</p> <p>It is also noted that there continues to be a high number of medium density housing applications lodged.</p>
<p>Service Standard Planning applications decided within required timeframes</p> <p>(Number of planning applications decisions made within required days/Number of planning application decisions made) x100</p>	69.68%	75.53%	80.19%	76.60%	
<p>Service Cost Cost of statutory planning service</p> <p>(direct cost of statutory planning service/Number of planning applications received)</p>	\$1,970.88	\$1,561.78	\$1,762.98	\$2,031.59	<p>The increase in cost per application has occurred due to an increase in legal and consultant costs. This is the result of a significant increase in VCAT appeals (32%) that require appropriate representation.</p>
<p>Decision-making Council planning decisions upheld at the Victorian Civil and Administrative Tribunal (VCAT)</p> <p>(Number of VCAT decisions that did not set aside Council's decisions in relation to a planning applications/Number of VCAT decisions in relation to planning applications) x100</p>	41.67%	44.83%	52.00%	54.05%	

GOAL 3

We can move around easily

Council targets and measures identified in the Community and Council Plan

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 3.1 Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure			
An increase in the number of vulnerable community members accessing Knox Council's Community Transport service	The number of people using Council's Community Transport service	16,945	In 2017-18, 16,945 clients used Council's Community Transport service.
An increase in Council's advocacy efforts to improve transport in Knox	Media coverage relating to improving transport options in Knox	13	In 2017-18, 13 articles were published relating to improving transport options in Knox.
Maximising grant funding secured for transport improvements in Knox	The percentage of successful grant applications for transport improvements in Knox	71%	Council was successful in 5 of 7 grant applications submitted, including: <ul style="list-style-type: none"> • Safe to School • Bike Maintenance course • Bike Ed Challenge • Stewart St, Boronia • Anne Road, Knoxfield
An increase in the number of schools participating in the Walk2School program	The number of schools participating in the Walk2School program	28	28 schools participated in the Walk2School program in 2017-18.
Strategy 3.2 Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places			
A decrease in the number of school crossing incidents	The number of school crossing incidents reported to Council	425	In 2017-18, there were 425 school crossing incidents reported. Improved reporting procedures and processes for supervisors and major issues at one crossing accounted for a large proportion of the incidents.
Improved footpath connectivity in Knox	Kilometres of new footpaths constructed	1.8km	In 2017-18, Council constructed 1.8 km of new footpath in the municipality.
	The number of identified missing footpaths in Knox	110	The footpath priority listing identified 110 missing footpaths in 2017-18.
An increase in cyclists using Knox's shared path networks	The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks	423	423 represents the number of cyclists using the Dandenong Creek Trail, west of Abbey Walk on Tuesday 13 March 2018.

2017-18 Annual Plan

Key activities undertaken in 2017-18 to work towards the achievement of Goal 3.

Major Initiative	Progress	Comment
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%	<p>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.</p> <p>Benchmarking with the Eastern Region councils has been completed and the strategy work has commenced.</p>
Initiative	Progress	Comment
Investigate community transport services and availability in Knox to determine requirement for funding advocacy to increase community transport options delivered by community agencies.	95%	<p>A desktop survey was completed and used to inform a forum to identify gaps, create partnership opportunities and increase the advocacy of community needs.</p> <p>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.</p>
Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.	100%	<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>

Services**Community Transport**

This service offers residents who are older, who have a disability and/or are in other ways disadvantaged, to be engaged in community life through the provision of transport. There are three buses in operation that enable people to do such activities as shopping, participate in senior citizen clubs or go to the library. The Community Transport Service is also used to transport residents to attend Council events, for the Council induction program as well as some other Council activities.

Traffic and Transport

This service provides local traffic management (on roads, footpaths, shared paths, etc.), advice and advocacy for broad transport choices for a range of traffic and transport services as provided by Council and others.



Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	2015	2016	2017	2018	Material Variation Comment
Roads					
Satisfaction of use					
Sealed local road requests					
(Number of sealed local road requests/Kilometres of sealed local roads) x 100	31.67	32.10	39.60	36.61	
Condition					
Sealed local roads below intervention level					
(Number of kilometres of sealed local roads below the renewal intervention level set by Council/ Kilometres of sealed locals roads) x100	95.25%	95.64%	95.56%	95.31%	
Service Cost					
Cost of sealed local road reconstruction					
(Direct cost of sealed local road reconstruction/Square metres of sealed local roads reconstructed)	\$99.26	\$136.33	\$0	\$103.51	In 2016-17, Council did not complete any road reconstructions. In 2017-18, reconstructions were again completed accounting for the 2017-18 cost variation.
Cost of sealed local road resealing					
(Direct cost of sealed local road resealing/ Square metres of sealed local roads resealed)	\$22.34	\$26.59	\$21.56	\$24.01	Road resealing is completed by contractors to Council. A significant number of roads are resealed in any given year to meet Council's service standard and to address the average life of an asphalt surface. The cost consists of the total contract costs of road resealing, including any preparatory patching works.
Satisfaction					
Satisfaction with sealed local roads					
(Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads)	70	67	68	69	

GOAL 4

We are safe and secure

Council targets and measures identified in the Community and Council Plan

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 4.1 Encourage and support the community to take responsibility for their own safety, and the safety of others			
An increase in participation in community safety programs	The number of individuals participating in community safety activities	450	In 2017-18, approximately 450 individuals attended Community Safety and Development coordinated activities. These activities were: <ul style="list-style-type: none"> • 16 Days of Activism • IDAHOBIT Day • Knox Night Basketball • Presentation to St Josephs College with Victoria Police on gun control • Enabling Women Program • RU OK Day
An increase in the number of community safety programs delivered by Knox	The number of community safety activities delivered by Knox	3	In 2017-18, the Community Safety and Development team facilitated the following community safety activities: <ul style="list-style-type: none"> • Knox Night Basketball • Supply monitoring program • Communities that Care
Strategy 4.2 Enhance community connectedness opportunities to improve perceptions of safety			
An increase in the number of community activities on the prevention of family violence	The number of awareness raising activities which incorporate family violence prevention	2	Council held two community activities incorporating prevention of family violence in 2017-18: <ul style="list-style-type: none"> • 16 days of activism launch and online social media campaign during the month of November 2017. • Knox Says No to family violence banners at five locations in Knox during community safety month in October 2017 and over the 2017-18 Christmas holidays.
Improvement in knowledge and understanding of emergency management by non-emergency groups	Participation rates by non-emergency groups in emergency management education and programs	524	Council's Emergency Management staff continued to facilitate the "Let's Get Ready" program to years 3, 4 and 5 primary school students in the municipality. To date over 524 students have participated in these sessions in Knox.

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 4.3 Maintain and manage the safety of the natural and built environment			
A decrease in the amount of reported graffiti on Knox Council's assets	The square metre amount of graffiti reported on Knox Council's assets	3,500 m²	3,500m ² of graffiti was reported on Council assets in 2017-18.
	The total number of graffiti incidents reported to Council	404	404 graffiti incidents were reported to Council in 2017-18.
	Uptake and utilisation of the VandalTrak reporting app	447	Reporting on VandalTrak increased through online communication campaigns and media reporting that encouraged the community to use the new app to report graffiti.
Strategy 4.4 Protect and promote public health, safety and amenity			
Improved bushfire safety throughout the bushlands interface areas of the municipality	The number of properties that comply with the requirements during the annual inspections at the start of the Fire Danger Period	2,490	The official Fire Danger Period (FDP) was declared on 18 December 2017. A total of 2,490 inspections of private properties were undertaken after the declaration of the FDP. Between December 2017 and January 2018, 101 Fire Prevention Notices were issued. These notices required property owners to undertake fuel reduction works on their properties. In instances where works were not undertaken, Council engaged contractors to compulsory clear the property. The number of compulsory clearances was seven.
An increase in infant and child immunisation rates in Knox	The number of infants and children in the Knox region who are immunised at Council run immunisation sessions	8,818	In 2017-18, 8,818 infants and children from the Knox region were immunised at Council run immunisation sessions.
Improvement in the quality of food services in Knox	The time take to action food complaints	1.16 days	All food complaints were investigated within approximately one working day of notification in 2017-18.
Strategy 4.5 Support the provision of emergency services			
Improved knowledge of the Municipal Emergency Management Plan throughout Knox	The number of individuals participating in Council run emergency management events	95	The Annual Emergency Exercise was hosted by Knox on 27 October 2017. This exercise was jointly run by the Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) and was attended by 95 representatives from Local Government authorities and emergency service agencies.

2017-18 Annual Plan

Key activities undertaken in 2017-18 to work towards the achievement of Goal 4.

Major Initiative	Progress	Comment
Develop and participate in a Council and community program for the 16 days of Activism against gender violence.	100%	<p>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.</p> <p>An update on the Listen, Learn and Lead Gender Equity Program was also provided.</p> <p>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.</p>
Initiative	Progress	Comment
Continue to implement the <i>Victorian Child Safe Standards</i>	100%	<p>A Child Safe Implementation Plan was developed and endorsed by the Executive Management Team. Council's child safe communication plan has also been implemented.</p> <p>Communication regarding the organisations and individuals' obligations will be ongoing to meet the Child Safe requirements.</p>
Implement the Business Champions of Change Project on family violence prevention with three businesses across Outer East. <i>(subject to grant funding)</i>	n/a	Grant funding for the delivery of this initiative was unsuccessful and the project did not proceed on this basis.
Implement a Graffiti reporting system (mobile app) in partnership with other Metropolitan Councils.	100%	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.

Services

Community Safety

This service provides advice, support and programs to strengthen community safety in order that neighbourhood amenity is protected, people feel safe and enjoy public spaces and individual rights are preserved.

Emergency Management

This service coordinates and delivers Council's legislative and community focused responsibilities for emergency and fire management. It includes services to mitigate risk to people and property, preparedness and planning through to response and recovery.

Local Laws

This service provides local law and parking enforcement, school crossing supervision, and animal management programs to the community.

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/Measure	2015	2016	2017	2018	Material Variation Comment
Animal Management					
Timeliness					
Time taken to action animal requests					
(Number of days between receipt and first response action for all animal management requests/ Number of animal management requests)	0.00	1.95	2.01	2.19	
Service Standard					
Animals reclaimed					
(Number of animals reclaimed/ Number animals collected)	43.10%	45.47%	49.70%	51.51%	
Service Cost					
Cost of animal management service					
(Direct cost of animal management service/Number registered animals)	\$35.45	\$37.82	\$37.02	\$34.09	
Health and safety					
Animal management prosecutions					
(Number of successful animal management prosecutions)	15	5	12	12	

GOAL 5

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

Council targets and measures identified in the Community and Council Plan

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 5.1 Attract new investment to Knox and support the development of existing local businesses, with a particular focus on the Advanced Manufacturing, Health, Ageing and Business Services sectors.			
An increase in access to and participation in Knox's Business Education Program	Participation numbers in Knox's Business Education Program	669	In 2017-18, 669 individuals attended a total of 26 events as part of Knox's Business Education program.
Knox businesses have a better understanding of business support services offered by Council	The number of Knox businesses registered in the Knox Biz database	5,475	In 2017-18, 5,475 businesses were registered on the Knox Biz database.
Strategy 5.2 Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community			
Community infrastructure that fits changing community needs	The number of Council facilities developed in activity centres in Knox	1	In 2017-18, one facility was developed within proximity of an activity centre.
Initiate investment in Wantirna Health Precinct	Completion and initial implementation of an investment strategy and planning framework for the Wantirna Health Precinct	-	Completion and implementation of the investment strategy and planning framework for the Wantirna Health Precinct is scheduled for 2018-19.
Strategy 5.3 Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business			
An increase in contributions collected from new development towards essential community infrastructure in line with the Development Contributions Plan	Contributions collected from new development towards essential community infrastructure in line with the Development Contributions Plan	-	Collection of contributions from new development towards essential community infrastructure is planned to begin in 2018-19.
Strategy 5.4 Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community			
An increase in the participation rates for Knox skills development programs for community groups	The number of individuals participating in skills development programs run for community groups	84	In 2017-18, 84 individuals from community groups participated in Council run skills development programs.
An increase in skills development programs run for community groups	The number of Skills development programs run annually	9	Knox conducted nine Skills Development Programs for community groups in 2017-18.

2017-18 Annual Plan

Key activities undertaken in 2017-18 to work towards the achievement of Goal 5.

Major Initiative	Progress	Comment
Develop and regularly update a Knox Investment Plan to support Council's advocacy program and activities.	100%	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	Progress	Comment
Advance the planning for the Wantirna Health Precinct in partnership with the Metropolitan Planning Authority and Department of Economic Development, Jobs, Transport and Resources.	70%	<p>The Victorian Planning Authority has confirmed that the Wantirna Health Precinct is now on its official work program.</p> <p>A meeting of key stakeholders was convened to discuss commencing a multi-agency approach to planning and implementation for the precinct.</p> <p>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.</p>

Services

Economic Development

This service aims to realise Knox's potential as a prosperous, advancing economy. It provides an integrated approach to information, advice and action to encourage private and public sector investment that will increase business establishment and growth; encourage and attract new business and investment; lift productivity; create prosperity and boost employment within the Knox economy. The service informs and supports businesses within Knox by providing education and assistance with business development; attraction and facilitation of investment; connecting businesses with each other or in groups; and highlighting opportunities that may exist within government funding programs.

Place Program

This service provides an integrated approach to build partnerships and ensure better social, environmental and economic outcomes are delivered in community hubs. It sets out to improve the amenity and neighbourhood character of the municipality, increase prosperity and increase the capacity for the community to be resilient to change and work together to determine what is important in their Place.

Local Government Performance Reporting Framework

There are no prescribed LGPRF service performance indicators and measure relevant to Goal 5.

GOAL 6

We are healthy, happy and well

Council targets and measures identified in the Community and Council Plan

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 6.1 Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition			
An increase in health promotion, harm minimisation education and capacity building within Knox sporting clubs	The number of health promotion, harm minimisation education and capacity building programs delivered within Knox sporting clubs	4	Four programs incorporating messages around health promotion, harm minimisation and capacity building were delivered to sporting clubs within Knox in 2017-18.
Strategy 6.2 Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition			
An increase in the number of females participating in sport	The number of females participating in organised sports in Knox	9,406	In 2017-18, 9,406 females participated in organised sport in Knox.
Sustain the number of juniors (under 17) participating in sport	The number of juniors participating in organised sports	14,276	In 2017-18, 14,276 juniors participated in organised sport in Knox.
An increase in the number of people with a disability participating in sport	The number of people with a disability actively participating in organised sport	311	In 2017-18, 311 individuals with a disability participated in organised sport in Knox.
An increase in the number of Indigenous people participating in sport	The number of Indigenous people actively participating in organised sports	60	In 2017-18, 60 indigenous community members participated in organised sport in Knox.
An increase in the number of Council programs broadened to incorporate mental health messages	The number of Council programs/activities that incorporate and/or promote mental health messages	9	In 2017-18, Knox conducted nine programs/activities that focused on community connections, promoting social harmony and supporting people with mental health issues. Council also distributed approximately 7,000 Mental Health Cards to services and hospitals in Knox.
An increase in participation in active ageing activities	The number of participants attending Knox Seniors Festival events and Knox Senior Zest 4 Life events	5,358	The total attendance numbers for Knox Over 55s Zest4Life activities for the 2017-18 period was 5,358. This includes 3,902 for the 2017 Knox Seniors Festival and 350 for the Knox Active Ageing Expo.

2017-18 Annual Plan

Key activities undertaken in 2017-18 to work towards the achievement of Goal 6.

Major Initiative	Progress	Comment
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%	<p>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.</p> <p>In November 2017 Council resolved to commence the statutory process and community consultation on its intention to lease the facility.</p> <p>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.</p> <p>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.</p>
Initiative	Progress	Comment
<p>Deliver health promotion and harm minimisation programs, including:</p> <ul style="list-style-type: none"> • Education /capacity building programs with sporting clubs focused on cultural change; and • Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations. 	97%	<p>Advocacy on health promotion and harm minimisation programs have been built into the Knox Community Investment Plan.</p> <p>Council continued to advocate to the State Government for legislative change on health issues relevant to Knox.</p> <p>A strategy to address packaged alcohol outlets and the links to harmful alcohol use was approved by Council in December 2017.</p> <p>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.</p> <p>Advocacy is also occurred on health and wellbeing issues that related to family violence, gambling and alcohol misuse.</p>
Develop an Aquatic Plan.	80%	<p>The project has identified gaps in aquatic and health and fitness services and facilities, both now and into the future.</p> <p>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>

Services**Active Communities**

This service works to encourage Knox residents as they get older to socialise and participate in activities that will enable them to have greater independence and live active and healthy lives in the community. This is achieved by promoting active ageing and by providing events and programs, support to 11 Senior Citizens Clubs and other older person's support groups within the municipality.

Active Living

This service provides a range of Home and Community Care (HACC) services that support over 2,500 frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.

Early Years Planning, Innovation and Partnerships

This service supports early years and family support services to provide good quality, well-co-ordinated and integrated services to meet the needs of families and children. The service undertakes service planning and reviews including research and community consultation, to ensure children and family services are available to meet identified priority needs of the community in Knox. The service also builds and supports partnerships between Council and non- Council services and community managed programs to provide the right support at the right time in children's and families' lives.

Family Health, Development and Support

This service aims to support the healthy development of young children. It supports, empowers, informs and equips parents and primary carers of children from birth to six (6) years in their role as their child's first teacher. The service also aims to support and empower service providers, professionals, volunteer committees and community leaders to successfully engage and support families with young children. Additional supports are provided to vulnerable families who are not connected with services.

Health Services

This service aims to mitigate adverse community health outcomes through:

- monitoring, surveillance and enforcement activities that are aimed at food safety and controlling the spread of infectious disease
- immunisation services which protects the community against vaccine preventable disease
- delivery of health promotion and education services, including tobacco control and emergency management which aims to change community behaviour towards improved health outcomes
- the provision of expert advice on preventative health related matters.

Services
(cont.)**Leisure Services**

This service includes the management, operation and/or support for Council's leisure facilities including two Council managed leisure centres (including aquatic facilities), 11 externally managed facilities, 17 community managed and 10 public access tennis facilities, one community managed hockey facility and 59 council managed sports grounds.

Youth Services

This service promotes, develops and encourages physical, social and mental wellbeing of young people by providing, facilitating, planning, funding and advocating for the needs of young people, their families and their community. Youth Services includes delivery of youth counselling and referral, youth leadership development, parenting programs, and partnerships with schools in Knox.



Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Measure	2015	2016	2017	2018	Material Variation Comment
Aquatic Facilities					
Satisfaction User satisfaction with aquatic facilities (User satisfaction with how Council has performed on provision of aquatic facilities)	-	-	-	-	This measure is optional and was not reported
Service standard Health inspections of aquatic facilities (Number of authorised officer inspections of Council aquatic facilities/Number of Council aquatic facilities)	4	4	4	4	
Reportable safety incidents at aquatic facilities (Total number of WorkSafe reportable aquatic facility safety incidents)	1	1	2	1	There was one reportable incident in November 2017. The incident was reported in accordance with Worksafe's guidelines.
Service Cost Cost of indoor aquatic facilities (Direct cost of indoor aquatic facilities less income received/ Number of visits to indoor aquatic facilities)	-\$0.84	-\$0.97	-\$0.06	-\$0.21	As part of Council's contract with the aquatic services provider, the annual dividend was renegotiated in 2016-17 as part of an additional term. This resulted in an increase in financial return in 2017-18 compared to the previous year. Council continues to generate income in excess of cost for indoor aquatic facilities.
Utilisation (Number of visits to aquatic facilities/Municipal population)	3.62	3.67	3.60	3.49	

Food Safety

Timeliness

Time taken to action food complaints

[Number of days between receipt of first response action for all food complaints / Number of food complaints]

0.00 1.35 1.62 **1.16**

As in previous years, the vast majority of food complaints were investigated on the same day as they were received or the following day. A small number were lodged over weekends, holiday periods or long weekends, which impacts the ratio. The standard is that food complaints are actioned within 24 hours of being received.

Service standard

Food safety assessments

[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100

97.45% 100.00% 99.55% **100.00%**

Service cost

Cost of food safety service

[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]

\$480.51 \$393.61 \$635.51 **\$420.10**

There is a significant difference between the 2016-17 and 2017-18 cost figures as the premises in the Streatrader program have been included back into the 2017-18 calculation. The Budget figure is relatively stable but a significant reduction in the attributed premises has been applied.

Health and safety

Critical and major non-compliance outcome notifications

[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100

94.73% 91.95% 90.50% **90.16%**

Measure	2015	2016	2017	2018	Material Variation Comment
Maternal and Child Health (MCH)					
Satisfaction					
Participation in first MCH home visit					
(Number of first MCH home visits/Number of birth notifications received) x100	108.15%	104.22%	102.51%	99.94%	
Service standard					
Infant enrolments in the MCH service					
(Number of infants enrolled in the MCH service (from birth notifications received/Number of birth notifications received) x100	100.00%	98.74%	101.47%	101.28%	
Service Cost					
Cost of MCH service					
(Cost of the MCH service/Hours worked by MCH nurses)	\$0.00	\$73.19	\$71.95		The Maternal Child Health Costing Survey is currently with the Department of Education and Training. Once returned and reviewed by the MAV it will be forwarded to all Victorian council's. The survey for 2017-18 will be the extensive service costing review similar to the 2013-2014 review.
Participation					
Participation in MCH service					
(Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service) x100	82.75%	79.07%	80.88%	81.25%	
Participation in MCH service by Aboriginal children					
(Number of aboriginal children who attend the MCH service at least once (in the year)/Number of aboriginal children enrolled in the MCH service) x100	92.31%	74.24%	87.30%	75.47%	A decrease in participation rates by Aboriginal Children was seen in 2017-18 due to an influx of families from Interstate. There have also been multiple families where contact has not be able to be made. It is assumed that these families have moved out of the area, however, the history remains open in the system.



GOAL 7

We are inclusive, feel a sense of belonging and value our identity

Council targets and measures identified in the Community and Council Plan

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 7.1 Protect and preserve our local cultural heritage			
An increase in people attending events aimed at embracing Aboriginal cultural heritage	The number of individuals attending Sorry Day	151	Sorry Day was held on 26 May 2018 with 151 individuals attending.
	The number of individuals attending National Aboriginal and Islander Day Observance Committee (NAIDOC) events	150	On 6 July 2017 Council co-ordinated NAIDOC week activities at the Ferntree Gully Community Arts Centre and Library in partnership with EACH and Eastern Regional Libraries. 150 individuals attended the various activities.
Strategy 7.2 Celebrate our diverse community			
An increase the number of multicultural groups engaging in Council events and festivals	The number of multicultural groups participating in Council run community festivals and events.	19	In 2017-18, 19 multi-cultural groups participated in Council run community festivals and events. This result represents an 11% increase on 2016-17.
An increase in the number of new and emerging groups applying for council grants program	The number of applications for grants	76	76 applications for grants were received in 2017-18.
Strategy 7.3 Strengthen community connections			
Sustain attendance at Knox run community festivals, events and projects	The number of individuals attending the Knox Carols	-	The 2017 Knox Carols was cancelled in the interests of public safety, as advised by Knox Emergency Services due to the extreme weather conditions.
	The number of individuals attending the Knox Festival	25,000	25,000 individuals attended the Knox Festival in 2018 which represented a 25% increase on 2017 attendance.
	The number of individuals attending Stringybark	15,000	Attendance numbers at Stringybark in 2018 were consistent to those seen in 2017.
An increase in the percentage of participants reporting enjoyment of attendance at Knox run events and festivals	The number of surveyed participants who report that they enjoyed the event/festival attended	89%	A total of 90 patrons were surveyed across two events. Of the patrons surveyed, 91% rated Stringybark at least 3 out of 5 stars and 100% rated the Knox Festival 4 out 5 stars.

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 7.4 Promote and celebrate the contribution of our volunteers			
An increase in the number of volunteers registered and trained to support Council programs	The number of volunteers registered and trained to support Council programs	112	In 2017-18, 112 volunteers were registered and trained to support Council programs.

2017-18 Annual Plan

Key activities undertaken in 2017-18 to work towards the achievement of Goal 7.

Major Initiative	Progress	Comment
Relocate the Knox City Library service and Youth Information Centre within Knox Westfield.	36%	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	Progress	Comment
Support the development of the new The Basin Community House on The Basin Primary School site.	96%	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.
Further develop partnerships with community houses for extended programming related to digital literacy.	100%	Regular meetings with community houses occurred during 2017-18. 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. 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.
Finalise the review of Council's Community Operational Funding Program.	100%	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.
Develop a streamlined approach and tools to support community members holding community events and festivals on Council land.	95%	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.

Major Initiative	Progress	Comment
Continue to support the attraction, placement and recognition of volunteers through the Volunteer Resource Centre for community groups in Knox.	100%	<p>Council's Volunteer Support Advisor has undertaken cross-organisation consultation to identify opportunities for recognising Council volunteers.</p> <p>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.</p> <p>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.</p>
Embed a strengthened approach to the management and recognition of volunteers within the organisation.	100%	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.

Services

Arts and Cultural Services

This service delivers and engages the local community in a range of arts and cultural services and programs. These services/programs include performing arts, events, festivals, arts courses, performances and public art projects.

Community Access and Equity

This service provides programs that support and advocate for disadvantaged and marginalised communities to foster an accessible, inclusive and supportive Council and community. The service provides both program based service delivery and development roles that are aligned to Council's Vision.

Community Strengthening

This service aims to create a stronger Knox community through: building the capacity of our organisation and our community organisations, developing and nurturing partnerships, and creating connections between community groups, individuals and businesses. This is achieved through the delivery of a range of programs which focus on supporting and resourcing Not for Profit (NFP) community groups.

Libraries

The Libraries service provides resources and programs and a variety of media for education, information, leisure and personal development. There are currently five branch libraries in Knox and one library service bus. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Maroondah, Yarra Ranges and Knox Councils

Social Policy and Planning

This service researches, informs, analyses, develops and contributes to Council social policy, planning and action. It identifies and recommends evidence-based priorities and strategies for Council and community planning and action. This service provides support and advice on the development of new and improved service and facility proposals.

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/ Measure	2015	2016	2017	2018	Material Variation Comment
Libraries					
Utilisation					
Library collection usage					
(Number of library collection item loans/Number of library collection items)	8.08	8.51	9.03	10.03	In 2017-18 there was an increase in the number of loans from all Knox libraries. This resulted from an increase in the number of individuals utilising libraries in person and accessing eBooks.
Resource Standard					
Standard of library collection					
(Number of library collection items purchased in the last 5 years/ Number of library collection items) x100	85.66	78.36%	78.25%	76.07%	
Service Cost					
Cost of library service					
(Direct cost of library service/ Number of visits)	\$3.71	\$4.14	\$4.75	\$4.65	
Participation					
Active library members					
(Number of active library members/Municipal population) x100	18.14%	14.01%	13.01%	13.39%	

GOAL 8

We have confidence in decision making

Council targets and measures identified in the Community and Council Plan

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 8.1 Build, strengthen and promote good governance practices across government and community organisations			
Increased opportunities for community participation in Council's decision making, clarifying the limits of influence.	Community perceptions of Council performance (Index Score 0-100) in making community decisions	56	Community perception of Knox performance in making community decisions increased by one point in 2018.
	Community perceptions of Council performance (Index Score 0-100) in customer service	77	Council continued to achieve positive results for customer service. The result of 77 is five points higher than the metropolitan average and seven points higher than the state average.
	Community perceptions of overall Council direction (Index Score 0-100)	52	Community perception of Councils overall direction fell by two points in 2018. This result is the same as the state average.
	Community perceptions of overall Council performance (Index Score 0-100)	65	Community perception of Council's overall performance remained stable at 65 in 2018. This is the same as the metropolitan council average.
	Number of Council decisions made at meetings closed to the public	5.81%	There was an increase in contractual and industrial matters decided at Council during the financial year.
An increase in the number of Council services with a self-service technology based option	Council services with a technology based self-service option	-	Significant work will be undertaken on Knox's self-service options as part of the website redevelopment. Reporting improvements as part of this process will result in a comprehensive result against this measure in 2018-19.
A reduction in the funding gap for the renewal of infrastructure	The funding gap for renewal of infrastructure	\$2,136,819	The funding gap for renewal of infrastructure is estimated at \$2,136,819. This assessment is based on the endorsed 2018-19 budget and is subject to adjustments through the year. Provision of renewal funding for capital items is greater than the modelled renewal requirement.
Deliver community grant programs with robust governance structures	The number of funded groups who acquit their 'Community Operational Grants' or 'Community Development Funds' on time for their intended spend	94%	In 2017-18, 62 of 66 Community Development Fund and Community Operational Funding grants were acquitted.

What we are aiming for	How we measure our impact	2017-18 Result	Comment
Strategy 8.2 Enable the community to participate in a wide range of engagement activities			
Increased opportunities for community participation in Council's decision making, clarifying the limits of influence	Community perceptions of Council performance (Index Score 0-100) in community consultation and engagement	53	Community perceptions of Council's performance in Community Engagement and Consultation decreased by two points in 2018 to 53. Council is currently working on methods to improve community engagement.
	Community perceptions of Council performance (Index Score 0-100) in advocacy (lobbying on behalf of the community)	55	Community perception of Council's performance on advocacy matters increased by two points in 2018.

2017-18 Annual Plan

Key activities undertaken in 2017-18 to work towards the achievement of Goal 8.

Major Initiative	Progress	Comment
Review Council's advisory committees to enable community participation, advice and action.	100%	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	Progress	Comment
Finalise and implement Council's Communication Strategy.	100%	The Communication Strategy was approved by Council and will be implemented over the life of the Community and Council Plan 2017-21.
Implement staged delivery of the ICT Roadmap to support organisational efficiency and effectiveness and to increase capacity for customer self-service.	80%	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.
Strengthen and centralise the coordination, collection and provision of research and data to support future planning by Council.	100%	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.
Facilitate regular networking sessions with key agencies and stakeholders to identify partnership opportunities in order to achieve shared Community and Council Plan goals.	100%	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.

Services**Communications**

This service is responsible for organisational communications and promotions, leadership and advice in communications and marketing, the production and management of corporate publications (including brand development and integrity), media connections, staff communications and the development of community information.

Customer Service

This service is designed to support the delivery of a range of Council's programs and services to the community via telephone and counter contact centres. The service supports the organisation to provide personalised, responsive customer service via all Council's contact channels, including online. The team provides guidance and support for all customer interactions and exists to support information and connection between Council and the community.

Financial Services

This service provides the strategic thinking, leadership, service delivery and management of all matters relating to financial management. The Department is responsible for leading the processes for budgeting and forecasting, regular financial reporting, Annual Financial Accounts preparation, rating services and management of the debtors and creditors and provides oversight of Council's property management obligations. The Finance team works closely with the Governance team to develop and support the organisational financial compliance frameworks and works across the organisation educating and supporting stakeholders. The Finance team continuously reviews its operations to ensure compliance with statutory obligations and community expectations.

Governance

The Governance service provides key internal and external services to Councillors, staff and the community to facilitate a well governed organisation. The service has overall responsibility for legislative compliance, Councillor support and development, Council meetings and the maintenance of the Civic Centre meeting rooms. The service oversees Council's strategic procurement function and is responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and Freedom of Information.

Services (cont.)

Human Resources

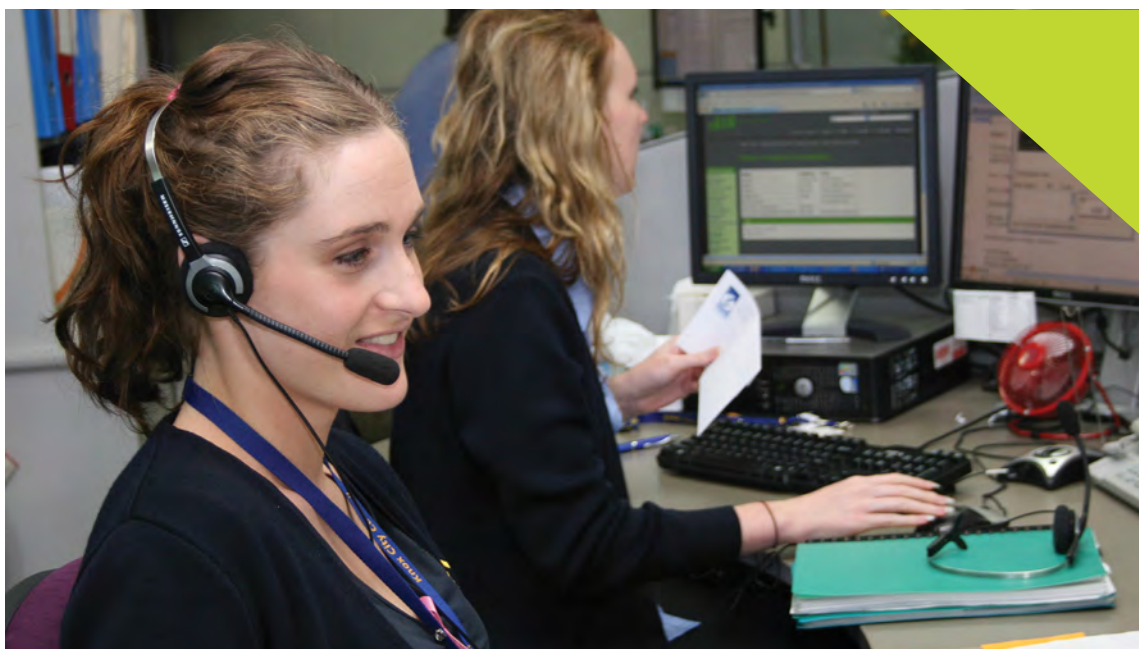
This service provides strategic and operational leadership, services and programs for all aspects of human resource management. These include industrial and employee relations, recruitment, induction, corporate learning and development, leadership development, organisational culture, performance management workforce planning, remuneration and employee safety, health and wellbeing. This service works across the organisation, developing and implementing programs, and works with stakeholders to educate and build capability and continuously develop their teams. This service also includes Council's risk management systems, insurances and the front line support to customers and residents for insurance related issues.

Information Technology

This service incorporates provision of information technology and records management services and IT support for the organisation. This encompasses hardware and software support as well as internal and external telecommunications. This service is a key foundation platform for efficient service delivery for the community and the organisation.

Strategy and Innovation

This service provides leadership, guidance and direction for the planned and measurable delivery of Council's Vision. This is achieved through: strategic planning, corporate planning, service planning, performance monitoring, evaluation and reporting, continuous improvement, and various other organisational improvement projects.



Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/Indicator/ Measure	2015	2016	2017	2018	Material Variation Comment
Governance					
Transparency Council decisions made at meetings closed to the public (Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public/Number of Council resolutions made at ordinary or special meetings of a special meeting if Council consisting of a special committee only of Councillors)	3.39%	4.92%	4.05%	5.81%	There was an increase in contractual and industrial matters decided at Council during the financial year.
Consultation and engagement Satisfaction with community consultation and engagement (Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement)	59	60	55	53	
Attendance Councillor attendance at Council meetings (The sum of the number of Councillors who attended each ordinary and special Council meeting/(number of ordinary and special Council meeting/(Number of Councillors elected at the last Council general election)	93.21%	91.67%	99.21%	90.60%	

Governance

Service Cost

Cost of governance

(Direct cost of the governance service/Number of councillors elected at the last council general election)	\$51,034.00	\$55,042.56	\$55,473.56	\$53,622.78
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Satisfaction

Satisfaction with Council decisions

(Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community)	59	62	55	56
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Governance and Statutory Information

Governance

Knox City Council is constituted under the *Local Government Act 1989* to provide leadership for the good governance of the municipality and the Knox community.

Council is committed to effective and sustainable forms of leadership as the key to ensuring the community's priorities are met. The community has many opportunities to provide input into Council's decision-making processes, which include community consultation, public forums and the ability to make submissions to Council on a range of matters.

Council delegates the majority of its decision-making to Council's CEO and other staff. These delegations are exercised in accordance with adopted Council policies and budget. Knox's formal decision-making processes are conducted through Council meetings and special committees of Council.

Council Meetings

Council conducts an Ordinary Meeting on the fourth Monday of each month. Council also conducts a Strategic Planning Committee Meeting on the second Monday of each month, excluding January.

Meetings are open to the public and are held at the Knox Civic Centre located at 511 Burwood Highway, Wantirna South. Ordinary Meetings provide the opportunity for community members to submit a question to the Council and to speak to their question.

In addition to the regular meetings of Council, Councillors are appointed to committees. The following tables provide a summary of Councillor attendance at Council meetings, Strategic Planning Committee meetings, and Special Committees and Advisory Committees for the 2017-18 financial year.

Meetings of Council 2017-18 Financial Year

Committee	Cr Cooper	Cr Gill	Cr Holland	Cr Keogh	Cr Lockwood	Cr Mortimore	Cr Pearce	Cr Seymour	Cr Taylor
Specific Purpose Committees									
Audit Committee			4/5	3/5			5/5		
Australia Day Awards Committee			2/2	2/2	2/2				
CEO's Performance Evaluation Committee			2/2		4/4	2/2	4/4		
Specific Purpose Committees									
Knox Central Advisory Committee	2/3		1/3	1/3	3/3		3/3		3/3
ICT Governance Committee					1/1	1/1	1/1		
Working Groups									
Knox Regional Sports Park Working Group	1/2	2/2							
Knox Hockey Working Group									2/2
Life Stages Group									
Early Years Advisory Committee	4/6	4/4						2/2	
Youth Committee				3/6					4/6
Active Ageing Advisory Committee						4/6		5/6	
Sustainable Development Group									
Environment Advisory Committee			No Committee meetings held during 2017-18						
Affordable Housing Committee					2/2	2/2			
Community Safety, Health and Wellbeing Committee						3/3			2/3
City Future Committee			No Committee meetings held during 2017-18						
Inclusive, Active and Creative Communities Group									
Disability Advisory Committee				2/6				5/6	
Multicultural Advisory Committee				2/6	6/6				
Arts and Culture Advisory Committee				1/4	4/4				4/4
Recreation and Leisure Committee			3/3	2/4					2/4
Grants Evaluation Group									
Community Development Fund Evaluation Panel			4/5					5/5	5/5
Leisure Minor Capital Works Grant			1/1	1/1					1/1
Special Committee									
Ferntree Gully Cemetery (Special Committee) Revoked September 2017			1/1	1/1	1/1				
No Longer Operating Under New Committee Structure									
Community Health and Wellbeing Reference Group						4/4		1/4	1/4
Knox Community Safety Advisory Committee						3/4			4/4

Governance and Statutory Information

Meetings of Council - 1 July 2017 to 30 June 2018

Meetings of Council	Cr Taylor	Cr Mortimore	Cr Keogh	Cr Gill	Cr Pearce	Cr Holland	Cr Lockwood	Cr Seymour	Cr Cooper
Council	11/12	12/12	10/12	10/12	12/12	11/12	12/12	12/12	10/12
Special meetings	1/1	1/1	1/1	0/1	1/1	1/1	1/1	0/1	0/1
Strategic Planning Committee	10/11	11/11	10/11	8/11	11/11	9/11	10/11	11/11	9/11
Leave of absence granted to Councillors	1	0	1	0	0	0	0	0	0



Governance & Management Checklist

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

Governance and Management Items	Assessment
1 Community Engagement Policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Policy Date of operation of current policy: 23 February 2016
2 Community Engagement Guidelines (guidelines to assist staff to determine when and how to engage with the community)	Guidelines Date of operation of current guidelines: 23 February 2016
3 Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next four financial years)	Adopted in accordance with section 126 of the Act Date of adoption: 25 June 2018
4 Annual Budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act Date of adoption: 25 June 2018
5 Asset Management Plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans Date of operation of current plans: Knox Council has endorsed the following asset management plans: <ul style="list-style-type: none"> • Footpath and Shared Path - June 2016 • Road - March 2007 • Building - June 2009 • Drainage - November 2010 • Open Space - December 2011 • Bridge - February 2013 • Car Park - February 2013 • Playground - December 2013 • Street Tree - May 2016 • Strategic - December 2014
6 Rating Strategy (strategy setting out the rating structure of Council to levy rates and charges)	Strategy Date of operation of current strategy: 26 June 2017
7 Risk Policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy Date of operation of current policy: 1 September 2015
8 Fraud and Corruption Control Framework (policy outlining Council's commitment and approach to minimising the risk of fraud)	Policy Date of operation of current policy: 25 June 2018

Governance and Statutory Information

Governance and Management Items	Assessment
9 Municipal Emergency Management Plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> Date of preparation: 27 January 2016
10 Procurement Policy (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act 1989</i> Date of approval: 24 July 2017
11 Business Continuity Plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Plan Date of operation of current plan: Council's business continuity framework was approved in September 2015 . It has numerous business continuity plans, which are reviewed annually. The most recent review for major plans occurred in December 2017
12 Disaster Recovery Plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan Date of operation of current plan: 12 June 2007
13 Risk Management Framework (framework outlining Council's approach to managing risks to Council's operations)	Framework Date of operation of current framework: 1 September 2015
14 Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the Act Date of establishment: Knox established an audit committee in 2003 and has maintained an audit committee since that date. The most recent terms of reference were endorsed on 27 March 2017
15 Internal Audit (independent accounting professionals engaged by Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged Date of engagement of current provider: 12 May 2015
16 Performance Reporting Framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Framework Date of operation of current framework: Council and community plan endorsed 25 June 2017
17 Council Plan Reporting (report reviewing the performance of Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Report Date of report: 28 August 2017, 18 December 2017, 27 March 2018, 28 May 2018
18 Financial Reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to Council in accordance with section 138(1) of the Act Dates of reports: 28 August 2017, 27 November 2017, 26 February 2018, 28 May 2018

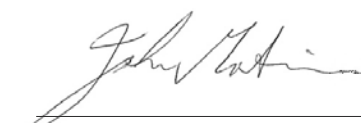
Governance and Management Items	Assessment
19 Risk Reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports Date of reports: 3 August 2017, 19 October 2017, 25 January 2018, 24 May 2018
20 Performance Reporting (six-monthly reports of indicators measuring results against financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Reports Dates of reports: 28 August 2017, 18 December 2017, 27 March 2018, 28 May 2018
21 Annual Report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Considered at meeting of the Council in accordance with section 134 of the Act Date of consideration: 23 October 2017
22 Councillor Code of Conduct (code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76C of the Act Date reviewed: 20 February 2017
23 Delegations (a document setting out the powers, duties and functions of Council and the CEO that have been delegated to members of staff)	Reviewed in accordance with section 98(6) of the Act Date of review: Council to CEO - 26 June 2017 Council to SPC - 26 September 2017 Council to Staff - Cemeteries and Crematory - 27 March 2018 Council to Staff - Domestic Animals, Environmental Protection and Food - 27 March 2018 Council to Staff - Planning - 22 May 2017 VicSmart - 19 September 2014 CEO Powers - 30 April 2018 CEO sub-delegation to staff - 30 April 2018 MBS to Building Department - 6 February 2018
24 Meeting Procedures (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act Date local law made: 10 July 2008

I certify that this information presents fairly the status of Council's governance and management arrangements.



Tony Doyle
Chief Executive Officer

Date:
Wantirna South



Cr John Mortimore
Mayor

Date:
Wantirna South

Governance and Statutory Information

Audit Operations

Consistent with good governance practice, Knox City Council has operated an Audit Committee during 2017-18. The Audit Committee is an advisory committee of the Council and has a focus on monitoring Council's:

- Internal control systems
- Financial management practices
- Risk management
- Good governance practices
- Ethical operations

Council members of the Audit Committee during 2017-18 were:

- Cr Darren Pearce
- Cr Tony Holland
- Cr Jake Keogh

Independent, external members were:

- Ms Linda MacRae (Chair)
- Dr John Purcell
- Ms Lisa Tripodi

The Audit Committee's role is to facilitate:

- the enhancement of Council's external financial reporting, providing Council with confidence that the annual financial audit accurately reflects its financial performance
- the effectiveness of the external and internal audit functions
- the effective management and protection of Council assets
- compliance with relevant laws and regulations, and consideration of best practice guidelines
- the oversight of Council's risk register and implementation and mitigation of mitigating actions
- the provision of an effective means of communication between the external auditor, internal auditor, management and Council.

The Audit Committee met on five occasions during 2017-18 and oversaw the programmed internal audit work plan. This involved the following separate internal audits by contractor DFK Kidsons Pty Ltd:

- Data Analysis Review
- Contract Management
- Building Maintenance - Essential Safety Measures
- Privacy and Data Protection
- Asset Management.

The committee received reports on a range of matters relevant to its terms of reference as well as developments in the local government sector.

Statutory Information

As part of its commitment to good governance, Knox City Council is required to report against several relevant acts and regulations.

Privacy and Data Protection

The *Privacy and Data Protection Act 2014* states that Council must not contravene Information Privacy Principles in respect of personal information it has collected, held, managed, used, disclosed or transferred.

Council's Privacy Policy is a public document available from Council's website at www.knox.vic.gov.au or on request. The policy was reviewed in July 2016.

Two complaints were received and investigated by Council during 2017-18 for breaches of the *Privacy and Data Protection Act 2014*.

All questions or complaints regarding Council's obligations under the Privacy and Data Protection Act 2014 and Council's Privacy and Data Protection Policy can be discussed with Council's Chief Privacy Officer on **03 9298 8000**.

Chief Privacy Officer: Manager Governance and Strategy

Health Records

The *Health Records Act 2001* requires Council to responsibly handle the health information it collects and states that Council must not do an act, or engage in a practice that contravenes a Health Privacy Principle.

Council's Health Records Policy is a public document available from Council's website at www.knox.vic.gov.au or on request. The policy was approved in March 2018.

No complaints were received or investigated for breaches of the *Health Records Act 2001*.

All questions or complaints regarding Council's obligations under the Act and Council's Health Records Policy can be discussed with Council's Chief Privacy Officer on **03 9298 8000**.

Chief Privacy Officer: Manager Governance and Strategy

Statutory Information

Freedom of Information (FOI)

The *Freedom of Information Act 1982* gives members of the public a legal right of access to documents held by Council limited only by exemptions. It also provides individuals with the right to access and correct documents containing their own personal information.

Requests for access to Council documents under the Act must be in writing, accompanied by the application fee of two fee units and should provide sufficient information to identify the particular documents being sought.

During 2017-18, Council received 26 FOI requests. Determinations were made on 23 applications, with three applications still being processed at year end. The median time for determination of FOI applications in 2017-18 was 27 working days.

There were no applications for review lodged with the FOI Commissioner or appeals to VCAT regarding requests processed throughout the year.

Requests for access to information under the Freedom of Information Act should be lodged with the Freedom of Information Officer, Knox City Council, 511 Burwood Highway, Wantirna South, VIC 3152.

Enquiries regarding the Act can also be made by calling 03 9298 8000.

Freedom of Information Officer: Governance Officer

Improvement Incentive Principles Agreement

While payments under the Improvement Incentive Principles Agreement were terminated in 2005-06, Council was required to recommit to the principles contained in the agreement under the National Competition Policy, regarding Australian Consumer Law, local laws and competitive neutrality.

There were no complaints under the National Competition Policy or Australian Consumer Law received during the 2017-18 financial year. Council continues to comply with these principles under the national policy and in fulfilment of its obligations.

The Australian Consumer Law Compliance Officer: Manager Governance and Strategy.

Road Management Act

The *Road Management Act 2004* requires Council to develop a road management plan, which in effect provides an opportunity to establish a policy defence against civil liability claims associated with the management of its road network. Council's road management plan outlines roads under management, inspection regimes and service and maintenance standards against which Council will manage its roads and road-related assets.

No formal guidance was received in 2017-18 in relation to the Road Management Act. A copy of the latest version of the Act can be found here:

http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/rma2004138/

Council's latest iteration of its published Road Management Plan is available on Council's website.

National Competition Policy

Knox City Council continues to comply with the requirements of the National Competition Policy and the Australian Consumer Law legislation in the operation of its business. Knox's significant businesses operate in accordance with the principles of competitive neutrality to ensure that Council does not unduly influence the private market in the provision of services.

Officer responsible for National Competition Policy: Manager Business and Financial Services

Protected Disclosure Act

The *Protected Disclosure Act 2012* came into effect on 10 February 2013. Knox City Council adopted its Protected Disclosure Policy and procedures in August 2013, and they are available on Council's website and from Council's offices. During 2017-18, no disclosures were made to the Independent Broad-based Anti-corruption Commission (IBAC).

Protected Disclosure Coordinator: Director Corporate Services

Charter of Human Rights and Responsibilities

The Victorian *Charter of Human Rights and Responsibilities Act 2006* is an Act of Parliament that sets out the rights, freedoms and responsibilities of all Victorians. Government departments and public bodies must observe the rights set out in the Act when creating laws, developing policy and providing services. This means that government, public servants, local councils, Victoria Police and others are required to act in a way that is consistent with the rights protected under the charter.

During 2017-18, no complaints were received by Council or the Victorian Ombudsman in relation to Knox City Council's implementation of the Charter of Human Rights and Responsibilities Act.

Any questions or complaints regarding the Act can be discussed with Council's Human Rights Officer on 03 9298 8000.

Human Rights Officer: Manager Governance and Strategy

Statutory Information

Best Value

In accordance with the *Local Government Act 1989*, Council applies best value principles to its strategic and service planning processes. At Knox this happens through the regular process of future planning and ensuring continuous review and improvement across all Council's service areas. This means the following:

- All services provided by Council must meet quality and cost standards.
- Each service provided by Council must be accessible to those members of the community for whom the service is intended.
- All services provided by Council must be responsive to the needs of the community.
- Council provides for continuous improvement in providing services for its community.
- Council has developed a program of regular consultation with its community about the services it provides.
- Council reports regularly to its community on its achievements against the principles.

These best value principles are incorporated into the delivery Knox's Community and Council Plan 2017-21, and are given effect through Council's Service Planning Policy. This Annual Report illustrates Council's performance against these best value principles.

Documents available for inspection

Under section 222 of the *Local Government Act 1989*, the following Council documents are available for public inspection by contacting the Governance Coordinator on 03 9298 8000:

- Details of overseas or interstate travel undertaken in an official capacity by Councillors or any member of Council staff in the previous 12 months. This excludes interstate travel by land for less than three days.
- Agendas for and minutes of Ordinary and Special Meetings of Council held in the previous 12 months, excluding confidential information considered by Council.
- Minutes of meetings of special committees held in the previous 12 months, excluding confidential information considered by Council (special committees are established under section 86 of the *Local Government Act 1989*. Council may, by instrument of delegation, delegate functions, duties or powers to a special committee).
- A register of delegations made pursuant to the *Local Government Act 1989*.
- A document containing details of all leases involving land entered into by the Council.
- A register of authorised officers appointed under section 224 of the *Local Government Act 1989* (section 224 allows Council to appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulation or local law which relates to Council's functions and powers).
- A list of donations and grants made by Council during the previous 12 months.

**Food Act
1984**

Knox City Council is responsible for meeting and enforcing the legislative requirements of the *Food Act 1984*.

Council manages its statutory obligations by meeting the necessary inspection targets, relevant follow-ups, food sampling requirements and food-related investigations.

Approximately 70 percent of the work of Council's environmental health officers relates to food compliance functions at premises including restaurants, takeaway food outlets, hotels, cafes and supermarkets. Officers promptly react to food-related complaints with a same-day or next-day response to commence an investigation.

Council's emphasis is primarily aimed at educating proprietors of their responsibilities; however, escalating enforcement action is applied to those proprietors who continually breach food standards.

Food Safety Programs for relevant premises are monitored by the environmental health officer's health team, who also oversee the external third-party food audit system.

**Disability
Act 2006-
Disability
Action Plan
Implementation**

Knox City Council is committed to creating a community that is accessible, welcoming and inclusive of everyone. Of the current 162,116 residents in Knox, it is estimated that approximately 16 percent (SDAC, 2015) of them have some form of disability, representing a significant portion of our community.

Council acknowledges that initiatives to create a more accessible and inclusive community cannot be achieved without addressing the specific needs and rights of people with disabilities, their families and carers. Council's draft Access and Equity Implementation Plan 2017-22 (the plan) encapsulates the strategic directions Council will take to promote the rights of people with disabilities while enhancing access and inclusion to the benefit of the whole community.

The plan focuses on building the capacity of people with disabilities and providing opportunities for leadership within the community.

Aligned to the *Disability Act 2006*, Council aims to:

- reduce barriers to people with a disability in accessing goods, services and facilities
- reduce barriers to people with a disability in obtaining and maintaining employment
- promote inclusion and participation in the community
- achieve tangible changes in the attitudes and practices that discriminate against people with a disability.

Statutory Information

Disability Act 2006- Disability Action Plan Implementation (cont.)

To achieve this, Council provides a wide range of services and programs for the community, many of which are accessible and inclusive for people with disabilities. Council also provides a range of services to more directly meet the needs of people with disabilities, their families and carers. These include the following:

- Supports delivered under the Home and Community Care program for Younger People (HACC PYP) include services for people with a disability under the age of 65 years and their carers. These include - in home assessment, domestic assistance, personal care, respite care and home maintenance and planned activity groups.
- Support delivered under the Commonwealth Home Support Program (CHSP) for people aged over 65 years (including those ineligible for NDIS) and their carers. These include Regional Assessment Service, domestic assistance, personal care, flexible respite, home maintenance, home modifications, social support group and social support for the individual.
- HACC PYP and CHSP Food Services (meals on wheels) - home-delivered meals, distributed by community volunteers.
- Community participation (transport) - a community transport service is available for Knox residents with priority given to people with disabilities, the frail and aged, and people at risk of social isolation.
- Seniors Housing Support Program - for older residents, including those with a disability, who are homeless or at risk of becoming homeless.
- A dedicated Active Ageing and Disability Services NDIS Transition Liaison Officer.
- Parking permits - Council administers the disabled persons parking permit scheme.
- Retrofitting program - allocation of dedicated funds through the capital works program to enhance access to Council-owned buildings and facilities.
- Bi-monthly meetings of the Knox Disability Advisory Committee, which consists of people with a disability, carers and representatives from disability service providers to assist Council in the consultative process and provide feedback to support Council's decision-making.
- Providing a range of communication materials on services and relevant information, which encourages and demonstrates actions to improve access and inclusion through such publications as: a *Guide to Disability and Aged Services* in Knox, the *People First Guide* and the email newsletter, *Accessing Knox*.
- Facilitation and development of the Eastern Disability Housing Network, which is designed to engage community members and explore opportunities to improve housing options for people with a disability.
- Celebration of International Day of People with Disability as part of Knox's *Carols by Candlelight*, including the incorporation of a wide range of inclusive features, such as providing an Access Key and Chill Out spaces for people with anxiety, designated accessible seating areas, carols songbooks in Braille and sighted guides, Auslan interpreters, proflooring for wheelchair mobility, accessible parking and toilets, and having a Changing Places facility on site.

Disability Act 2006- Disability Action Plan Implementation (cont.)

- Training and information sharing for community members and services in preparation for the rollout of the National Disability Insurance Scheme (NDIS).
- The Eastern Regional Libraries Corporation offers a range of services to people with disabilities, which includes a home delivery service, tactile, audio and large print books, captioned DVDs and assistive devices for computer users.
- Hosting and facilitation of the Knox Disability Partnerships Network meeting for disability service providers.
- Development and provision of an Access Key for the Knox Civic Centre to increase the accessibility of our centre for people with anxiety, Autism Spectrum Disorder, intellectual disability, dementia or sensory impairments.

Carers Recognition Act 2012

Knox Council acknowledges the *Carers Recognition Act 2012* and has taken steps to deliver the principles of the Act in a practical sense, supported by policy and practice relating to people who require care, those who are carers, and the wider community.

Council's Enterprise Agreement acknowledges that carer responsibilities for employees may extend beyond that of immediate family members. Carer responsibilities are now more broadly acknowledged to include a definition of a 'significant other person', where an employee is responsible for providing direct and immediate care and support to that person.

A Flexible Work Arrangements Policy and Procedure has been prepared that recognises the role of the carer in accordance with the Carers Recognition Act. The policy provides flexible work options for staff who have carer responsibilities.

Council has taken all practicable measures to ensure staff, Council agents and volunteers working for Council are informed regarding the principles and obligations of the Act by including information on the care relationship through the following:

- Council's induction and training programs for staff working in CHSP and HACC PYP, disability services and all outward-facing community services, and for staff and volunteers in frontline positions with the general community.
- A number of initiatives have been implemented to ensure that the Carers Recognition Act is recognised and delivered to the community. Some of the programs are delivered in partnership with other community support services.
- Approximately 1,040 residents subscribe to *Accessing Knox*, the electronic publication distributed weekly by email. Council has received positive feedback about the information and available services provided in this communication.
- An extensive update to the *Guide to Services for Disability and Aged Services* was completed in November 2017 and 3,000 new copies were printed. This guide book includes sections outlining support options for carers. This guide has been widely distributed to individuals and community organisations throughout Knox.
- A parent/carer legal information session was held, which involved 30 participants and focused on power of attorney, administration, guardianship, wills and trusts for carers.

Statutory Information

Carers Recognition Act 2012 (cont.)

- Council provides respite care for carers of people with a disability who are under 65 years through the HACC PYP program and flexible respite services through the CHSP for people over 65 years, both of which are supported by funding from the State and Federal Governments.
- Council's Active Ageing and Disability Services team provides service coordination, referral and support to carers through the Regional Assessment and Home Support Assessment Services. HACC PYP, CHSP and Council-funded services are also provided to carers to support their caring role (for example, domestic assistance, community transport and food services).
- Active Ageing and Disability Services commenced a partnership with U3A Knox to deliver the new Knox U3A Carers group after identifying the need in the Knox community for such a group given the previous limited support networks for carers in the region.
- The Lab program is in its third year. It is hosted by two Knox neighborhood houses that provide programs for young people with Asperger's syndrome and also respite for their parents and carers.
- Support for the Autism Spectrum Disorder (ASD) Network that helps parents of children with autism.
- The Playconnect Playgroup is part of the federal government's Helping Children with Autism package, which provides support and services for children with ASD.
- NDIS-readiness sessions - three sessions were delivered that provided advice and guidance for carers/parents of people with a disability, with over 200 community members attending.
- NDIS- Active Ageing and Disability services NDIS Transition Officer continues to support carers, conducting testing for eligibility and transitioning to the NDIS.
- The Eastern Disability Housing Network is a network that has been established to support parents/carers, people with a disability and the disability sector to mobilise the community and improve housing options for people with a disability.
- My Time is a support playgroup for parents and carers of a young child with a disability or a chronic medical condition. The playgroup is facilitated by a trained worker employed by Playgroup Victoria and supported by Knox City Council. The program is funded by the federal government.
- Knox City Council is a member of the Carer Card Program, which is a State Government initiative that offers carers a wide range of discounts and benefits from businesses, local government and community organisations.
- Through CHSP the Knox RAS team continued to refer carers to Carer Gateway website, which provides a range of practical information and resources to help in their caring role.
- Specialised support services are also provided under the CHSP to help carers to manage conditions such as dementia or vision impairment in order to maximise client independence and enable them to remain living in their own homes.

Domestic Animal Management Plan 2017-21

In order to improve animal management in Victoria, all councils are required to have a Domestic Animal Management Plan (DAMP).

Knox City Council supports this strategic approach and has developed its DAMP using the guidelines provided by the Department of Economic Development, Jobs, Transport and Resources.

The 2017-2021 DAMP aims to promote responsible pet ownership and the welfare of dogs and cats in the community as well as to protect the community and environment from nuisance dogs and cats.

Council's 2017-2021 DAMP highlights 77 actions that are to be delivered throughout the life of the plan. In addition to some specific projects, there are a number of ongoing actions.

The following actions were delivered in 2017-18:

- Introduction of online animal registrations, to provide the community with easier and more convenient way of registering their pet.
- Delivery of a program of animal registration compliance that included:
 - texts being sent to owners, who had provided Council with a mobile phone number in order to follow up unpaid registration renewals
 - follow-up contact with residents to obtain evidence of unregistered animals, and issuing owners with fines for non-compliance
 - improving the accuracy of Council's animal registration database.
- Community education that included the promotion of animal registration through media releases, social media posts and Council's newspaper (distributed to all households in the municipality).
- Ongoing identification of properties where more than two dog or two cats are registered, in order to determine if they are an animal breeder requiring registration as a Domestic Animal Business.
- Training of officers in situational awareness, conflict management and self-preservation and harm reduction strategy training.

A detailed list of all actions from the DAMP and progress against those actions can be found at www.knox.vic.gov.au

Performance Statement

Year ending 30 June 2018

Understanding the Performance Statement

Council is required to prepare and include a performance statement within its Annual Report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures, together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014 (the regulations)*.

Where applicable, the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the financial statements. The other results are based on information drawn from Council information systems or from third parties (for example, the Australian Bureau of Statistics).

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures and the results forecast by Council's Strategic Resource Plan. The Regulations require explanation of any material variations in the results contained in the Performance Statement. The materiality thresholds have been set as +/-10% of the 2016-17 results.

The forecast figures included in the statement are those adopted by Council in its Strategic Resource Plan on 26 June 2017, which forms part of the Community and Council Plan. The Strategic Resource Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and are aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The Strategic Resource Plan is available on Council's website.

The following statement provides the results of the prescribed service performance indicators and measures, including an explanation of material variations.

Description of the Municipality

Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality, with residents from 130 different countries who speak 54 languages. The City of Knox has an estimated resident population of 162,116 (as at 30 June 2018) and covers an area of 113.84 square kilometres. The area boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges. Knox consists of the following suburbs: The Basin, Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Sassafras, Scoresby, Upper Ferntree Gully, Wantirna and Wantirna South.

Sustainable Capacity Indicators

For the year ended 30 June 2018

Service/Indicator/Measure	2015	2016	2017	2018	Material Variation Comment
Population					
Expenses per head of municipal population	\$899.43	\$919.62	\$918.47	\$897.28	
[Total expenses / Municipal population]					
Infrastructure per head of municipal population	\$5,545.93	\$5,663.62	\$5,682.68	\$5,729.82	
[Value of infrastructure / Municipal population]					
Population density per length of road	215.68	215.92	217.52	224.54	
[Municipal population / Kilometres of local roads]					
Own-source revenue					
Own-source revenue per head of municipal population	\$741.84	\$888.59	\$800.05	\$804.21	
[Own-source revenue / Municipal population]					
Recurrent grants					
Recurrent grants per head of municipal population	\$184.31	\$130.59	\$178.36	\$153.57	
[Recurrent grants / Municipal population]					
Disadvantage					
Relative socio-economic disadvantage	9.00	9.00	9.00	9.00	
[Index of Relative Socio-economic Disadvantage by decile]					

Definitions

'Adjusted underlying revenue' means total income other than:

- (a) Non-recurrent grants used to fund capital expenditure
- (b) Non-monetary asset contributions
- (c) Contributions to fund capital expenditure from sources other than those referred to above.

'Infrastructure' means non-current property, plant and equipment excluding land

'Local road' means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

'Population' means the resident population estimated by Council

'Own-source revenue' means adjusted underlying revenue other than revenue that is not under the control of Council (including government grants)

'Relative socio-economic disadvantage', in relation to a municipality, means the relative socio-economic disadvantage expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

'SEIFA' means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its website

'Unrestricted cash' means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

For the year ended 30 June 2018

Service/Indicator/Measure	2015	2016	2017	2018	Material Variation Comment
Animal Management					
Health and Safety					
<i>Animal management prosecutions</i>	15	5	12	12	
[Number of successful animal management prosecutions]					
Aquatic facilities					
Utilisation					
<i>Utilisation of aquatic facilities</i>	3.62	3.67	3.60	3.49	
[Number of visits to aquatic facilities / Municipal population]					
Food safety					
Health and Safety					
<i>Critical and major non-compliance outcome notifications</i>					
[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed-up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100					
	94.73%	91.95%	90.50%	90.16%	
Governance					
Satisfaction					
<i>Satisfaction with council decisions</i>	59	62	55	56	
[Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community]					

Service/Indicator/Measure	2015	2016	2017	2018	Material Variation Comment
Libraries					
Participation <i>Active library members</i>	18.14%	14.01%	13.01%	13.39%	
[Number of active library members / Municipal population] x100					
Maternal and Child Health (MCH)					
Participation <i>Participation in the MCH service</i>	82.75%	79.07%	80.88%	81.25%	
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100					
Participation <i>Participation in the MCH service by Aboriginal children</i>	92.31%	74.24%	87.30%	75.47%	A decrease in participation rates by Aboriginal Children was seen in 2017-18 due to an influx of families from Interstate. There have also been multiple families where contact has not been able to be made. It is assumed that these families have moved out of the area, however, the history remains open in the system.
[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100					
Roads					
Satisfaction <i>Satisfaction with sealed local roads</i>	70	67	68	69	
[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]					

Service Performance Indicators

Service/Indicator/Measure	2015	2016	2017	2018	Material Variation Comment
Statutory Planning					
Decision-making					
<i>Council planning decisions upheld at VCAT</i>					
[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	41.67%	44.83%	52.00%	54.05%	
Waste Collection					
Waste diversion					
<i>Kerbside collection waste diverted from landfill</i>					
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	53.30%	52.01%	53.41%	51.97%	

Definitions

'Aboriginal child' means a child who is an Aboriginal person.

'Aboriginal person' has the same meaning as in the *Aboriginal Heritage Act 2006*.

'Active library member' means a member of a library who has borrowed a book from the library.

'Annual report' means an annual report prepared by a council under sections 131, 132 and 133 of the *Local Government Act 1989*.

'CALD' means 'culturally and linguistically diverse' and refers to persons born outside Australia in a country whose national language is not English.

'Class 1 food premises' means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act.

'Class 2 food premises' means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act.

'Community Care Common Standards' means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth.

'Critical non-compliance outcome notification' means a notification received by Council under section 19N (3) or (4) of the *Food Act 1984*, or advice given to Council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health.

'Food premises' has the same meaning as in the *Food Act 1984*.

'Local road' means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*.

'Major non-compliance outcome notification' means a notification received by Council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to Council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken.

'MCH' means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age.

'Population' means the resident population estimated by council

'Target population' has the same meaning as in the Agreement entered into for the purposes of the *Home and Community Care Act 1985* of the Commonwealth.

'WorkSafe reportable aquatic facility safety incident' means an incident relating to a Council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.



Financial Performance Indicators

For the year ended 30 June 2018

Service/Indicator/Measure	Results			
	2015	2016	2017	2018
Efficiency				
Revenue level				
<i>Average residential rate per residential property assessment</i>	\$1,266.69	\$1,290.92	\$1,267.96	\$1,326.47
[Residential rate revenue / Number of residential property assessments]				
Expenditure level				
<i>Expenses per property assessment</i>	\$2,196.09	\$2,232.71	\$2,219.18	\$2,237.89
[Total expenses / Number of property assessments]				
Workforce turnover				
<i>Resignations and terminations compared to average staff</i>	7.94%	11.70%	12.77%	13.17%
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x 100				
Liquidity				
Working capital				
<i>Current assets compared to current liabilities</i>	181.09%	229.86%	235.53%	236.21%
[Current assets / Current liabilities] x 100				
Unrestricted cash				
<i>Unrestricted cash compared to current liabilities</i>	45.74%	-11.27%	-4.34%	-11.22%
[Unrestricted cash / Current liabilities] x 100				
Obligations				
Asset renewal				
<i>Asset renewal compared to depreciation</i>	109.72%	101.74%	112.65%	112.57%
[Asset renewal expensed / Asset depreciation] x 100				
Loans and borrowings				
<i>Loans and borrowings compared to rates</i>	15.99%	12.99%	0.00%	0.0%
[Interest bearing loans and borrowings / Rate revenue] x 100				

Forecasts				Material Variation Comment
2019	2020	2021	2022	
\$1,354.05	\$1,393.97	\$1,406.65	\$1,442.79	
\$2,459.63	\$2,462.51	\$2,405.06	\$2,429.90	
12.54%	12.54%	12.54%	12.54%	The Workforce turnover forecast is reflective of the average of the actual results.
170.92%	152.94%	248.77%	240.78%	
86.91%	70.18%	166.29%	159.30%	At 30 June 2018, Council had \$38.5 million in term deposits that were due to mature within 90 days. These term deposits have not been reflected in this measure.
133.08%	122.28%	121.45%	126.36%	
30.15%	38.38%	40.47%	16.77%	Budgeted borrowings for 2017-18 have been deferred until the 2018-19 financial year. Over the next four-year period it is anticipated that Council will use loan borrowings to fund several planned major projects in the municipality.

Financial Performance Indicators

For the year ended 30 June 2018

Service/Indicator/Measure	Results			
	2015	2016	2017	2018
Obligations (cont.)				
Loans and borrowings				
<i>Loans and borrowings repayments compared to rates</i>	3.14%	2.94%	14.34%	0.00%
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x 100				
Indebtedness				
<i>Non-current liabilities compared to own source revenue</i>	14.38%	12.36%	4.62%	3.63%
[Non-current liabilities / Own source revenue] x 100				
Operating positions				
Adjusted underlying result				
<i>Adjusted underlying surplus (or deficit)</i>	7.05%	13.59%	10.31%	10.95%
[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x 100				
Stability				
Rates concentration				
<i>Rates compared to adjusted underlying revenue</i>	63.86%	61.56%	66.59%	66.74%
[Rate revenue / Adjusted underlying revenue] x 100				
Rates effort				
<i>Rates compared to property values</i>	0.29%	0.30%	0.26%	0.26%
[Rate revenue / Capital improved value of rateable properties in the municipality] x 100				

Definitions

'Adjusted' underlying revenue" means total income other than:

- (a) Non-recurrent grants used to fund capital expenditure
- (b) Non-monetary asset contributions
- (c) Contributions to fund capital expenditure from sources other than those referred to above.

'Adjusted' underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

'Asset renewal expenditure' means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

'Current assets' has the same meaning as in the AAS

'Current liabilities' has the same meaning as in the AAS

'Non-current assets' means all assets other than current assets

'Non-current liabilities' means all liabilities other than current liabilities

Forecasts				Material Variation Comment
2019	2020	2021	2022	
0.00%	2.71%	3.62%	24.43%	All previous outstanding loans were settled in August/September 2016. Budgeted borrowings for 2017-18 have been deferred until the 2018-19 financial year. Over the next four-year period it is anticipated that Council will use loan borrowings to fund several planned major projects in the municipality.
27.37%	34.99%	31.28%	13.73%	Own source revenue has increased by 1.79%, while the only non-current liability - employee provisions - has decreased due to employee resignations and terminations. Over the next four-year period there is an increase in the percentage as a result of anticipated borrowings to fund several planned major projects in the municipality.
2.36%	2.54%	16.68%	16.15%	
67.30%	68.81%	60.86%	62.19%	
0.22%	0.21%	0.20%	0.19%	

'Non-recurrent grant' means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

'Own-source revenue' means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

'Population' means the resident population estimated by council

'Rate revenue' means revenue from general rates, municipal charges, service rates and service charges

'Recurrent grant' means a grant other than a non-recurrent grant

'Residential rates' means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

'Restricted cash' means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

'Unrestricted cash' means all cash and cash equivalents other than restricted cash.

Certification of the Performance Statement 2017-18

In my opinion, the accompanying Performance Statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.



Dale Monk, B.Bus, (Acc), CPA
Principal Accounting Officer

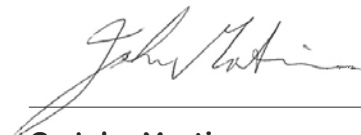
Date: 3 September 2018
Wantirna South

In our opinion, the accompanying Performance Statement of Knox City Council for the year ended 30 June 2018 presents fairly the results of Council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

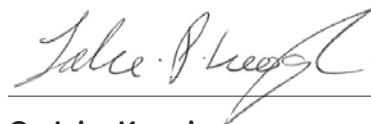
At the date of signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this Performance Statement in its final form.



Cr John Mortimore
Mayor

Date: 3 September 2018
Wantirna South



Cr Jake Keogh
Deputy Mayor

Date: 3 September 2018
Wantirna South



Tony Doyle
Chief Executive Officer

Date: 3 September 2018
Wantirna South

Victorian Auditor-General's Office Performance Statement



Victorian Auditor-General's Office

Independent Auditor's Report

To the Councillors of Knox City Council

Opinion	<p>I have audited the accompanying performance statement of Knox City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • description of municipality for the year ended 30 June 2018 • sustainable capacity indicators for the year ended 30 June 2018 • service performance indicators for the year ended 30 June 2018 • financial performance indicators for the year ended 30 June 2018 • other information and • the certification of the performance statement. <p>In my opinion, the performance statement of Knox City Council in respect of the year ended 30 June 2018 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the performance statement	<p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
Auditor's responsibilities for the audit of the performance statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>

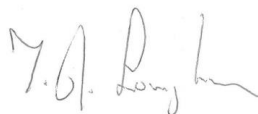
Victorian Auditor-General's Office Performance Statement

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



MELBOURNE
6 September 2018

Tim Loughnan
as delegate for the Auditor-General of Victoria

Understanding the Financial Statements

The Financial Report shows how Council performed financially during the 2017-18 year and the overall position at the end of the financial year, 30 June 2018.

What is contained in the Annual Financial Report?

Council's financial report contains a set of financial statements and accompanying notes. These are prepared by Council staff to meet the requirements of the Local Government Act 1989, Australian Accounting Standards (AASs) as well as the Victorian Auditor-General's model accounts which are designed to standardise financial reporting for local government bodies throughout Victoria.

The statements are audited by the Victorian Auditor-General's office before being approved in principle by Council's Audit Committee and Council itself. The Financial Statements are then forwarded to the Auditor-General for final approval. Once approval has been received, the statements are made available for public inspection.

The Financial Statements are made up of five key financial reports:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works

The notes detail Council's accounting policies and a breakdown of values contained in the statements.

In addition to the Financial Statements, Council is also required to prepare budget comparison notes which are included in this Annual Report. The budget comparison notes provide a comparison between actual results for the year and the annual adopted budget, and provides explanations for major variances.

Understanding the Financial Statements

Comprehensive Income Statement

The Comprehensive Income Statement measures Council's performance over the year and indicates whether a surplus or deficit has resulted from the delivery of Council's services.

The statement presents the following:

- The sources of Council's revenue under various income headings.
- The expenses incurred in the operation of Council during the 2017-18 financial year. This includes depreciation or the writing-down of the value of buildings, roads, footpaths, drains and all other infrastructure assets that are used to provide Council's services. These assets are depreciated over the life of the asset as they are used. Capital costs or new assets purchased or created during the year are excluded from the statement but as indicated above, are depreciated as they are used.
- Other Comprehensive Income that demonstrates the movement in the value of Council's net assets as a result of asset revaluations as at 30 June 2018.

The statement is prepared on an 'accrual' basis. This means that all income and expenses for the year are recognised even though the income may not yet have been received (such as interest on investments) or expenses may not yet have been paid (invoices that have not yet been received for goods and services already used).

The key figure to consider is the surplus or (deficit) for the year. A surplus means that Council is creating sufficient surplus to renew infrastructure assets at the time when they need to be renewed.

Balance Sheet

The Balance Sheet sets out Council's net accumulated financial worth at a point in time. It shows the assets that Council holds as well as liabilities or claims against these assets. The bottom line of this statement is Net Assets which indicates the net worth of Council that has been built up over many years.

The assets and liabilities are separated into current and non-current. Current assets or liabilities are those that will be due within the next 12 months, with non-current ones being due after 12 months.

The Balance Sheet has the following components:

Current and Non-Current Assets

Council's assets are as follows:

- Cash and cash equivalents - cash held in the bank and in petty cash, and the value of Council's investments with a maturity term of no greater than three months.
- Other financial assets - the value of Council's investments with a maturity term of greater than three months.
- Trade and other receivables - monies owed to Council by ratepayers and others.
- Non-current assets classified as held for sale - assets available for immediate sale. For infrastructure assets including property, these relate to a resolution of Council.
- Other assets - includes prepayments which are expenses that Council has paid in advance of service delivery.
- Inventories - comprises various stock items held by Council.
- Investment in Eastern Regional Libraries Corporation - represents Council's investment in the Eastern Regional Libraries Corporation and its share of the Corporation's accumulated surplus.
- Property, infrastructure, plant and equipment - the largest component of Council's worth - representing the value of all the land, buildings, roads, plant and equipment, that has been built up by Council over many years.
- Intangible assets - non-current assets held by Council that are not physical assets, for example computer software.

Current and Non-Current Liabilities

- Council's liabilities are as follows:
- Trade and other payables - people and businesses to whom Council owes money.
- Trust funds and deposits - monies held in trust by Council.
- Provisions - the accrued value of annual and long service leave employee entitlements and the net present value of the cost of landfill rehabilitation at two facilities.
- Interest-bearing loans and borrowings - the outstanding balance Council owes on bank loans.

Understanding the Financial Statements

Balance Sheet (cont.)

Net assets

This term is used to describe the difference between the value of Total Assets and the value of Total Liabilities. It represents the net worth of Council as at 30 June.

Total equity

This always equals Net Assets and is made up of the following components:

- Accumulated surplus - the value of all net assets, other than those below, accumulated over time.
- Reserves - the reserves are made up of asset revaluation reserve and other reserves. The asset reserve is the difference between the previously recorded value of assets and their current valuation, and other reserves that are funds that have restrictions placed on their use and are not readily available to Council.

Statement of Changes in Equity

The Statement of Changes in Equity summarises the change in Council's net worth. Council's net worth can only change as a result of one of the following:

- A surplus or (deficit) as recorded in the Comprehensive Income Statement.
- The use of monies from Council's reserves.
- An increase/decrease in the value of non-current assets that has resulted from a revaluation of those assets.

Statement of Cash Flows

The Cash Flow Statement summarises Council's cash receipts and payments for the financial year and the net 'cash in hand' position. The values may differ from those shown in the Comprehensive Income Statement because the Comprehensive Income Statement is prepared on an accrual accounting basis.

Cash in this statement refers to bank deposits and other forms of highly liquid investments that can readily be converted into cash.

Council's cash arises from, and is used in, the following three main areas:

Cash flows from operating activities

- Receipts - all cash receipts arising from the general operations of Council, including rates, general trading sales and debtors, grants and interest earnings. Receipts do not include cash from the sale of assets or loan funds.
- Payments - all cash paid by Council from its bank account to employees, suppliers and other persons. It does not include the costs associated with the creation of assets.

**Statement of
Cash Flows
(cont.)****Cash flows from investing activities**

This section indicates the cash invested in the creation or purchase of property, infrastructure, plant and equipment assets, and the cash received from the sale of these assets.

Cash flows from financing activities

This is where the receipt and repayment of borrowed funds are recorded.

The bottom line of the Cash Flow Statement is the cash at the end of the financial year. This shows the capacity of Council to meet its cash debts and other liabilities.

**Statement of
Capital Works**

The Capital Works Statement details Council's capital works expenditure for the financial year. It sets out the expenditure on creating or buying property, plant and equipment, and infrastructure by each category of asset. It also indicates how much has been spent on renewing, upgrading, expanding or creating new assets of this type.

**Notes to the
Accounts**

The notes to the accounts are a very important and informative section of the report. While the Australian Accounting Standards are not prescriptive about the provision of details of Council's accounting policies, they are provided here to enable the reader to understand the values shown in the statements.

Apart from describing the main accounting policies, they also provides details on many of the summary items contained in the Annual Financial Report. The note numbers are shown beside the relevant items in each of the statements. The notes also provide an opportunity for Council to disclose additional information that cannot be incorporated into the Annual Financial Report.

The notes should be read at the same time as, and together with, the other parts of the financial statements to get a clear picture of the accounts.

Understanding the Financial Statements

Statements by the Principal Accounting Officer, Councillors and the Chief Executive Officer

The certification of the Principal Accounting Officer is made by the person responsible for the financial management of Council that, in her/his opinion, the financial statements have met all the statutory and professional reporting requirements.

The certification of the Chief Executive Officer and Councillors is made by two Councillors and the Chief Executive Officer on behalf of Council that, in their opinion, the financial statements are fair and not misleading.

Auditor-General's Report on the Financial Report

An Independent Audit Report provides the reader with an external and independent opinion on the financial statements. It confirms that the financial report has been prepared in accordance with relevant legislation and professional standards and that it represents a fair picture of the financial affairs of the Council.





Financial Report

For the Year Ended 30 June 2018

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Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.



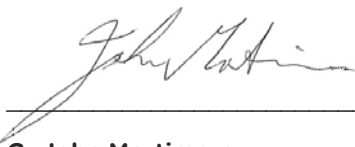
Dale Monk, B.Bus. (Acc), CPA
Principal Accounting Officer

Date: 3 September 2018
Wantirna South

In our opinion the accompanying financial statements present fairly the financial transactions of Knox City Council for the year ended 30 June 2018 and the financial position of the Council as at that date.

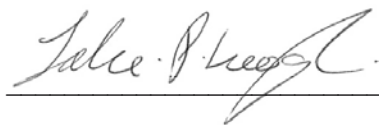
As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Cr John Mortimore
Mayor

Date: 3 September 2018
Wantirna South



Cr Jake Keogh
Deputy Mayor

Date: 3 September 2018
Wantirna South



Tony Doyle
Chief Executive Officer

Date: 3 September 2018
Wantirna South

Victorian Auditor-General's Office

Financial Report



Victorian Auditor-General's Office

Independent Auditor's Report

To the Councillors of Knox City Council

Opinion	<p>I have audited the financial report of Knox City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2018 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2018 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the financial report	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Tim Loughnan

as delegate for the Auditor-General of Victoria

MELBOURNE
6 September 2018

Comprehensive Income Statement

For the Year Ended 30 June 2018

Income	Note	2018 \$'000	2017 \$'000
Rates and charges	2.1	109,024	107,084
Statutory fees and fines	2.2	3,107	2,658
User fees	2.3	14,772	14,484
Grants - operating	2.4	23,246	25,957
Grants - capital	2.4	4,734	4,572
Contributions - monetary	2.5	8,808	6,520
Contributions - non-monetary	2.5	9,495	-
Other income	2.7	3,031	3,418
Share of net profit of associate	5.3	441	240
Total income		176,658	164,933
Expenses			
Employee costs	3.1	(65,286)	(65,843)
Materials and services	3.2	(50,722)	(49,969)
Depreciation and amortisation	3.3	(19,986)	(19,307)
Bad and doubtful debts	3.4	(128)	(41)
Borrowing costs	3.5	-	(2,045)
Other expenses	3.6	(1,282)	(1,476)
Contributions and donations	3.7	(6,121)	(5,566)
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	2.6	(1,938)	(2,235)
Total expenses		(145,463)	(146,482)
Surplus for the year		31,195	18,451
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods:			
Net asset revaluation increment	8.1	263,892	5,010
Total comprehensive result		295,087	23,461

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

Balance Sheet

As At 30 June 2018

Assets	Note	2018 \$'000	2017 \$'000
Current assets			
Cash and cash equivalents	4.1	17,651	18,430
Other financial assets	4.1	46,600	49,100
Trade and other receivables	4.1	13,128	10,543
Other assets	4.2	1,573	1,271
Inventories		7	5
Non-current assets classified as held for sale	5.1	1,718	314
Total current assets		80,677	79,663
Non-current assets			
Intangible assets	4.2	1,442	1,858
Property, infrastructure, plant and equipment	5.2	1,989,094	1,695,782
Investment in Eastern Regional Libraries Corporation	5.3	4,422	3,981
Total non-current assets		1,994,958	1,701,621
Total assets		2,075,635	1,781,284
Liabilities			
Current liabilities			
Trade and other payables	4.3	14,690	10,020
Trust funds and deposits	4.3	3,683	7,164
Provisions	4.4	15,782	16,639
Total current liabilities		34,155	33,823
Non-current liabilities			
Provisions	4.4	4,735	5,803
Total non-current liabilities		4,735	5,803
Total liabilities		38,890	39,626
Net assets		2,036,745	1,741,658
Equity			
Accumulated surplus		658,229	629,163
Reserves	8.1	1,378,516	1,112,495
Total equity		2,036,745	1,741,658

The above Balance Sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

For the Year Ended 30 June 2018

2018	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at beginning of the financial year		1,741,658	629,163	1,072,093	40,402
Surplus for the year		31,195	31,195	-	-
Net asset revaluation increment/ (decrement)	8.1(a)	263,892	-	263,892	-
Transfers to other reserves	8.1(b)	-	(11,011)	-	11,011
Transfers from other reserves	8.1(b)	-	8,882	-	(8,882)
Balance at end of the financial year		2,036,745	658,229	1,335,985	42,531

2017	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at beginning of the financial year		1,718,197	615,468	1,067,083	35,646
Surplus for the year		18,451	18,451	-	-
Net asset revaluation increment/ (decrement)	8.1(a)	5,010	-	5,010	-
Transfers to other reserves	8.1(b)	-	(12,082)	-	12,082
Transfers from other reserves	8.1(b)	-	7,326	-	(7,326)
Balance at end of the financial year		1,741,658	629,163	1,072,093	40,402

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows

For the Year Ended 30 June 2018

	Note	2018 Inflows/ (Outflows) \$'000	2017 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		107,114	106,569
Statutory fees and fines		3,114	2,661
User fees		14,441	14,927
Grants - operating		23,986	25,918
Grants - capital		4,660	4,696
Contributions - monetary		8,990	6,598
Interest received		1,333	1,471
Net GST refund		9,287	8,064
Other receipts		2,167	2,165
Net movement in trust deposits		(3,481)	4,511
Employee costs		(65,725)	(66,863)
Materials and services		(61,272)	(59,206)
Contributions and donations		(6,696)	(6,068)
Other payments		(1,379)	(1,652)
Net cash provided by operating activities	8.2	36,539	43,791
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment		(41,293)	(29,396)
Proceeds from sales of property, infrastructure, plant and equipment		1,475	1,559
Payments for investments		(46,600)	(49,100)
Proceeds from sale of investments		49,100	58,100
Net cash used in investing activities		(37,318)	(18,837)
Cash flows from financing activities			
Repayment of borrowings		-	(13,247)
Finance costs		-	(2,107)
Net cash used in financing activities		-	(15,354)
Net increase/(decrease) in cash and cash equivalents		(779)	9,600
Cash and cash equivalents at the beginning of the financial year		18,430	8,830
Cash and cash equivalents at the end of the financial year	4.1	17,651	18,430
Financing arrangements	4.5		
Restrictions on cash assets	4.1		

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Statement of Capital Works

For the Year Ended 30 June 2018

Property	2018 \$'000	2017 \$'000
Land	2,615	290
Total land	2,615	290
Buildings	17,837	5,155
Total buildings	17,837	5,155
Total property	20,452	5,445
Plant and equipment		
Artworks	91	-
Plant, machinery and equipment	1,735	1,388
Fixtures, fittings and furniture	64	174
Computers and telecommunications	615	1,605
Total plant and equipment	2,505	3,167
Infrastructure		
Roads	9,178	9,612
Bridges	341	251
Footpaths and cycleways	3,882	2,862
Drainage	3,255	1,951
Recreational, leisure and community facilities	3,514	5,065
Off street car parks	1,310	1,054
Other infrastructure	103	-
Total infrastructure	21,583	20,795
Total capital works expenditure	44,540	29,407
Represented by:		
New asset expenditure	13,270	2,110
Asset renewal expenditure	21,857	21,245
Asset expansion expenditure	2,947	392
Asset upgrade expenditure	6,466	5,660
Total capital works expenditure	44,540	29,407

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

Notes to the Financial Statements

For the Year Ended 30 June 2018

Overview

Introduction

Knox City Council was established by an Order of the Governor in Council in 1994 and is a body corporate. The Council's main office is located at 511 Burwood Highway, Wantirna South, Victoria.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 5.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment and intangibles (refer to Note 5.2)
- the determination of employee provisions (refer to Note 4.4)
- the determination of landfill rehabilitation provisions (refer to Note 4.4)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Notes to the Financial Statements

For the Year Ended 30 June 2018

Note 1 Performance against budget

The performance against budget note compares Council's financial plan, expressed through its annual budget, with actual performance. *The Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of greater than ten percent and \$1,000,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 26 June 2017. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

1.1 Income and expenditure

	Budget 2018 \$'000	Actual 2018 \$'000	Variance 2018 \$'000	Ref
Income				
Rates and charges	106,858	109,024	2,166	
Statutory fees and fines	2,833	3,107	274	
User fees	14,843	14,772	(71)	
Grants - operating	20,351	23,246	2,895	1
Grants - capital	4,723	4,734	11	
Contributions - monetary	4,932	8,808	3,876	2
Contributions - non-monetary	2,000	9,495	7,495	3
Share of net profit of associate	-	441	441	
Other income	3,025	3,031	6	
Total income	159,565	176,658	17,093	
Expenses				
Employee costs	68,251	65,286	2,965	
Materials and services	57,072	50,722	6,350	4
Depreciation and amortisation	22,867	19,986	2,881	5
Contributions and donations	5,399	6,121	(722)	
Borrowing costs	164	-	164	
Net loss (gain) on disposal of property, infrastructure, plant and equipment	1,239	1,938	(699)	
Bad and doubtful debts	64	128	(64)	
Other expenses	558	1,282	(724)	
Total expenses	155,614	145,463	10,151	
Surplus/(deficit) for the year	3,951	31,195	27,244	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Grants - operating	Grants - operating is higher than budget in part due to the early receipt of 50% of the 2018-19 Victoria Grants Commission funds in June 2018 (\$3.263 million).
2	Contributions - monetary	\$2.721 million higher than budget in developers monetary contributions due to a higher than anticipated number of developments during the year. \$1.000 million unbudgeted donation received towards capital works at Batterham Reserve.
3	Contributions - non-monetary	\$7.495 million higher than budget due to a higher than anticipated number of assets handed over to Council from developers.
4	Materials and services	There is a continued focus on the containment of operating costs throughout Council, whilst maintaining services for the community. Further contributing to the \$6.350 million reduction in materials and services expenses is a \$1.615 million reduction in the landfill rehabilitation provision and \$0.923 million reduction in capital works expenditure being unable to be capitalised due to the carry forward of capital works to 2018-19.
5	Depreciation and amortisation	Depreciation and amortisation is lower than budget due to the carry forward of capital works from 2016-17 into 2017-18 and from 2017-18 into 2018-19.

Notes to the Financial Statements

For the Year Ended 30 June 2018

1.2 Capital works

	Budget 2018 \$'000	Actual 2018 \$'000	Variance 2018 \$'000	Ref
Property				
Land	8,085	2,615	5,470	1
Total land	8,085	2,615	5,470	
Buildings	39,618	17,837	21,781	2
Total buildings	39,618	17,837	21,781	
Total property	47,703	20,452	27,251	
Plant and equipment				
Artworks	181	91	90	
Plant, machinery and equipment	2,254	1,735	519	
Fixtures, fittings and furniture	-	64	(64)	
Computers and telecommunications	7,356	615	6,741	3
Total plant and equipment	9,791	2,505	7,286	
Infrastructure				
Roads	8,000	9,178	(1,178)	4
Bridges	1,000	341	659	
Footpaths and cycleways	3,373	3,882	(509)	
Drainage	2,575	3,255	(680)	
Recreational, leisure and community facilities	7,427	3,514	3,913	5
Off street car parks	550	1,310	(760)	
Other infrastructure	1,571	103	1,468	6
Total infrastructure	24,496	21,583	2,913	
Total capital works expenditure	81,990	44,540	37,450	
Represented by:				
New asset expenditure	27,236	13,270	13,966	
Asset renewal expenditure	28,098	21,857	6,241	
Asset expansion expenditure	5,865	2,947	2,918	
Asset upgrade expenditure	20,791	6,466	14,325	
Total capital works expenditure	81,990	44,540	37,450	

1.2

Capital works

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Land	Capital expenditure is lower than budget due to the carry forward to 2018-19 of land purchases relating to the Knox Central project. This is partially offset by the unbudgeted purchase of land at 88-100 Station Street, Ferntree Gully (\$2.615 million, after a deposit of \$0.290 million was paid late in 2016-17).
2	Buildings	Capital expenditure is lower than budget due to \$1.631 million of works being unable to be capitalised, mainly from general building maintenance costs (\$1.015 million), together with projects being capitalised under different classes (\$0.390 million). Also, works on the Early Years Hubs (\$8.333 million), Stamford Park development (\$7.734 million) and the Building Renewal program (\$1.665 million) that is to be carried forward to 2018-19.
3	Computers and telecommunications	Capital expenditure is lower than budget due to the delay in commencing the ICT Strategy, with \$3.678 million of this strategy being carried forward to 2018-19. On top of this, there is also \$3.316 million of renewal capital expenditure being carried forward to 2018-19 - this is partially offset by the capital expenditure carried forward from 2016-17 into 2017-18 (\$0.858 million). \$0.826 million of works were unable to be capitalised while \$0.059 million was capitalised under different classes.
4	Roads	Capital expenditure is greater than budget due to work being completed on capital works carried forward from 2016-17, particularly for road reconstructions at Windermere Drive, Ferntree Gully (\$0.501 million), Sasses Avenue, Boronia (\$0.309 million) and Macquarie Place, Boronia (\$0.282 million).
5	Recreational, leisure and community facilities	Capital expenditure is lower than budget due to landscaping and planting works unable to be capitalised (\$1.744 million). The outstanding work for the 2017-18 Playground Renewal program will be carried forward (\$0.917 million), while \$1.821 million will be carried forward for unstructured recreation capital works and \$0.318 million will be carried forward for active open space.
6	Other infrastructure	Capital expenditure is lower than budget due to works that cannot be capitalised, particularly related to the Street Tree Replacement program (\$0.587 million), together with projects being capitalised under different classes (\$0.132 million). Works on the Knox Regional Sports Park signage (\$0.125 million) and Council Property Tree Management (\$0.099 million) have been carried forward to 2018-19.

Notes to the Financial Statements

For the Year Ended 30 June 2018

Note 2 Funding for the delivery of our services

2.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of rating of all properties within the municipal district. The CIV takes into account the total value of a property including all land, buildings and other improvements but excluding fixtures and fittings.

The valuation base used to calculate general rates for 2017-18 was \$41,587 million (2016-17 \$41,011 million). The 2017-18 rate in the CIV dollar was \$0.0018917 (2016-17 \$0.0021114) for the residential rate.

	2018 \$'000	2017 \$'000
General rates	96,792	100,856
Residential garbage charge	8,889	-
Service rates and charges	1,795	3,843
Supplementary rates and rate adjustments	927	1,859
Cultural and recreational	60	43
Interest on rates and charges	561	483
Total rates and charges	109,024	107,084

The date of the latest general revaluation for rating purposes within the municipal district was 1 January 2016 and the valuation first applied to the rating year commencing 1 July 2016.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

2.2 Statutory fees and fines

Permits	1,979	1,642
Infringements and costs	636	704
Town planning fees	361	200
Land information certificates	114	110
Court recoveries	17	2
Total statutory fees and fines	3,107	2,658

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

2.3 User fees

Waste management services	5,217	4,869
Child care/children's programs	3,458	3,445
Registration and other permits	1,856	1,836
Leisure centre and recreation	1,652	1,515
Aged and health services	967	960
Building services	491	552
Other fees and charges	1,131	1,307
Total user fees	14,772	14,484

User fees are recognised as revenue when the service has been provided or Council has otherwise earned the income.

2.4 Funding from other levels of government

Grants were received in respect of the following:

Summary of grants	2018 \$'000	2017 \$'000
Commonwealth funded grants	16,406	18,641
State funded grants	11,574	11,888
Total grants received	27,980	30,529

(a) Operating grants

Recurrent - Commonwealth Government

Financial Assistance Grants	6,502	9,006
General home care	3,645	3,882
Family and children - child care	2,211	2,432

Recurrent - State Government

Family and children - preschool	5,968	5,676
General home care	1,809	1,978
Family and children - maternal and child health	1,227	1,215
School crossing supervisors	584	410
Family and children - youth services	240	237
Other	240	183
Community health	145	158
Family and children - child care	204	80
Total recurrent operating grants	22,775	25,257

Non-recurrent - Commonwealth Government

Family and children - child care	15	-
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Non-recurrent - State Government

Environmental planning	195	23
Recreation	103	22
Family and children - youth services	68	19
Other	36	76
Family and children - preschool	35	-
Community health	19	32
Family and children - early intervention	-	528
Total non-recurrent operating grants	471	700
Total operating grants	23,246	25,957

Notes to the Financial Statements

For the Year Ended 30 June 2018

2.4 Funding from other levels of government (cont)

(b) Capital grants

	2018 \$'000	2017 \$'000
Recurrent - Commonwealth Government		
Financial Assistance Grants - local roads	1,104	1,581
Roads to recovery	1,017	1,174
Total recurrent capital grants	2,121	2,755
Non-recurrent - Commonwealth Government		
Recreational, leisure and community facilities	1,912	471
Buildings	-	75
Off street car parks	-	20
Non-recurrent - State Government		
Recreational, leisure and community facilities	479	1,036
Roads	187	65
Buildings	35	150
Total non-recurrent capital grants	2,613	1,817
Total capital grants	4,734	4,572

(c) Unspent grants received on condition that they be spent in a specific manner

Balance at start of year	1,011	143
Received during the financial year and remained unspent at balance date	1,404	1,011
Received in prior years and spent during the financial year	(669)	(143)
Balance at year end	1,746	1,011

Grant income is recognised when Council obtains control of the contribution. Control is normally obtained upon receipt (or acquittal) or upon earlier notification that a grant has been secured.

2.5 Contributions

	2018 \$'000	2017 \$'000
Monetary	8,808	6,520
Non-monetary	9,495	-
Total contributions	18,303	6,520

Contributions of non-monetary assets were received in relation to the following asset classes:

Land	4,462	-
Drainage	2,442	-
Roads	2,087	-
Footpaths and cycleways	489	-
Car parks	15	-
Total non-monetary contributions	9,495	-

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

2.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Proceeds of sale	1,475	1,545
Written down value of assets disposed	(3,413)	(3,780)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	(1,938)	(2,235)

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

2.7 Other income

Interest	1,380	1,313
Recyclable material sales	471	783
Reimbursements	419	549
Rent	411	343
Other	350	430
Total other income	3,031	3,418

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Notes to the Financial Statements

For the Year Ended 30 June 2018

Note 3 The cost of delivering services

3.1 Employee costs

	2018 \$'000	2017 \$'000
Wages and salaries	48,119	49,127
Annual leave and long service leave	6,315	6,188
Agency staff	4,911	4,261
Superannuation	4,861	4,860
WorkCover	770	993
Fringe benefits tax	310	414
Total employee costs	65,286	65,843

(b) Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	436	416
Employer contributions - other funds	-	-
	436	416
Employer contributions payable at reporting date	-	-

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,055	3,071
Employer contributions - other funds	1,577	1,586
	4,632	4,657
Employer contributions payable at reporting date	367	359

Refer to Note 8.3 for further information relating to Council's superannuation obligations.

3.2 Materials and services

Contract payments	30,532	30,244
Administration costs	5,711	5,725
Consumable materials and equipment	2,885	2,610
Utilities	2,446	2,581
Information technology	2,375	1,665
Consultants	2,284	2,689
Building maintenance	1,470	1,472
Insurance	1,405	1,498
Finance and legal costs	934	925
General maintenance	680	560
Total materials and services	50,722	49,969

3.3 Depreciation and amortisation

	2018 \$'000	2017 \$'000
Infrastructure	14,317	13,970
Property	3,623	3,463
Plant and equipment	1,476	1,426
Total depreciation	19,416	18,859
Intangible assets	570	448
Total depreciation and amortisation	19,986	19,307

Refer to Note 4.2(b) and 5.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

3.4 Bad and doubtful debts

Parking and animal infringement debtors	101	19
Other debtors	27	22
Total bad and doubtful debts	128	41
Movement in provisions for doubtful debts		
Balance at the beginning of the year	20	12
New provisions recognised during the year	15	21
Amounts already provided for and written off as uncollectible	(16)	(13)
Amounts provided for but recovered during the year	-	-
Balance at the end of the year	19	20

Provision for doubtful debt is recognised when there is objective evidence that an impairment loss has occurred. Bad debts are written off when identified.

3.5 Borrowing costs

Interest - borrowings	-	148
Interest - borrowings break fee	-	1,897
Total borrowing costs	-	2,045

Borrowing costs are recognised as an expense in the period in which they are incurred.

Notes to the Financial Statements

For the Year Ended 30 June 2018

3.6 Other expenses

	2018 \$'000	2017 \$'000
Operating lease rentals	738	929
Councillors allowances	368	345
Auditor's remuneration - internal	119	136
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	57	66
Total other expenses	1,282	1,476

3.7 Contributions and donations

Contribution to the Eastern Regional Libraries Corporation	4,004	3,930
Community support payments	2,117	1,636
Total contributions and donations	6,121	5,566

Note 4 Our financial position

4.1 Financial assets

(a) Cash and cash equivalents

Cash on hand	7	6
Cash at bank	12,644	13,424
Term deposits	5,000	5,000
Total cash and cash equivalents	17,651	18,430

(b) Other financial assets

Term deposits - current	46,600	49,100
Total other financial assets	46,600	49,100
Total financial assets	64,251	67,530

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

• Trust funds and deposits (Note 4.3 (b))	3,683	7,164
• Restricted reserves (Note 8.1 (b))	15,884	11,448
Total restricted funds	19,567	18,612
Total unrestricted cash and cash equivalents	(1,916)	(182)

As at balance date Council had \$38.500 million in term deposits maturing within 90 days.

4.1 Financial assets (cont)

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

	2018 \$'000	2017 \$'000
• Other reserves (Note 8.1 (b))	26,647	28,954
Total funds subject to intended allocations	26,647	28,954

Cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Term deposits are held to maturity and measured at original cost.

(c) Trade and other receivables

Current

Statutory receivables

Rates debtors	8,804	7,407
Special rate assessment	52	52
Parking and animal infringement debtors	1,386	1,325
Provision for doubtful debts - parking and animal infringement debtors	(860)	(759)

Non statutory receivables

Other debtors	3,765	2,538
Provision for doubtful debts - other debtors	(19)	(20)
Total current trade and other receivables	13,128	10,543

Short term receivables are carried at invoice amount. A provision for doubtful debt is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(a) Ageing of receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	3,433	2,120
Past due by up to 30 days	128	162
Past due between 31 and 180 days	102	133
Past due between 181 and 365 days	39	33
Past due by more than 1 year	63	90
Total trade and other receivables	3,765	2,538

Notes to the Financial Statements

For the Year Ended 30 June 2018

4.1 Financial assets (cont)

(b) Ageing of individually impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$693 (2017: \$4,675) were impaired. The amount of the provision raised against these debtors was \$693 (2017: \$4,675). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with the Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

	2018 \$'000	2017 \$'000
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	-	-
Past due between 181 and 365 days	1	-
Past due by more than 1 year	-	5
Total trade and other receivables	1	5

4.2 Non-financial assets

(a) Other assets

Prepayments	1,169	802
Accrued income	404	469
Total other assets	1,573	1,271

(b) Intangible assets

Software	1,442	1,858
Total intangible assets	1,442	1,858

Gross carrying amount

Balance at beginning of year	4,524	3,530
Additions	92	994
Balance at end of year	4,616	4,524

Accumulated amortisation and impairment

Balance at beginning of year	2,666	2,218
Amortisation expense	508	448
Balance at end of year	3,174	2,666
Net book value at the end of the year	1,442	1,858

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

4.3

Payables

(a) Trade and other payables	2018 \$'000	2017 \$'000
Trade payables	10,124	5,969
Accrued expenses	2,938	3,251
Prepaid income	959	800
Unearned income	669	-
Total trade and other payables	14,690	10,020

(b) Trust funds and deposits

Refundable deposits	2,987	5,740
Fire services levy	29	902
Retention amounts	304	58
Other	363	464
Total trust funds and deposits	3,683	7,164

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Refundable deposits - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire service levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a four-instalment basis. Amounts disclosed will be remitted to the State Government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Notes to the Financial Statements

For the Year Ended 30 June 2018

4.4 Provisions

	Employee \$'000	Landfill rehabilitation \$'000	Total \$'000
2018			
Balance at beginning of the financial year	16,332	6,110	22,442
Additional provisions	6,117	(1,054)	5,063
Amounts used	(6,377)	(572)	(6,949)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(50)	11	(39)
Balance at the end of the financial year	16,022	4,495	20,517
2017			
Balance at beginning of the financial year	16,947	7,401	24,348
Additional provisions	6,093	(170)	5,923
Amounts used	(6,436)	(869)	(7,305)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(272)	(252)	(524)
Balance at the end of the financial year	16,332	6,110	22,442

(a) Employee provisions

Current provisions expected to be wholly settled within 12 months	2018 \$'000	2017 \$'000
Annual leave	2,266	2,240
Long service leave	974	973
Gratuities	81	97
	3,321	3,310

Current provisions expected to be wholly settled after 12 months		
Annual leave	2,565	2,644
Long service leave	8,553	8,667
Gratuities	811	863
	11,929	12,174
Total current employee provisions	15,250	15,484

Non-current		
Long service leave	772	848
Total non-current employee provisions	772	848

Aggregate carrying amount of employee provisions:

Current	15,250	15,484
Non-current	772	848
Total aggregate carrying amount of employee provisions	16,022	16,332

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

4.4 Provisions (cont)

Wages and salaries and annual leave

Liabilities for wages and salaries including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Key assumptions - annual leave:	2018	2017
• Weighted average discount rate	1.06%	0.94%
• Weighted average index rate	2.33%	2.55%
• Average settlement period (years)	2	2

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

Key assumptions:	2018	2017
• Weighted average discount rate - current	2.28%	2.04%
• Weighted average discount rate - non-current	2.09%	1.92%
• Weighted average index rate - current	2.64%	2.51%
• Weighted average index rate - non-current	2.39%	2.52%
• Average settlement period (years)	18	17

Gratuity retirement allowance

A Gratuity retirement allowance exists for employees who commenced prior to 3 May 1996, with new employees who commenced after that date not being eligible and is recognised in the provision for employee benefits as a current liability. Liabilities expected to be wholly settled within 12 months of the reporting date are measured at their nominal values. Liabilities that are not expected to be wholly settled within 12 months of the reporting date are measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Key assumptions:	2018	2017
• Weighted average discount rate	1.97%	1.96%
• Weighed average index rate	2.64%	2.51%
• Average settlement period (years)	22	22

Notes to the Financial Statements

For the Year Ended 30 June 2018

4.4 Provisions (cont)

(b) Landfill rehabilitation

Current	2018 \$'000	2017 \$'000
Cathies Lane landfill site	329	586
Llewellyn Reserve landfill site	203	569
	532	1,155
Non-current		
Cathies Lane landfill site	3,007	3,499
Llewellyn Reserve landfill site	956	1,456
Total non-current provisions	3,963	4,955
Total aggregate carrying amount of landfill rehabilitation provisions	4,495	6,110

Council owns two former landfill sites - Cathies Lane and Llewellyn Reserve. Under the terms of a licence agreement with the Environment Protection Authority (EPA) and Pollution Abatement notices, Council is required to monitor, progressively rehabilitate and conduct rectification works. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken including site aftercare and monitoring costs. The expected cost of works has been estimated based on current understanding of work required to progressively rehabilitate the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Key assumptions - Cathies Lane landfill site:	2018	2017
• Weighted average discount rate	3.64%	3.54%
• Inflation rate	2.00%	2.00%
• Settlement period (years)	16	17
• Estimated cost to rehabilitate	\$3.873 m	\$4.741 m

Key assumptions - Llewellyn Reserve landfill site:	2018	2017
• Weighted average discount rate	3.59%	3.34%
• Inflation rate	2.00%	2.00%
• Settlement period (years)	16	17
• Estimated cost to rehabilitate	\$1.330 m	\$2.274 m

4.4 Provisions (cont)

Cathies Lane landfill site

Council operated the Cathies Lane landfill site, Wantirna South from 1986 to 2004, under a licence issued by the Environment Protection Authority (EPA). The site is closed as a landfill but a portion of the site is still being used as a transfer station to receive and transport waste to other sites for disposal. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice and Council has surrendered the landfill licence.

In the financial report for June 2018, Council has an amount of \$3.336 million as a provision for the restoration of the Cathies Lane landfill site and includes an ongoing commitment of approximately \$0.236 million per annum for site aftercare to meet EPA obligations where restoration works have been completed. This is based on the assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs. Included in the aftercare is the cost to provide a bank guarantee to meet the Financial Assurance requirements imposed by the EPA on Council for thirty years post closure of this site.

Llewellyn Reserve landfill site

Council's landfill site at Llewellyn Reserve was closed in 1985. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice.

In the financial report for June 2018, Council has an amount of \$1.159 million as a provision for the restoration of the Llewellyn Reserve landfill site and includes an ongoing commitment of approximately \$0.075 million per annum to cover sampling, testing and reporting requirements as required by the EPA. This is based on an assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs.

Summary of provisions	2018 \$'000	2017 \$'000
Current	15,782	16,639
Non-current	4,735	5,803
Total provisions	20,517	22,442

4.5 Financing arrangements

The Council has the following funding arrangements in place:

Bank overdraft	1,500	1,500
Credit card facilities	200	200
Total facilities	1,700	1,700
Used facilities	20	20
Unused facilities	1,680	1,680

Notes to the Financial Statements

For the Year Ended 30 June 2018

4.6 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2018	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
Operating					
Garbage collection and recycling	17,567	16,113	2,076	-	35,756
Open space management	2,534	-	-	-	2,534
Consultancies	1,871	497	716	-	3,084
Cleaning contracts for council buildings	1,096	25	-	-	1,121
Infrastructure management	895	212	85	-	1,192
Home care services	402	-	-	-	402
Meals for delivery	661	-	-	-	661
Total	25,026	16,847	2,877	-	44,750

Capital					
Buildings	13,503	-	-	-	13,503
Other infrastructure	600	-	-	-	600
Total	14,103	-	-	-	14,103

2017	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
Operating					
Garbage collection and recycling	17,005	16,340	32,241	-	65,586
Open space management	910	607	-	-	1,517
Consultancies	1,177	213	231	-	1,621
Cleaning contracts for council buildings	624	292	20	-	936
Infrastructure management	1,008	29	29	-	1,066
Home care services	403	403	-	-	806
Meals for delivery	513	513	-	-	1,026
Total	21,640	18,397	32,521	-	72,558

Capital					
Buildings	677	-	-	-	677
Roads	1,829	-	-	-	1,829
Other infrastructure	434	-	-	-	434
Total	2,940	-	-	-	2,940

4.6 Commitments (cont)

Operating lease commitments

At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):

	2018 \$'000	2017 \$'000
Not later than one year	596	638
Later than one year and not later than five years	799	1,123
Later than five years	-	263
	1,395	2,024

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

Note 5 Assets we manage

5.1 Non-current assets classified as held for sale

Buildings	402	-
Land at fair value	1,316	314
Total non-current assets classified as held for sale	1,718	314

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of their carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

Notes to the Financial Statements

For the Year Ended 30 June 2018

5.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	At fair value 30 June 2017 \$'000	At cost 30 June 2017 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000
Property	922,519	8,998	8,661	4,462	264,666
Plant and equipment	-	8,390	2,266	-	-
Infrastructure	695,815	51,568	22,841	5,033	(229)
Work in progress	-	8,492	16,818	-	-
	1,618,334	77,448	50,586	9,495	264,437

Summary of work in progress

	Opening work in progress \$'000	Additions \$'000	Transfers \$'000	Write offs \$'000	Closing work in progress \$'000
Property	3,579	13,419	(1,654)	(86)	15,258
Infrastructure	4,913	3,399	(4,368)	(142)	3,802
	8,492	16,818	(6,022)	(228)	19,060

Asset recognition thresholds and depreciation periods

	Depreciation Period - Years	Threshold Limit \$'000
Land & land improvements		
Land	n/a	10
Land improvements	n/a	10
Land under roads	n/a	10
Buildings		
Buildings	20-200	10
Plant and equipment		
Plant, machinery and equipment	3-10	2
Fixtures, fittings and furniture	3-10	1
Computers and telecommunications	3-10	1
Artworks	n/a	1
Infrastructure		
Roads - surfacing	2-50	5
Roads - kerb and channel	70	5
Roads - substructure	30-185	20
Roads - earthworks	n/a	20
Bridges	30-100	5
Footpaths and cycleways	2-50	5
Drainage	80	5
Recreational, leisure and community facilities	15-60	10
Off street car parks	2-185	10
Other infrastructure	7-30	2
Intangible assets		
Software	5	10

Depreciation \$'000	Disposal \$'000	Impairment \$'000	Transfers and write offs \$'000	At fair value 30 June 2018 \$'000	At cost 30 June 2018 \$'000	Written down value 30 June 2018 \$'000
(3,623)	(2,767)	(545)	-	1,195,339	7,032	1,202,371
(1,476)	(733)	-	-	-	8,447	8,447
(14,317)	(1,495)	-	-	681,962	77,254	759,216
-	-	-	(6,250)	-	19,060	19,060
(19,416)	(4,995)	(545)	(6,250)	1,877,301	111,793	1,989,094

Notes to the Financial Statements

For the Year Ended 30 June 2018

5.2 Property, infrastructure, plant and equipment (cont)

(a) Property

	Land - specialised \$'000	Land - non specialised \$'000	Land improvements \$'000
At fair value 1 July 2017	650,428	147,020	-
At cost 1 July 2017	2,525	178	3,155
Accumulated depreciation at 1 July 2017	-	-	-
	652,953	147,198	3,155
Movements			
Additions at cost	-	3,083	-
Contributions	1,352	3,110	-
Revaluation	220,185	30,889	-
Disposal at fair value	(865)	(561)	-
Disposal at cost	-	(300)	-
Impairment losses recognised in operating result	-	-	-
Transfers and write offs	-	-	-
	220,672	36,221	-
Movements in accumulated depreciation			
Depreciation and amortisation	-	-	-
Accumulated depreciation of disposals	-	-	-
Revaluation	-	-	-
	-	-	-
At fair value 30 June 2018	869,748	183,419	-
At cost 30 June 2018	3,877	-	3,155
Accumulated depreciation at 30 June 2018	-	-	-
	873,625	183,419	3,155

(b) Plant and equipment

At cost 1 July 2017
Accumulated depreciation at 1 July 2017

Movements

Additions at cost
Disposal at cost

Movements in accumulated depreciation

Depreciation and amortisation
Accumulated depreciation of disposals

At cost 30 June 2018
Accumulated depreciation at 30 June 2018

Total land \$'000	Buildings - specialised \$'000	Total buildings \$'000	Work in progress \$'000	Total property \$'000
797,448	230,176	230,176	-	1,027,624
5,858	3,175	3,175	3,579	12,612
-	(105,140)	(105,140)	-	(105,140)
803,306	128,211	128,211	3,579	935,096
3,083	5,578	5,578	13,419	22,080
4,462	-	-	-	4,462
251,074	28,432	28,432	-	279,506
(1,426)	(1,903)	(1,903)	-	(3,329)
(300)	-	-	-	(300)
-	(546)	(546)	-	(546)
-	-	-	(1,740)	(1,740)
256,893	31,561	31,561	11,679	300,133
-	(3,623)	(3,623)	-	(3,623)
-	862	862	-	862
-	(14,839)	(14,839)	-	(14,839)
-	(17,600)	(17,600)	-	(17,600)
1,053,167	264,913	264,913	-	1,318,080
7,032	-	-	15,258	22,290
-	(122,741)	(122,741)	-	(122,741)
1,060,199	142,172	142,172	15,258	1,217,629
Plant, machinery and equipment \$'000	Fixtures, fittings and furniture \$'000	Computers and telecomms \$'000	Artworks \$'000	Total plant and equipment \$'000
11,728	2,247	3,414	346	17,735
(5,206)	(1,637)	(2,502)	-	(9,345)
6,522	610	912	346	8,390
1,735	64	376	91	2,266
(2,017)	-	-	-	(2,017)
(282)	64	376	91	249
(1,087)	(136)	(253)	-	(1,476)
1,284	-	-	-	1,284
197	(136)	(253)	-	(192)
11,446	2,311	3,790	437	17,984
(5,009)	(1,773)	(2,755)	-	(9,537)
6,437	538	1,035	437	8,447

Notes to the Financial Statements

For the Year Ended 30 June 2018

5.2 Property, infrastructure, plant and equipment (cont)

(c) Infrastructure

	Roads \$'000	Bridges \$'000	Footpaths and cycleways \$'000
At fair value 1 July 2017	623,667	13,043	139,617
At cost 1 July 2017	9,141	-	2,228
Accumulated depreciation at 1 July 2017	(181,463)	(3,429)	(74,935)
	451,345	9,614	66,910
Movements			
Additions at cost	9,854	307	3,818
Contributions	2,087	-	489
Revaluation	-	-	-
Disposal at fair value	(1,816)	(43)	(3,920)
Disposal at cost	-	-	-
Transfers and write offs at cost	-	-	-
	10,125	264	387
Movements in accumulated depreciation			
Depreciation and amortisation	(6,010)	(135)	(2,771)
Accumulated depreciation of disposals	1,434	41	2,963
Revaluation	-	-	345
	(4,576)	(94)	537
At fair value 30 June 2018	621,852	13,000	135,697
At cost 30 June 2018	21,081	307	6,535
Accumulated depreciation at 30 June 2018	(186,039)	(3,523)	(74,398)
	456,894	9,784	67,834

Drainage \$'000	Recreational, leisure and community facilities \$'000	Off street car parks \$'000	Other infrastructure \$'000	Work in progress \$'000	Total infrastructure \$'000
289,358	-	24,471	5,324	-	1,095,480
-	53,796	635	169	4,913	70,882
(132,745)	(14,362)	(5,374)	(1,758)	-	(414,066)
156,613	39,434	19,732	3,735	4,913	752,296
3,175	4,443	1,141	103	3,399	26,240
2,443	-	15	-	-	5,034
-	-	-	56	-	56
-	-	-	-	-	(5,779)
-	(513)	-	-	-	(513)
-	-	-	-	(4,510)	(4,510)
5,618	3,930	1,156	159	(1,111)	20,528
(3,632)	(1,352)	(231)	(186)	-	(14,317)
-	358	-	-	-	4,796
-	-	-	(630)	-	(285)
(3,632)	(994)	(231)	(816)	-	(9,806)
289,359	-	24,471	5,646	-	1,090,025
5,617	57,726	1,791	6	3,802	96,865
(136,377)	(15,356)	(5,605)	(2,574)	-	(423,872)
158,599	42,370	20,657	3,078	3,802	763,018

Notes to the Financial Statements

For the Year Ended 30 June 2018

5.2 Property, infrastructure, plant and equipment (cont)

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributed to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Land under roads

Land under roads acquired after 30 June 2008 is brought to account at cost. Council does not recognise land under roads that it controlled prior to that date.

Depreciation and amortisation

Buildings, plant and equipment, infrastructure and intangible assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Land, land improvements, land under roads, roads - earthworks and artworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

5.2 Property, infrastructure, plant and equipment (cont)

Valuation of land and buildings

Valuation of land and buildings were undertaken by Brian Robinson from Westlink Consulting, a qualified independent valuer, registration number 62215. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. Details of the Council's land and buildings and information about their fair value hierarchy as at 30 June 2018 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Land	-	183,419	-	June 2018
Specialised land	-	-	869,748	June 2018
Specialised buildings	-	-	142,172	June 2018
Total	-	183,419	1,011,920	

Valuation of infrastructure

The valuation of fire hydrants (other infrastructure) has been determined based on information supplied by South East Water. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. The date of the current valuation is detailed in the following table.

An index based revaluation was conducted in the current year for footpaths, cycleways, bridges, off street car parks, drainage and roads.

A full revaluation of footpaths, off street car parks and roads will be conducted in 2018-19 and a full revaluation of cycleways, bridges and drainage will be conducted in 2019-20.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2018 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Roads	-	-	436,174	June 2016
Bridges	-	-	9,477	June 2017
Footpaths and cycleways	-	-	61,355	June 2016/ June 2017
Drainage	-	-	152,996	June 2017
Off street car parks	-	-	18,882	June 2016
Other infrastructure	-	-	3,078	June 2018
Total	-	-	681,962	

Notes to the Financial Statements

For the Year Ended 30 June 2018

5.2 Property, infrastructure, plant and equipment (cont)

Description of significant unobservable inputs into level 3 valuations

Specialised land is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 20% and 50%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$9 and \$1,317 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$450 to \$3,800 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary up to 147 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary up to 185 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

Reconciliation of specialised land at fair value	2018 \$'000	2017 \$'000
Parks and reserves	806,951	594,781
Community facilities	28,099	24,954
Civic precinct	22,911	21,737
Transfer station	11,787	8,956
Total specialised land at fair value	869,748	650,428

5.3 Investment in associates

Investment in associate accounted for by the equity method is:

	2018 \$'000	2017 \$'000
Eastern Regional Libraries Corporation (ERLC)	4,422	3,981

Eastern Regional Libraries Corporation (ERLC)

Background

The principal activity of ERLC is the operation of libraries. Council's ownership interest of ERLC as at 30 June 2018 was 36.39% (2017 - 36.39%) based on Council's contribution of the net assets to the entity on its commencement on 1 July 1996. Council's proportion of voting power as at 30 June 2018 was 33.33% (2017 - 33.33%).

Fair value of Council's investment in Eastern Regional Libraries Corporation	4,422	3,981
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Council's share of accumulated surplus

Council's share of accumulated surplus at start of year	3,981	3,741
Reported surplus for year	441	240
Council's share of accumulated surplus at end of year	4,422	3,981

Movement in carrying value of specific investment

Carrying value of investment at start of year	3,981	3,741
Share of surplus for year	441	240
Carrying value of investment at end of year	4,422	3,981

Council's share of expenditure commitments

Operating commitments	429	227
Capital commitments	-	-
Council's share of expenditure commitments	429	227

Council directly provides a number of additional resources free of charge to the Eastern Regional Libraries Corporation in relation to the mobile library and library branches in the Knox municipality. The annual operating cost to Council for providing these facilities are as follows:

Mobile library	35	35
Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches	677	676

An associate is an entity over which Council has significant influence but not control or joint control. Investment in an associate is accounted for using the equity method of accounting, after initially being recognised at cost.

Changes in the net assets of the ERLC are brought to account as an adjustment to the carrying value of the investment.

Notes to the Financial Statements

For the Year Ended 30 June 2018

Note 6 People and relationships

6.1 Council and key management remuneration

(a) Related parties

Parent entity

Knox City Council

Associates

Eastern Regional Libraries Corporation (ERLC)

Interests in associates are detailed in Note 5.3.

(b) Key management personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year were:

Councillors

Councillor John Mortimore (Mayor)	Deputy Mayor from 1 July 2017 to 1 November 2017. Mayor from 1 November 2017 to current.
Councillor Darren Pearce (Mayor)	Mayor from 1 July 2017 to 1 November 2017. Councillor from 1 November 2017 to current.
Councillor Jake Keogh (Deputy Mayor)	Councillor from 1 July 2017 to 1 November 2017. Deputy Mayor from 1 November 2017 to current.
Councillor Tony Holland	1 July 2017 to current.
Councillor Peter Lockwood	1 July 2017 to current.
Councillor Adam Gill	1 July 2017 to current.
Councillor Nicole Seymour	1 July 2017 to current.
Councillor Lisa Cooper	1 July 2017 to current.
Councillor Jackson Taylor	1 July 2017 to current.

Chief Executive Officer and other key management personnel

Tony Doyle - Chief Executive Officer	
Dr Ian Bell - Director Engineering and Infrastructure	
Michael Fromberg - Director Corporate Services	
Angelo Kourambas - Director City Development	1 July 2017 to 16 February 2018.
Samantha Mazer - Director Knox Central	
Julia Oxley - Director City Development	14 May 2018 to current.
Kerry Stubbings - Director Community Services	

	2018 No.	2017 No.
Total number of Councillors	9	11
Chief Executive Officer and other key management personnel	7	7
Total key management personnel	16	18

6.1 Council and key management remuneration (cont)

(c) Remuneration of key management personnel

Total remuneration of key management personnel was as follows:

	2018 \$'000	2017 \$'000
Short-term benefits	1,878	2,115
Long-term benefits	74	13
Termination benefits	-	-
Total	1,952	2,128

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2018 No.	2017 No.
\$1 - \$9,999	-	2
\$10,000 - \$19,999	-	-
\$20,000 - \$29,999	1	2
\$30,000 - \$39,999	7	5
\$40,000 - \$49,999	-	1
\$50,000 - \$59,999	1	-
\$70,000 - \$79,999	-	-
\$80,000 - \$89,999	1	1
\$170,000 - \$179,999	-	1
\$190,000 - \$199,999	1	-
\$230,000 - \$239,999	-	1
\$240,000 - \$249,999	2	-
\$250,000 - \$259,999	-	2
\$260,000 - \$269,999	2	2
\$330,000 - \$339,999	-	1
\$340,000 - \$349,999	1	-
Total	16	18

Notes to the Financial Statements

For the Year Ended 30 June 2018

6.1 Council and key management remuneration (cont)

(d) Senior officer remuneration

A senior officer is an officer of Council, other than key management personnel who:

- (a) has management responsibilities and reports directly to the Chief Executive Officer; or
- (b) whose total annual remuneration exceeds \$145,000 (\$142,000 in 2016-17).

The number of senior officers are shown below in their relevant income bands:

Income range	2018 No.	2017 No.
< \$145,000	-	1
\$145,000 - \$149,999	5	3
\$150,000 - \$159,999	7	2
\$160,000 - \$169,999	1	4
\$170,000 - \$179,999	9	5
\$180,000 - \$189,999	2	2
\$200,000 - \$209,999	1	-
\$270,000 - \$279,999	1	-
	26	17
	2018 \$'000	2017 \$'000
Total remuneration for the reporting year for senior officers included above amounted to:	4,401	2,818

6.2 Related party disclosure

(a) Transactions with related parties

During the period Council did not enter into any transactions with related parties.

(b) Outstanding balances with related parties

There were no balances outstanding at the end of the reporting period in relation to transactions with related parties.

(c) Loans to/from related parties

There were no loans in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

(d) Commitments to/from related parties

There were no commitments in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

Note 7 Managing uncertainties

7.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

(a) Contingent assets

Developer contributions

As a result of development activity within the Knox municipality, Council has identified as a contingent asset the developer contributions of infrastructure assets and open space contributions to be received in respect of subdivisions that are currently under development totalling \$28.734 million (2016-17, \$25.603 million).

Operating lease receivables

Council has a number of leases with external entities where they pay for the use of Council land and buildings. A number of these leases include a CPI based revision of the rental charge annually.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

	2018 \$'000	2017 \$'000
Not later than one year	477	336
Later than one year and not later than five years	1,486	1,213
Later than five years	8,504	8,584
	10,467	10,133

(b) Contingent liabilities

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Future superannuation contributions

In addition to the disclosed contributions, Knox City Council has paid unfunded liability payments to Vision Super totalling \$Nil during 2017-18 (2016-17: \$Nil). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2018. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2019 is \$0.410 million.

High Court decision in *Isbester v Knox City Council (2015)*

As a result of the High Court's decision in *Isbester v Knox City Council (2015)* Case M19/2015, Knox City Council will be liable to pay the applicant's (*Isbester*) costs. The final quantum and timing of payment is subject to ongoing negotiations.

Notes to the Financial Statements

For the Year Ended 30 June 2018

7.2 Change in accounting standards

The following new Australian Accounting Standards have been issued that are not mandatory for the 30 June 2018 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

Financial Instruments - Disclosures (AASB 7) (applies 2018-19)

This standard requires entities to provide disclosures in their financial statements that enable users to evaluate: (a) the significance of financial instruments for the entity's financial position and performance; and (b) the nature and extent of risks arising from financial instruments to which the entity is exposed.

Financial Instruments (AASB 9) (applies 2018-19)

The key changes include the simplified requirements for the classification and measurement of financial assets, a new hedging accounting model and a revised impairment loss model to recognise impairment losses earlier, as opposed to the current approach that recognised impairment only when incurred.

Revenue from contracts with customers (AASB 15) (applies 2019-20 for Local Government sector)

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

Amendments to Australian Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities (AASB 2016-7) (applies 2019-20)

This standard defers the mandatory effective date of AASB 15 for not-for-profit entities from 1 January 2018 to 1 January 2019.

Leases (AASB 16) (applies 2019-20)

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Income of Not-for-Profit Entities (AASB 1058) (applies 2019-20)

This standard replaces AASB 1004 *Contributions* and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable the not-for-profit entity to further its objectives.

7.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables) and payables (excluding statutory payables). Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset and financial liability is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council does not hold any interest bearing financial instruments that are measured at fair value and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product
- monitoring of return on investment
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

Notes to the Financial Statements

For the Year Ended 30 June 2018

7.3 Financial instruments (cont)

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in the Balance Sheet. To help manage this risk Council:

- has adopted a Debt Collection and Management procedure which provides guidelines for the management and collection of outstanding debts
- may require collateral where appropriate
- invests surplus funds with financial institutions which have a recognised credit rating specified in Council's investment policy.

Receivables consist of a large number of customers spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the Balance Sheet. Details of our contingent liabilities are disclosed in Note 7.1 (b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the Balance Sheet and Notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements, we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has an investment policy which specifies the need to meet Council's cash flow requirements
- has readily accessible standby facilities and other funding arrangements in place
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments
- monitors budget to actual performance on a regular basis
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the Balance Sheet and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

All financial liabilities are expected to be settled within normal terms of trade.

7.3 Financial instruments (cont)

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next twelve months:

- a parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 2.624% which is Council's average 90 day term deposit interest rate.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

7.4 Fair value measurement

Fair value hierarchy

Knox City Council does not have any financial assets that are measured at fair value subsequent to initial recognition.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair Value Measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable

Level 3 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Notes to the Financial Statements

For the Year Ended 30 June 2018

7.4 Fair value measurement (cont)

Fair value hierarchy (cont)

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than land under roads, recreational, leisure and community facilities, plant and equipment, bus shelters, artworks and intangibles are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuations are performed either by experienced Council officers or independent experts. Land, buildings and fire hydrants were formally revalued as at 30 June 2018.

Where the assets are revalued, the revaluation increments are credited directly to the relevant asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of asset, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

7.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

Note 8 Other matters

8.1 Reserves

(a) Asset revaluation reserve

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
2018			
Property			
Land	632,959	251,074	884,033
Buildings	52,016	13,047	65,063
	684,975	264,121	949,096
Plant and equipment			
Artworks	31	-	31
	31	-	31
Infrastructure			
Roads	256,306	-	256,306
Bridges	5,462	-	5,462
Footpaths and cycleways	18,023	345	18,368
Drainage	97,153	-	97,153
Off street car parks	7,348	-	7,348
Other infrastructure	2,795	(574)	2,221
	387,087	(229)	386,858
Total asset revaluation reserve	1,072,093	263,892	1,335,985
2017			
Property			
Land	632,959	-	632,959
Buildings	52,016	-	52,016
	684,975	-	684,975
Plant and equipment			
Artworks	31	-	31
	31	-	31
Infrastructure			
Roads	256,306	-	256,306
Bridges	3,445	2,017	5,462
Footpaths and cycleways	17,962	61	18,023
Drainage	94,221	2,932	97,153
Off street car parks	7,348	-	7,348
Other infrastructure	2,795	-	2,795
	382,077	5,010	387,087
Total asset revaluation reserve	1,067,083	5,010	1,072,093

Nature and purpose of asset revaluation reserve

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Notes to the Financial Statements

For the Year Ended 30 June 2018

8.1 Reserves (cont)				
(b) Other reserves	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
2018				
Restricted reserves				
Open space reserve	10,603	6,721	(2,538)	14,786
Basketball stadium infrastructure reserve	100	24	(24)	100
State Basketball Centre asset renewal fund	289	100	-	389
Football pitch replacement fund	456	153	-	609
Total restricted reserves	11,448	6,998	(2,562)	15,884
Unrestricted reserves				
Mountain Gate reserve	140	-	-	140
City futures fund	2,915	-	-	2,915
Revegetation net gain	182	100	-	282
Revolving energy fund	70	66	-	136
Aged care reserve	5,003	-	(33)	4,970
Unexpended grant reserve (Financial Assistance Grants)	3,611	3,824	(3,611)	3,824
Stamford Park	15,311	-	(1,172)	14,139
Blue Hills	1,403	-	(1,400)	3
Scoresby Recreation Reserve	44	23	-	67
HACC capital reserve	275	-	(104)	171
Total unrestricted reserves	28,954	4,013	(6,320)	26,647
Total other reserves	40,402	11,011	(8,882)	42,531
2017				
Restricted reserves				
Open space reserve	8,671	5,936	(4,004)	10,603
Basketball stadium infrastructure reserve	100	24	(24)	100
State Basketball Centre asset renewal fund	289	-	-	289
Football pitch replacement fund	304	152	-	456
Total restricted reserves	9,364	6,112	(4,028)	11,448
Unrestricted reserves				
Mountain Gate Reserve	-	140	-	140
City futures fund	3,161	-	(246)	2,915
Revegetation net gain	121	61	-	182
Revolving energy fund	70	-	-	70
Aged care reserve	4,822	250	(69)	5,003
Unexpended grant reserve (Financial Assistance Grants)	-	3,611	-	3,611
Stamford Park	14,158	1,840	(687)	15,311
Blue Hills	3,421	-	(2,018)	1,403
Scoresby Recreation Reserve	21	23	-	44
HACC capital reserve	508	45	(278)	275
Total unrestricted reserves	26,282	5,970	(3,298)	28,954
Total other reserves	35,646	12,082	(7,326)	40,402

Nature and purpose of other reserves

Open space reserve

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

Basketball stadium infrastructure reserve

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

State basketball centre asset renewal fund

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).

Football pitch replacement fund

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

Mountain Gate reserve

The purpose of this reserve is to enhance community facilities within Mountain Gate.

City futures fund

The purpose of this reserve is to construct major facilities within the Knox municipality.

Revegetation net gain

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

Revolving energy fund

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

Aged care reserve

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

Unexpended grant reserve (Financial Assistance Grants)

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

Stamford Park

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.

Blue Hills

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

Scoresby Recreation reserve

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

HACC capital reserve

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

Notes to the Financial Statements

For the Year Ended 30 June 2018

8.2 Reconciliation of cash flows from operating activities to surplus/(deficit)

	2018 \$'000	2017 \$'000
Surplus for the year	31,195	18,451
Depreciation/amortisation	19,986	19,307
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	1,938	2,235
Contributions - non-monetary assets	(9,495)	-
Provision for bad and doubtful debts	128	41
Increment in investment in associate	(441)	(240)
Finance costs	-	2,045
Change in operating assets and liabilities		
(Increase)/decrease in trade and other receivables	(2,713)	(743)
(Increase)/decrease in prepayments	(135)	414
(Increase)/decrease in accrued income	65	137
Increase/(decrease) in trade and other payables	1,418	(460)
Increase/(decrease) in provisions	(1,924)	(1,906)
Increase/(decrease) in other liabilities	(3,481)	4,511
(Increase)/decrease in inventories	(2)	(1)
Net cash provided by operating activities	36,539	43,791

8.3 Superannuation

Knox City Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2018, this was 9.5% as required under Superannuation Guarantee legislation (9.5% in 2016-17)).

Defined Benefit

Knox City Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Knox City Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119 *Employee Benefits*.

8.3 Superannuation (cont)

Funding arrangements

Knox City Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2017, a full triennial actuarial investigation was completed. The vested benefit index (VBI) of the Defined Benefit category of which Knox City Council is a contributing employer was 103.1%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns	6.5% pa
Salary information	3.5% pa
Price inflation (CPI)	2.5% pa

Vision Super has advised that the VBI at the quarter ended 30 June 2018 was 106.0%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2017 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

Regular contributions

On the basis of the results of the 2017 triennial actuarial investigation conducted by the Fund Actuary, Knox City Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2018, this rate was 9.5% of members' salaries (9.5% in 2016-17). This rate will increase in line with any increases in the SG contribution rate. In addition, Knox City Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Notes to the Financial Statements

For the Year Ended 30 June 2018

8.3 Superannuation (cont)

Employer contributions (cont)

Funding calls

If the defined benefit category is in an unsatisfactory financial position at actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Knox City Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

2017 triennial actuarial investigation surplus amounts

The Fund's triennial investigation as at 30 June 2017 identified the following in the defined benefit category of which Knox City Council is a contributing employer:

- A VBI surplus of \$69.8 million
- A total service liability surplus of \$193.5 million
- A discounted accrued benefits surplus of \$228.8 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2017.

Knox City Council was notified of the 30 June 2017 VBI in August 2017.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses.

2018 interim actuarial investigation

An interim actuarial investigation will be conducted for the Fund's position as at 30 June 2018. It is anticipated that this actuarial investigation will be completed in December 2018.

How to Access Knox's Annual Report

The Annual Report is compliant with Council's Access and Inclusion Policy and meets the level double-A conformance to web content accessibility guidelines.

The Annual Report is available in various formats as follows:

- PDF on Council's website
- MS Word
- Large print
- Hardcopy

You are welcome to contact Council for a copy of the Annual Report by telephoning **9298 8000** or sending an email to **knoxcc@knox.vic.gov.au**

Acknowledgement of Victorian State Government Funding

Knox City Council acknowledges the support of the Victorian State Government, which enables the delivery of some of Council's projects and programs, which include:

- Engage program for young people
- Metro Access program
- HACCC program
- Immunisation program

Community Input

Council welcomes community input into the development of its plans and strategies as well as feedback on any of its publications. Access to these is provided via the website (knox.vic.gov.au), in person, or calling our Customer Service team on **03 9298 8000**.



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 133 677 (ask for 03 9298 8000)

 Interpreter
131 450

Speak and Listen Users
1300 555 727 (ask for 03 9298 8000)

ABN 24 477 480 661

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10.3 Lease of Council Property - 17 Kevin Avenue, Ferntree Gully

SUMMARY: Senior Property Officer, Angela Kostarakis

This report recommends the signing and sealing of a lease for the Council property at 17 Kevin Avenue, Ferntree Gully. The lease is for one year commencing 1 November 2018.

RECOMMENDATION

That Council:

1. Enter into a lease between Knox City Council (Lessor) and Master Platinum Dealer Pty Ltd, trading as Ferntree Gully Nissan (Lessee) for the property at 17 Kevin Avenue, Ferntree Gully commencing 1 November 2018. The lease will be for a period of one year with the rental being \$1047.77 per calendar month, plus GST, plus outgoings.
2. Authorise the Chief Executive Officer to sign and seal documentation to give effect to this lease.

1. INTRODUCTION

The property at 17 Kevin Avenue, Ferntree Gully (refer Appendix A) has been in Council ownership for some years and was initially purchased along with a number of other properties in the area to provide for the future Dorset Road extension.

2. DISCUSSION

The property has been leased for the past two years by managing agents to Master Platinum Dealer Pty Ltd of 1000 Burwood Highway, Ferntree Gully, trading as Ferntree Gully Nissan as storage for motor vehicles (not retail). A planning permit is not required for this use. The Lessee will meet all outgoings associated with this site.

3. CONSULTATION

As the proposed lease is for one year and the yearly market rental is less than \$50,000, there is no requirement under the Local Government Act 1989 to advertise the lease.

The Lessee, Master Platinum Dealer Pty Ltd, trading as Ferntree Gully Nissan has agreed to the terms and conditions of the lease.

4. ENVIRONMENTAL/AMENITY ISSUES

The use of the land for storage is not considered detrimental to the environment or amenity of the area.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed lease is for one year commencing 1 November 2018. The rental has been proposed at \$1047.77 (plus GST) per calendar month with the Lessee meeting all outgoings.

The rental has been determined by Council's Managing Agents in accordance with commercial rentals within this area.

6. SOCIAL IMPLICATIONS

Having this vacant property fenced and leased is reducing the risk of anti-social behaviour within this area.

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 – Senior Property Officer, Angela Kostarakis - 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

It is recommended that a one year lease between Knox City Council and Master Platinum Dealer Pty Ltd, trading as Ferntree Gully Nissan, pertaining to 17 Kevin Avenue, Ferntree Gully be signed and sealed.

10. CONFIDENTIALITY

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

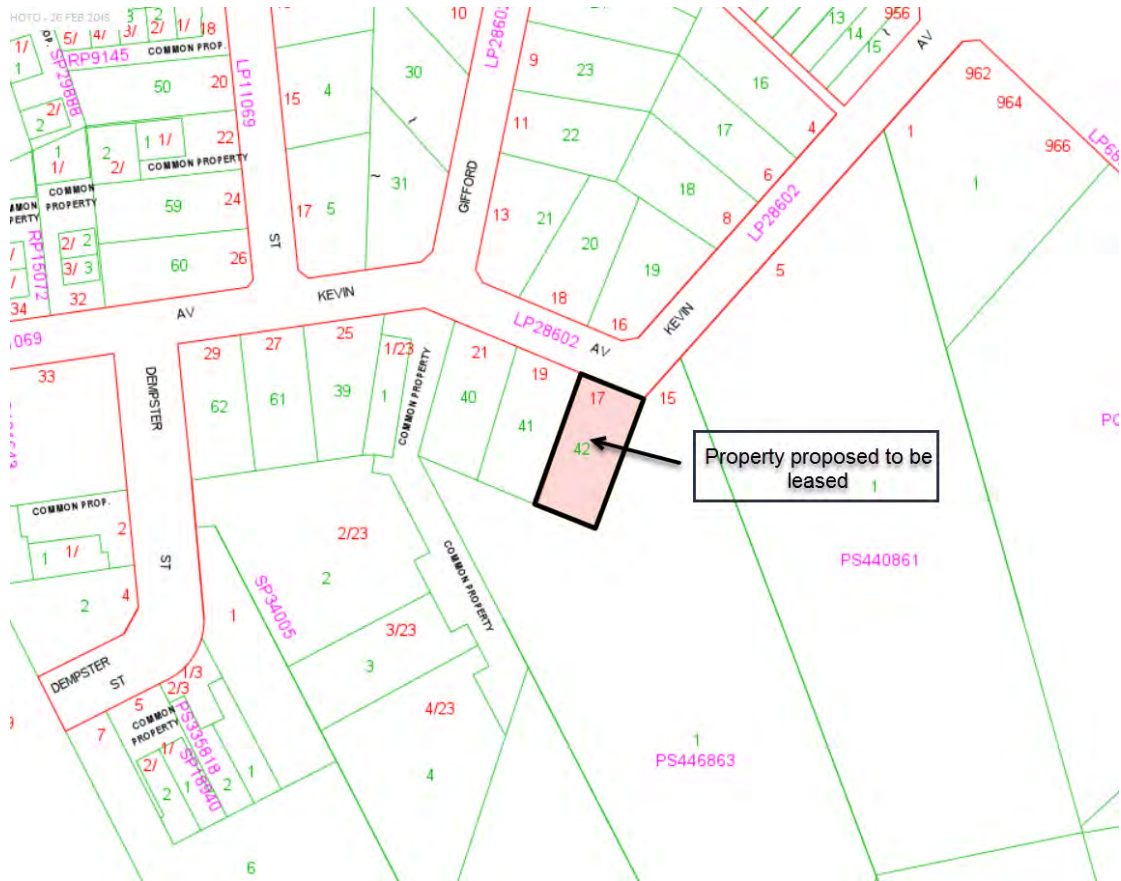
Report Prepared By: Senior Property Officer, Angela Kostarakis

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Proposed Lease - 17 Kevin Avenue Ferntree Gully - Appendix A **[10.3.1]**

APPENDIX A



11 Items for Information

11.1 Capital Works Program Works Report

SUMMARY: Coordinator, Capital Works, Gene Chiron

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 27 September 2018.

RECOMMENDATION

That Council receive and note the Works Report, as at 27 September 2018.

1. INTRODUCTION

This report summarises Council's Capital Works Program for the 2018/2019 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Status Report, as of 27 September 2018, is attached as Attachment 1 and the ICT Status Report is attached as Attachment 2.

Highlights of the Works Report as at 27 September 2018 include:

- Early Years Hub – Wantirna South – On schedule for completion by Christmas.
- Lewis Park, Wantirna South Oval 1 Renewal – Contract completion.
- Carrington Park Reserve - Tennis Court Renewals – Works complete.
- Modular Building Program – Batterham Reserve and Knox Gardens Reserve – Nearing completion.
- Community Toilet Replacement Program - Stud Park (Rowville) Toilet Block – Works complete.
- Knox Athletics - Hammer Throw and Discus Cage Upgrades – Works complete.

Report Prepared By: Coordinator, Capital Works, Gene Chiron

Report Authorised By: Director, Engineering & Infrastructure, Ian Bell

Attachments

1. Works Report as at 2018-09-27 [**11.1.1**]
2. ICT Project Status Report - October 2018 [**11.1.2**]

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
1	Bridges Renewal Program	\$312,314
All Wards	Contract awarded for the replacement of the shared path bridge beside the Knox Transfer Station. Steel fabrication has commenced.	
4	High Risk Road Failures	\$500,000
All Wards	Reactive works to be undertaken to complete the works.	
7	Road Surface Renewal Program	\$4,250,000
All Wards	Preliminary/preparatory works being undertaken with two roads resurfaced at this stage.	
8	Drainage Pit and Pipe Renewal Program	\$2,000,000
All Wards	Drainage works have begun at Cypress Avenue, Boronia and have completed some minor drainage improvements at Tim Neville Arboretum. Works are about to commence at Grieve Street, Bayswater.	
9	Footpath Renewal Program	\$2,200,000
All Wards	Program progressing on schedule.	
10	Bicycle / Shared Path Renewal Program	\$540,000
All Wards	Works expected to be undertaken on the shared path beside Burwood Highway, Upper Ferntree Gully.	
16	Building Renewal Program	\$5,468,310
All Wards	Program is 24% committed/expended. Works commencing or nearing completion over September include: Knox LeisureWorks - Pool Plant Renewal Works, Civic Centre - structural rectification works north side, Electronic Locking Systems to various sites, Cooina Preschool - accessible ramp, floor covering replacement (vinyl), Goodwin Estate Preschool - kitchen replacement, floor covering (vinyl), toilet pans and cisterns, Forest Road MCHC - floor covering replacement (carpet), Westgully - structural works (drainage upgrade), Wattleview - structural works - (drainage upgrade), Walker Reserve - internal/external painting and associated external maintenance.	
17	Playground Renewal Program	\$1,767,181
All Wards	Construction of the 2017/18 playgrounds are underway. One has been completed, four are under construction and three others are to be completed by November.	
22	Fire Hydrant Replacement Program	\$130,000
All Wards	First payment due in December.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
24	Car Park Renewal	\$700,000
All Wards	Scope of works being finalised.	
25	Plant & Machinery Replacement Program	\$2,984,000
All Wards	Fleet Renewal Program 20% of funding committed.	
26	Street Tree Replacement Program	\$653,457
All Wards	In planning stage for street tree replacement program.	
31	Stamford Park Redevelopment	\$7,734,149
Tirhatuan	Homestead – works are nearing completion. Aiming to complete accessible toilet and remaining minor works in October. Works in accordance with heritage conservation report.	
	Homestead Gardens - contract has been awarded and works have commenced. Handover date – 30 November.	
	Parklands - progressing with design works and have commenced planning process. Designs to be finalised late 2018.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Works have commenced at Clematis Avenue, Ferntree Gully, retaining wall.	
147	Energy & Greenhouse Program for Council Facilities	\$101,327
All Wards	Scoping is underway for projects to be completed in 2018/19.	
229	Building Code Australia Compliance	\$100,000
All Wards	Program of works for 2018/19 being finalised using Building Condition Audit data.	
345	Asbestos Removal	\$100,000
All Wards	Program for asbestos removal for 18/19 being finalised with a view to undertaking removal works from December.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Works to commence in October.	
409	Parks Furniture Renewal	\$67,000
All Wards	Sites being scoped for renewal.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
410	Parks Signage Renewal	\$20,000
All Wards	Installation of replacement signs continue to occur on schedule.	
412	Water Sensitive Urban Design Renewal	\$432,663
All Wards	Waterford Valley Golf Course: Water depthing survey of lakes has been completed. Detailed design underway. Maryville GPT sluice gate: Contractor has been appointed. Works to be completed January 2019.	
441	Tim Neville Arboretum Renewal	\$360,000
Dobson	Turf works to commence by early October. Contractor has been selected.	
443	Reserves Paths Renewal	\$50,000
All Wards	Works programed to begin in December.	
492	Food Act Compliance - Kitchen Retrofitting	\$50,000
All Wards	Program for 2018/2019 is being finalised with installations planned from December - April 2019.	
494	Cathies Lane - Landfill Rehabilitation Works	\$165,000
Scott	Reinstatement of inadequate capping around gas wells exposed in cells 1 and 2 and also topsoiling of exposed areas of capping and depressions completed in February. Recommendation from consultant's investigations is that there is no current requirement to lower leachate at the site. Investigations underway on stability of embankment near leachate pond. Installed drains at top and toe of embankment and undertaking periodic surveys over twelve months to ascertain if the embankment is moving. Investigation underway to determine if high carbon dioxide levels in landfill gas monitoring bores are from the landfill or other sources. EPA have issued a Post Closure Pollution Abatement Notice which will govern the management of the site.	
516	Rumann and Benedikt Reserves - Open Space Upgrade	\$410,489
Tirhatuan	Contract awarded. It is anticipated that construction will commence late October with construction to continue through to February 2019.	
536	Parkland Asset Renewal	\$65,000
All Wards	Identified renewal works progressing as scheduled.	
537	Bush Boulevard Renewal	\$61,506
All Wards	Scoping of works underway.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
543	Llewellyn Park - Landfill Rehabilitation Works	\$165,000
Scott	<p>Drainage improvements on the site completed in December 2017. Investigation is being undertaken to determine if a landfill gas extraction system is required. This is being done by installing replacement monitoring bores further away from the landfill, as those originally installed are now deemed in some locations to be too close. The replacement bores on the south side were installed in November 2016 and are being monitored. Investigating placement of bores in private property on east side due to close proximity of landfill to property boundaries.</p> <p>Work to remove exposed waste in the south west and north west areas of the site was completed in December 2017. Investigation being undertaken on high carbon dioxide readings in monitoring bores to determine if this is from the landfill or background sources.</p>	
566	Artwork Renewal	\$33,749
All Wards	Restoration of Placemakers Legacy artworks continues with original artist.	
576	Emergency Warning Systems in Early Years Facilities	\$50,000
All Wards	Program for 18/19 has been set with Riddell Rd complete. Parkridge is nearing completion. Other projects include Alexander Magit, Alice Johnson, Flamingo Preschool and Taylors Lane to be scheduled in school holidays on confirmation of grant funds.	
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design	\$472,867
Dobson	Site analysis undertaken. Sketch concept options to be drawn up for consideration by Council.	
593	Marie Wallace Reserve - Masterplan Implementation	\$952,383
Dinsdale	<p>(1) Pedestrian bridge - Scope of works to include the renewal of existing shared use pedestrian bridge as well as design of a new bridge between ovals. Tender for design and construct has closed with submissions still being assessed. There is a minor delay due to a requirement for a cultural heritage management plan to be undertaken and consultant has been appointed - investigation underway.</p> <p>(2) Contractor has been engaged to complete Stage 2 landscape works (bike training). Works on schedule to be completed by end of December.</p>	
607	Ashton Road, FTG - Reconstruction	\$245,000
Friberg	Annual renewal program packaged as one contract and contractor appointed. Contractor anticipates commencing works in final stage of Ashton Road early in the New Year.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
630	Early Years Hubs - Bayswater	\$8,529,851
Dinsdale	(1) Early Years Hub – External cladding nearing completion. Internal plaster sheeting and ceiling linings in progress. Landscape works have commenced. External painting due to commence. Completion due early 2019..	
	(2) Hub carpark - Detailed design nearing completion and responding to feedback. Aim to commence construction by early 2019.	
649	Scoresby (Exner) Reserve - Masterplan Implementation	\$10,000
Tirhatuan	Works completed.	
660	Mountain Highway, Bayswater - Drainage Improvements	\$20,000
Dinsdale	Report to VicRoads underway. The detailed design is planned for June 2019.	
664	Stormwater Harvesting Program Development	\$74,925
All Wards	Detail design currently underway, with minor works to be undertaken by June 2019.	
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design	\$78,467
Chandler	Wicks Road Water Sensitive Urban Design underway. To be completed by November.	
675	Public Art Project	\$166,081
All Wards	Scoping for 2018/19 projects in accordance with Public Art Plan. Confirmed projects include Cinema Lane Light-boxes, Knox Skate Park Billboard and Stamford Park Bunya Pine seat.	
689	Lewis Park, Wantirna South Oval 1 Renewal	\$26,229
Dinsdale	Temporary fences removed, coaches boxes installation underway. Ground will be ready for cricket as expected.	
708	Cricket Run Up and Goal Square Renewal Works	\$48,000
All Wards	Turf works at Walker and Egan Lee are scheduled in early October.	
716	Early Years Hubs - Wantirna South	\$5,365,973
Scott	(1) Design of school crossing scheduled to be initiated in November unless advised otherwise.	
	(2) Community Hub - Externally: Roofing 98% complete, solar installation has commenced, external landscaping ongoing and new crossover complete. Internally: painting 50% complete, floor coverings commenced and services fit off commenced.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
717	Knox Central Package	\$8,235,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue, with conclusion expected in this financial year. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
724	Knox (Interim) Library	\$664,205
Dinsdale	Detailed design completed. Awaiting confirmed start date from Westfield.	
725	Placemakers Site	\$195,903
Dobson	Tender period has closed with prices currently being assessed.	
727	Knox Community Arts Centre - Outdoor Furniture	\$9,517
Dinsdale	Funds to be used for internal theatre rigging/lighting improvements to continue the safety works as per 2017/18 assessment report.	
733	Preschool Office/Storage - Minor Works	\$50,000
All Wards	Program of works 2018/19 currently being finalised. Works expected to be undertaken over January 2019.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months.	
746	Revegetation Plan	\$100,000
All Wards	Scoping and planning of project has commenced. Plant list being prepared.	
751	Tim Neville Arboretum - Lake Structure Upgrade	\$27,800
Dobson	Shelter installed on site in August.	
752	Mountain Gate Shopping Centre Reserve - Implementation	\$240,894
Friberg	Landscape works have progressed and on track to be completed by end of September. Currently seeking quotes for pedestrian lighting in the reserve.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan	\$582,500
Dobson	Contract has been awarded. Construction works commenced 17/09/18 onsite. Works anticipated to be completed in 8-12 weeks pending favourable weather conditions.	
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation	\$145,795

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
All Wards	Currently preparing site specific design responses.	
809	Bayswater Activity Centre Streetscape Improvements	\$741,536
Dinsdale	Works complete. Streetscape works officially 'opened' on Friday 21 September.	
833	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal	\$282,157
Scott	Contract works well underway with drainage and root barriers installed and capping layer and base layer completed. Fencing works about to commence. Surface treatment expected to be undertaken in November subject to suitable ambient temperature.	
834	Oversowing of Sports Fields	\$40,000
All Wards	Grounds for over sowing include Batterham, Fair Park, Colchester, Knox Park, Lakesfield, Knox Gardens No.2.	
837	Westfield (Permanent) Library - Design	\$200,000
Dinsdale	Awaiting outcomes of discussions with Westfield.	
838	Bayswater Community Hub - Scoping	\$120,000
Dinsdale	Council Officers continue to engage with LXRA on land related matters. Work to further progress service demand and functional space requirements on hold until resolution of available land parcel.	
842	Knox Athletics - Hammer Throw Cage Upgrade	\$105,728
Friberg	Project packaged with discus cage. Construction essentially completed and practical completion inspection arranged. Table install delayed until October.	
844	Score Boards - Design and Installation	\$396,194
All Wards	Currently seeking management approval to fund recommended applicants.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$56,454
All Wards	Scoping the future use of Family and Children's Services Child Care Centres is on track. Officers have been to Council for advice and will complete further scoping and present back to Council.	
853	Aimee Seebeck Hall, Amenities Upgrade	\$242,000
Taylor	Detailed design is complete. Expectation that project will be tendered in early October.	
862	Burwood Highway Shared Path - Traydal Close to Knox School	\$52,162
Collier	Decking has been installed and completed.	
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan	\$110,984

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
Dobson	Report currently being prepared and to be presented to Council at Issues Briefing in November.	
868	H V Jones, Ferntree Gully - Masterplan Implementation	\$181,560
Friberg	Masterplan endorsed by Council at September Council meeting.	
869	Gilbert Park, Knoxfield - Masterplan	\$249,722
Friberg	Masterplan endorsed by Council at September Council meeting.	
871	Energy Performance Audit for Community Buildings	\$1,149,291
All Wards	Scheduled for EMT and Council in November to determine if an Energy Performance Contract will be signed.	
875	Parkhurst Drive, Knoxfield Reconstruction	\$1,250,000
Dinsdale	Annual renewal program packaged as one contract. Contract works have commenced early and anticipate majority of construction to be completed by Christmas.	
876	Eastgate Court, Wantirna South Reconstruction	\$162,904
Dinsdale	Asphalt completed, awaiting final line marking to be completed. Practical completion inspection to be arranged for late September.	
889	Wally Tew Reserve Floodlighting Upgrade	\$54,265
Dobson	Currently liaising with Federal Government to seek approval to expend surplus funds on other projects at the reserve.	
891	Henderson Road Bridge, Rowville	\$6,960,625
Friberg	(1) Bridge works - Melbourne Water approval formally received and planning permit application now in progress. Detailed design well underway. (2) Valleyview Drive LATM: Detailed design developed, approximately 90% complete and feedback received. Expect to finalise design late September.	
907	JW Manson Reserve WSUD - Construction	\$326,001
Collier	Planning process still underway to finalise the acquisition of VicRoads land for a required easement. Surveying has been completed. Functional detailed design to commence in December.	
924	Cherrington Square, Wantirna Reconstruction	\$235,000
Collier	Annual renewal program packaged as one contract and contractor appointed. Detailed consultation completed. Contractor has commenced works from early September with existing kerb and channel removed, AG drainage underway and Kerb and channel works have also commenced.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
927	Selman Avenue, Ferntree Gully Reconstruction	\$265,000
Dobson	Annual renewal program packaged as one contract and contractor appointed. Anticipate contractor will commence works from late October and be completed by mid-late December.	
929	Albert Avenue, Boronia Stage 1 Reconstruction	\$505,000
Chandler	Annual renewal program packaged as one contract and contractor appointed. Contract works well underway with kerb & channel and concrete infill works as well as asphaltting works completed with minor works, line-marking and construction of splitter islands to follow.	
930	Forest Road, Ferntree Gully - Design	\$40,000
Dobson	Geotechnical investigation underway - detailed design about to commence.	
931	Underwood Road, Ferntree Gully Reconstruction	\$380,000
Dobson	Annual renewal program packaged as one contract and contract works now well underway. Kerb & Channel and concrete infill works completed with asphaltting nearing completion with line-marking and splitter islands to follow by mid-October.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$200,650
Tirhatuan	Contract works nearing completion with tennis court surface now asphalted and new fencing erected. Final acrylic surfacing deferred to October/November when ambient temperatures are more suitable.	
936	Carrington Park Reserve - Tennis Court Renewals	\$75,000
Friberg	Contract works completed and practical completion inspection arranged. Works now on maintenance.	
937	Kings Park Baseball Diamond - Safety Fencing	\$31,979
Dobson	Building permits received. Construction underway.	
939	Millers Reserve, Boronia Oval Renewal	\$850,000
Chandler	Contractor has been appointed, construction work has commenced.	
940	Wally Tew Reserve, Ferntree Gully - Cricket Net Renewals	\$225,000
Dobson	Contractor has been appointed, works to commence late September.	
941	Knox Regional Netball Centre - Court Renewals	\$80,000
Dobson	Contractor consulted for works on court 18. Quotes are expected to be submitted in late September.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
942	Tree Management	\$99,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	
944	Knox Central (Operations Centre Relocation)	\$8,077,040
Dinsdale	Planning permit has been received and the construction tender is currently advertised. Remediation works at the current Operations Centre are progressing well.	
946	Boronia Precinct Planning	\$555,000
Baird	Transport study is nearing completion. A draft Boronia Renewal Strategy outlining a long term vision and nine key directions has been prepared for community consultation in November.	
947	Knox Skate & BMX Park - New Youth Pavilion	\$75,000
Friberg	Preparation of design and cost plan for SRV application, seeking 50% of anticipated construction cost (\$300k).	
948	Modular Building Program (Modern Construction Systems)	\$3,013,459
All Wards	Batterham and Knox Gardens modular constructions are expected to be completed early October. Colchester Pavilion detailed design is nearing completion. Lakesfield currently on hold awaiting design sign off.	
949	The Basin Neighbourhood House Redevelopment	\$500,000
Chandler	Awaiting signing of lease between Department and Council for install and moving of fittings, furniture and equipment from priority list.	
951	Community Toilet Replacement Program	\$365,732
All Wards	Stud Park (Rowville) Toilet Block is complete. Awaiting final payment claim. Wicks and Wally Tew are currently being scoped with expectation that concept designs will be completed by late October/early November.	
952	HV Jones Reserve Floodlighting Upgrade	\$11,080
Friberg	Project completed.	
954	Knox BMX Track - New Storage & Start Gate Structure	\$154,365
Friberg	Tender documents currently being finalised with view to go to tender mid-October.	
956	Knox Athletics Track - Discus Cage Upgrade	\$92,000
Friberg	Project packaged with Hammer-Throw cage. Construction essentially completed and practical completion inspection arranged.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
957	Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2)	\$250,000
Dobson	Services investigation onsite to determine extent of power supply upgrade complete. Expectation that tender documentation will be completed for Tender to be let late October/early November	
958	Liberty Avenue Reserve, Rowville - New Floodlighting	\$250,000
Taylor	Project expected to be tendered in early October with view to commencing construction mid November.	
959	Rowville Community Centre - Lighting Upgrade	\$19,656
Taylor	Project completed.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	The project is on hold pending revised masterplan direction.	
962	Knox Regional Sports Park Signage	\$124,973
Scott	Project on hold pending future Sports Park development outcomes.	
963	Family & Children Services - Site Master Plans - Stages 1 & 2	\$50,000
All Wards	Programmed Family & Children Services feature site plans have commenced over September school holidays.	
964	Relocate Preschool Bag Lockers	\$19,000
All Wards	Project complete.	
965	Billoo Park Preschool - Toilet and Storage Upgrade Design	\$10,000
Collier	Detailed design is complete.	
966	Alexander Magit Preschool - Verandah Replacement	\$82,200
Friberg	Quotes have been received and assessed. Waiting for funding application result to schedule the works. Expected by end of November.	
969	Orana Neighbourhood House Kitchen Upgrade	\$25,000
Dinsdale	Delivery to be scheduled over January 2019.	
982	Anne Road, Knoxfield LATM Stage 1	\$166,140
Friberg	Preparing notification letter with plan.	
983	Stewart Street, Boronia LATM	\$55,000

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
Chandler	Speed humps in all three streets completed. New quotes are being sought for threshold treatments.	
984	Napoleon Road, Lysterfield Shared Path	\$11,712
Dobson	Concrete works complete with signage and line marking to follow in soon.	
994	Picketts Reserve, Ferntree Gully Masterplan Implementation	\$30,000
Baird	Detailed design of spectator retaining wall to be completed in the coming months.	
995	Peregrine Reserve, Rowville - Masterplan Implementation	\$123,804
Taylor	Preparation of design brief for detail design quotes.	
996	Arcadia Reserve, Rowville - Masterplan Implementation Stage 3	\$100,000
Tirhatuan	Detailed design of stage 3 works - skate elements, site drainage improvements and tree planting to commence in the coming months.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$128,000
Scott	Revegetation completed in July-August including mulching.	
998	Templeton Reserve, Wantirna - Masterplan Implementation	\$400,000
Collier	Consultants have been engaged and detail design documentation has commenced.	
999	Lewis Park, Wantirna South - Masterplan	\$142,379
Dinsdale	Round 2 community consultation of the Draft Masterplan has been conducted during the month of September.	
1000	Stud Park Reserve, Rowville - Masterplan	\$390,000
Tirhatuan	Quotation documents are now being prepared.	
1001	Scoresby Village Reserve - Masterplan	\$32,500
Tirhatuan	Consultants engaged to undertake detailed documentation.	
1002	RD Egan Lee Reserve, Knoxfield - Masterplan	\$16,433
Scott	Council Report currently being prepared.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
1003	Wantirna Reserve - Masterplan	\$26,944
Collier	Council has received a draft masterplan from consultants. Public consultation for the next stage is on hold until Council have a resolution with Parks Victoria regarding future land use agreements.	
1005	Neighbourhood Green Streets	\$100,000
All Wards	Open Space team to undertake site specific plans.	
1006	Bush Boulevards	\$100,000
All Wards	Open Space team to undertake site specific plans.	
1007	Koolunga Reserve (Catchment 910) - Feasibility	\$12,100
Dobson	Detailed design is being conducted under Project 1180 Forest Rd to Koolunga Reserve, FTG Integrated Stormwater Solution.	
1008	Mont Albert to Forest Road, Ferntree Gully - Drainage improvements	\$80,194
Dobson	Site Meeting took place on 23 August. Parks Victoria provided boundaries for potential scope of works. Council is undertaking an investigation on the feasibility of these works and the impact it would have on downstream properties. The outcome of these results will decide if this project goes forward at this stage in time.	
1009	Talking Tanks Initiative - Flood Protection	\$179,568
All Wards	Stage 3 modelling now underway in partnership with South East Water to ensure the combination of solutions are feasible and practical.	
1016	Kings Park Solar Panel Installation	\$9,091
Dobson	Awaiting on the club to complete verandah project before solar panels can be installed.	
1040	Dandenong Creek Amenity Improvements	\$36,196
All Wards	Gym equipment installed on site. Application to SE Water for new drinking fountain in process.	
1045	Egan Lee Reserve - Pavilion Upgrades (Female Friendly)	\$250,000
Scott	Detailed design nearing completion. Expected to go to tender late September/early October.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$57,387
Scott	The masterplan was endorsed by Council at its August meeting. Advocacy work is continuing, having regard to a recent budget announcement by the State Government. Officers are exploring options for the relocation of Victorian Association of Radio Model Soaring (VARMS) club.	
1068	Rowville Recreation Reserve - Multipurpose Community Workshop	\$346,528
Taylor	Undertaking further site analysis to investigate feasibility of integrating services at Rowville	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
	Recreation Reserve.	
1097	Wally Tew Reserve - Changing Places Facility	\$200,000
Dobson	Draft design underway.	
1098	Batterham Reserve, The Basin Oval 2 - Floodlighting Relocation	\$75,000
Chandler	Project was waiting full completion of Oval 1 lighting Upgrade. Project has commenced with completion expected by end of October.	
1100	Albert Avenue, Boronia - Design (Chandler Road to Bambury Street)	\$30,000
Chandler	Geotech investigation underway and detailed design around 10% complete. Design works delayed due to an urgent request for alternative project.	
1101	Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Design	\$27,000
Collier	Consultant appointed to undertake geotechnical investigation.	
1102	Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Design	\$28,000
Friberg	Geotechnical investigation underway - survey expected to be complete by late September.	
1103	Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Design	\$30,000
Tirhatuan	Geotechnical investigation underway. Awaiting feedback on scope from Traffic and Transport team, with engineering survey planned for late September.	
1104	Boronia CCTV System Installation	\$39,200
Baird	Project complete.	
1105	Batterham Reserve, The Basin - Cricket Nets Replacement	\$251,500
Chandler	Concept plan options and associated tree report developed which was discussed with club representatives on 13 September. Club provided feedback on their design layout preference. Consultation to take place with abutting residents.	
1106	Batterham Reserve - Pavilion Extension for Female Change Facility	\$220,000
Chandler	Detailed design has commenced with completion expected by mid-October.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
1107	Batterham Reserve, The Basin - All Ability Footpath Network	\$235,000
Chandler	Concept plan prepared and presented to user groups for feedback. Feedback provided from user groups. Detailed design progressing.	
1112	Selman Avenue (2), Ferntree Gully (Spring St to Station St) - Design	\$25,000
Dobson	Awaiting presentation of draft plans for signing.	
1113	Barry Street, Bayswater (60 Barry St to Holloway Drive) - Design	\$20,000
Baird	Geotechnical investigation underway.	
1114	Studfield Shopping Centre Renewal	\$35,000
Dinsdale	Internal stakeholders met on site to discuss scope of pedestrian paving to the Studfield Shopping Centre.	
1115	Windermere Reserve, Ferntree Gully - Oval Renewal - Design	\$15,000
Friberg	Contractor will survey venue in October.	
1116	Guy Turner Reserve, Bayswater - Drainage Renewal	\$150,000
Dinsdale	Procurement report has been submitted. Work scheduled for December. Successful contractor to be advised.	
1117	Batterham Reserve, The Basin - Tennis Court Renewals	\$100,000
Chandler	Detailed design due to commence in October for construction in the New Year.	
1118	Wantirna Reserve, Wantirna - Cricket Net Renewals	\$30,000
Collier	Awaiting approval from Parks Victoria.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$200,000
Collier	Detailed design due to commence in November.	
1120	Templeton Reserve, Wantirna - Tennis Court Renewals	\$250,000
Collier	Detailed design due to commence in October for construction in New Year.	
1121	Eildon Park, Rowville - Cricket Net Renewal	\$10,000
Taylor	Scoping to commence in October.	
1122	Knox Regional Sports Park - Soccer Cages Renewal	\$20,000
Scott	New boards are being prepared for installation.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
1123	Public Tennis / Netball / Basketball Court Renewals	\$150,000
All Wards	Quote has been obtained to commence works in October.	
1124	Sporting Oval Fencing Renewals	\$100,000
All Wards	Procurement report submitted. Contractors to be appointed in October.	
1125	Storm Water Harvesting Infrastructure Renewal	\$50,000
All Wards	Work to install bypass line at Batterham Reserve has been completed.	
1126	Knox Skate & BMX Park - Supporting Infrastructure	\$75,000
Friberg	Project scoping to commence in the coming months, with a detailed design to follow.	
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$100,000
Friberg	Procurement report in progress. Successful contractor to be notified in October.	
1129	Picketts Reserve, Ferntree Gully - Floodlighting Upgrade	\$0
Baird	Concept design only for 2019/20 SRV grant application.	
1130	Wantirna Reserve, Wantirna - Floodlighting and Security Lighting	\$0
Collier	Concept design only for 2019/20 SRV grant application.	
1131	Carrington Park Reserve, Knoxfield - Floodlighting Upgrade	\$0
Friberg	Awaiting outcome of SRV grant funding application.	
1132	Arcadia Reserve (Scouts), Rowville - Carpark Design	\$8,000
Tirhatuan	Leisure have sought feedback from Scout Group to inform scope of works - awaiting feedback.	
1133	Arts Facility Planning Documentation	\$50,000
All Wards	Consultant to be appointed for Specialised Asset Management Plans for Knox Community Arts Centre & Ferntree Gully Community Arts Centre.	
1134	Ferntree Gully Arts Centre & Library Deck Enclosure	\$50,000
Dobson	Scope being finalised for quotation early November.	
1135	Knox Community Arts Centre - Theatre Lighting Upgrade	\$30,000
Dinsdale	Scope being finalised with view to install lights January 2019.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
1136	Arts Facility Upgrades	\$80,000
All Wards	Priority list of works has been established. Concepts/quotations will be undertaken over October/November.	
1137	Knox LeisureWorks UV for 50m Indoor Pool	\$60,000
Baird	Works due to be completed late September/early October.	
1138	Knox Regional Sporting Centre Funnel and Overhead Fencing	\$110,000
Scott	Project under review.	
1140	Community Facility Signage Upgrade	\$2,500
All Wards	Project is being scoped with view to commence template design from November.	
1141	Stud Road, Scoresby (786 to 804 Stud Road) - Footpath 1	\$65,000
Tirhatuan	Expected commencement in early 2019.	
1142	Albert Street, UFTG (Ferndale Rd to 14-18 Albert St) - Footpath 1	\$68,000
Dobson	Project currently being scoped.	
1143	Burwood Hwy, UFTG (opposite Dawson St) - Footpath 3	\$47,000
Dobson	Works expected to commence in early 2019.	
1144	Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath 1 - Design	\$10,000
Dinsdale	Concept plan distributed for feedback.	
1145	Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath	\$85,000
Dobson	Due for detailed design in November. Scoped on site with Parks and Traffic and Transport teams.	
1146	Wellington Road, Rowville (Straughan Cl to Napoleon Rd) - Footpath - Design	\$5,000
Taylor	Project currently being scoped.	
1147	Wantirna Road, Wantirna (Ashley St to 699 Boronia Rd) - Footpath	\$40,000
Collier	Works expected to commence in early 2019.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
1148	Montana Avenue, Boronia - Footpath	\$85,000
Chandler	Due for detailed design in November. Traffic and Transport team to confirm scope of works in consultation with Biodiversity team members. Engagement session with residents held.	
1149	London Drive, Bayswater (northern side) - Footpath	\$51,000
Baird	Design about to commence.	
1150	Knoxfield LATM Stage 2 - Kathryn Road	\$20,000
Scott	Site inspections and assessment for locations have been done.	
1151	Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program	\$125,000
Dobson	Project currently being scoped.	
1152	Burwood Hwy, Upper Ferntree Gully Shared Path Link 1	\$20,000
Dobson	Survey completed. Concept design prepared and presented for feedback. Awaiting scoping clarification from Traffic and Transport team.	
1153	Napoleon Rd, Lysterfield (Kelletts Rd to Anthony Drive) - Shared Path 1 Design	\$23,000
Dobson	Scoped on site and survey underway.	
1154	Mountain Highway, Wantirna (Pedestrian Crossing to Eastlink) - Shared Path 1	\$182,000
Collier	Survey completed and concept plan prepared for feedback. On site meeting planned with VicRoads and Traffic and Transport team to clarify scoping requirements.	
1155	Kelletts Road, Rowville (Stud Rd to Taylors Lane) - Shared Path 1	\$25,000
Taylor	Consultation with other teams to be arranged in next couple of weeks	
1156	Kelletts Road, Rowville (Jacob Rd to Napoleon Road) - Shared Path 2	\$20,000
Friberg	Site inspections have been undertaken and concept plan has been drafted.	
1157	Lewis Reserve, Wantirna South - Bicycle Repair Station	\$7,000
Dinsdale	Construction completed in early September.	
1158	Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade	\$21,000
Scott	On track. Conducting scoping stage.	
1159	Burwood Highway Underpass (near Stud Road) - Solar Lighting Upgrade	\$25,000
Scott	On track. Conducting scoping stage.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
1160	Carrington Park to Henderson Road, Rowville - Wayfinding and Linemarking	\$4,000
Friberg	On track. Project will be aligned with the Henderson Road Bridge construction as well as Knoxfield LATM Stage 2 project.	
1161	Wally Tew Reserve, Ferntree Gully - Bicycle Repair Station	\$7,000
Dobson	Project completed. Installed on 3 September.	
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$70,000
Collier	Project currently being scoped.	
1163	Renou Road, Wantirna South - Intersection Treatments Design	\$20,000
Collier	Concept plan done. Detailed design to follow.	
1164	Coleman Road, Boronia - Linemarking and Sharrows	\$45,000
Dinsdale	Concept plans done. Detailed plans to follow.	
1165	Mowbray Drive, Wantirna South - Retrofit Parking Lanes and Intersection Treatments	\$20,000
Scott	Works scheduled for December.	
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Project currently being scoped.	
1167	Bergins Road, Rowville - Kerb & Channel	\$20,000
Taylor	Extent of works being determined.	
1168	Liverpool Rd, The Basin - Dynamic School Speed Zone Signs	\$55,000
Chandler	Concept plans being prepared.	
1169	Stud Road, Rowville - Footpath Connection	\$20,000
Taylor	Extent of works being scoped.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	Extent of works being determined. Expected to commence early 2019.	
1171	Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 2	\$420,000
Baird	Working with Melbourne Water on daylighting Blind Creek works. Consultation completed. Detailed design in progress.	
1172	Tormore Reserve, Boronia - Masterplan Implementation Stage 3	\$400,000

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
Baird	Consultants have now been engaged and detail design documentation has commenced.	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 5	\$900,000
Dobson	Consultants have been engaged and detail design documentation has commenced.	
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$40,000
Chandler	Open space team to undertake site specific design. Works to align with Boronia Renewal project.	
1175	Orson Road, Scoresby - Retarding Basin Improvements	\$20,000
Tirhatuan	Scoping underway. Surveying being organised to commence concept design.	
1176	Solar in Community Facilities	\$40,000
All Wards	Scoping underway including assessments of energy use data.	
1177	Electric Vehicle Charging Station - Civic Centre	\$25,000
Dinsdale	Project currently being scoped with view to seek quotations early December.	
1178	Knox Gardens Reserve, Wantirna South - Stormwater Harvesting	\$20,000
Scott	Detail design currently underway, with minor works to be undertaken by June 2019.	
1179	Eildon Park Reserve, Rowville - Water Harvesting	\$20,000
Taylor	Detail design currently underway, with minor works to be undertaken by June 2019.	
1180	Forest Rd to Koolunga Reserve, FTG - Integrated Stormwater Solution	\$40,000
Chandler	Surveying completed. Awaiting report from tree assessment. Initial concept done. Functional design underway.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$40,000
Baird	Feedback provided to developer. Awaiting sediment pond design from developer to commence surveying.	
1183	Peregrine Reserve, Rowville - Treatment Wetlands	\$20,000
Taylor	Project scoping and design about to commence.	
1184	Egan Lee Reserve, Knoxfield - Treatment Wetlands	\$20,000
Scott	Project scoping and design about to commence.	

Knox City Council Project Status Report

27-Sep-2018

Project Number	Project Name	Total Approved Budget
1185 Dinsdale	Lewis Road Reserve, Wantirna South - Treatment Wetlands and Stormwater Harvesting Scheme Surveying brief being prepared to commence scoping of works.	\$20,000
1186 Collier	Wantirna Reserve, Wantirna - Treatment Wetlands Surveying brief being prepared to commence scoping of works.	\$20,000
1187 Scott	David Cooper Park, Jenola Parade, Wantirna South - Wetlands Surveying brief being prepared to commence scoping of works.	\$20,000
1195 Baird	Boronia Safer Communities Minor drainage work has commenced in preparation for the placement of path which is to follow.	\$105,750
1197 Dobson	Tim Neville Arboretum - Memorial Pathway Minor drainage work has commenced in preparation for the placement of the path.	\$112,762
1206 Dobson	Brenock Park Drive School Crossing Relocation Concept plan prepared - feedback being sought. Detailed design to immediately follow.	\$70,000
Total:		\$96,501,070

Knox City Council Project Status Report

12-Oct-2018

Project Number	Project Name	Total Approved Budget
589	I.T. Knox Early Years (KEYS) Project	\$92,500
All Wards	Mandated Priority of Access changes required by May 2019. Targeting to commence project prior to xmas	
668	Knox Active Aging Management System (KAAMS)	\$50,000
All Wards	Project completed	
785	Printer Upgrade	\$43,000
All Wards	Multi Function Printer device rollout completed. Carry forward \$43,000 to accommodate rollout of remaining automated faxing receipt initiative awaiting scheduling and resourcing	
786	MS Office Upgrade	\$200,000
All Wards	Planned rollout of Skype for Business and Yammer. Project awaiting scheduling and resourcing	
787	Website Redevelopment	\$200,000
All Wards	Initial planning commenced	
788	Network Drive Migration	\$199,412
All Wards	Migration of G: Drive network files to KX. Scheduled to commence in early 2019	
789	Facilities Booking Review/Upgrade	\$98,300
All Wards	Replacement of existing Function Room, Meeting Room , Fleet and Hot Desk booking system underway. Requirements being gathered, targeting Nov to conduct RFP	
793	Non Leased Software and Hardware	\$177,275
All Wards	Leased software and hardware expenses are incurred throughout the year.	
794	Switch Replacement Program	\$164,074
All Wards	Switch Replacement program underway. Currently planning rollout of remaining switches	
812	Asset Management System	\$0
All Wards	Asset Management initiative underway. Requirements workshop completed, currently conducting Market Research including initial vendor presentations	

Knox City Council Project Status Report

12-Oct-2018

Project Number	Project Name	Total Approved Budget
813	Information Architecture Design and Planning	\$430,000
All Wards	Information Architecture design & planning approximately 5% completed. Carry Forward \$280,000 to accommodate continued development of datasets and data mappings to be delivered in 2018/19.	
814	Standard Operating Environment Upgrade	\$150,335
All Wards	Progressive rollout of Windows 10 in progress. New devices and poor performance devices targetted	
815	Pathway Smartclient implementation	\$75,000
All Wards	Project closed - Project being reported under # 977.	
816	ePathway Payment Enhancements/Extension	\$50,000
All Wards	Project closed - Project being reported under # 977.	
817	WAN Network Enhancements	\$20,000
All Wards	Funding for new Wantirna and Bayswater Community Hubs. WAN infrastructure...	
818	DRP Update and full test	\$20,000
All Wards	Issue with TPG resolved allowing for Full DR test to be scheduled for early 2019	
819	Security Framework Management & Penetration Testing	\$45,650
All Wards	IT Security Audit completed. Funding for Remediation Action Plan	
820	Security Framework Development	\$20,000
All Wards	Mobile phone refresh ongoing replacement. Carry forward \$20,000 to accommodate planned replacements to be delivered in 2018/19.	
822	Security, Email Filtering and Firewall	\$57,581
All Wards	Security, Email and filtering 5% completed. Remaining initiatives to be delivered throughout 2018/2019	
823	DC1 - Server Room AC & UPS	\$90,133
All Wards	Computer Room upgrade 90% completed. Air-conditioning and Uninterrupted Power Supply (UPS) works completed at Civic Center Computer room. Carry forward \$70,000 to accommodate planned improvement works for 2018/19.	

Knox City Council Project Status Report

12-Oct-2018

Project Number	Project Name	Total Approved Budget
825	Microsoft Licensing (True Up)	\$300,000
All Wards	MS Software Licence "True Up" conducted late 2018/2019	
826	Microsoft SQL Licence	\$220,000
All Wards	Expenses are incurred throughout the year as required	
827	Intranet Update	\$665,000
All Wards	Awaiting prioritisation and resourcing prior to commencement	
838	Bayswater Community Hub - Scoping	\$120,000
Dinsdale	Council Officers continue to engage with LXRA on land related matters. Work to further progress service demand and functional space requirements to take place following an assessment of potential sites in June. IT Hardware build and procurement underway	
945	ICT - Website Development (Part of Project 787)	\$817,303
All Wards	ICT Website Development project has been incorporated into the Website Redevelopment "program of works (Project 787)	
975	AV Equipment Enhancements	\$157,909
All Wards	RFP completed and preferred implementation partner selected. Stage 1 - Bosch Conference system/microphones to be installed in Nov, new function room speaker system to be installed Dec.	
976	iChris - Chris21 Upgrade	\$217,400
All Wards	iChris (Payroll) upgrade project has been rolled into the HR System Enhancements "Program" of work	
977	Pathway Enhancement Projects	\$341,848
All Wards	A "Roadmap" of remaining Pathway planned activities has been prepared. Rollout of "online" services continues on track.	
978	Microsoft Exchange Upgrade	\$150,000
All Wards	Project activities scheduled for late 2018/2019	
979	GIS Phase 3	\$200,000
All Wards	LIDAR Data Capture project is underway. RFQ for Vicmap Swapover project released July. Scoping of 3D GIS Boronia Pilot underway	

Knox City Council Project Status Report

12-Oct-2018

Project Number	Project Name	Total Approved Budget
981	Applications Support - Mobile Computing & Information Integrity (EFT)	\$150,000
All Wards	Mobile computing strategy under development. Operations team trialing MS Surface Pro, MS Surface Go, MS Surface Book and Panasonic tablet	
1026	ICT - DRP Update and full test (Part of Project 818)	\$269,641
All Wards	Full DR test to be scheduled in order to validate the newly established recovery centre at NextDC South Melb	
1027	ICT - Agenda & Minutes Management	\$64,400
All Wards	Agenda & Minutes system implemented and being used for Council Meetings. Refinement of the "Docs on Tap" add-on being investigated	
1031	ICT - Data Integration - Spatial	\$70,000
All Wards	Project yet to commence	
1032	ICT - CRM Citizen Portal for Web	\$65,000
All Wards	Awaiting prioritization and scheduling.	
1033	ICT - CMS Integration and Portal	\$160,000
All Wards	Awaiting prioritization and scheduling.	
1034	ICT - CRM Pilot, Enterprise Solution	\$1,100,000
All Wards	Awaiting prioritization and scheduling.	
1035	ICT - Payment Gateway	\$150,000
All Wards	Awaiting prioritization and scheduling.	
1036	ICT - HR System	\$270,968
All Wards	Business Case on track to be delivered in Oct 18. On approval, RFT will be prepared and initiated	
1037	ICT - Key Project Initiation Documentation	\$141,921
All Wards	Awaiting prioritization and scheduling.	
1038	ICT - Business Strategy and Benefits Identification	\$14,846
All Wards	Benefits Assessment model delivered and being trialed with the HR System Enhancements program	

Knox City Council Project Status Report

12-Oct-2018

Project Number	Project Name	Total Approved Budget
1039	ICT - IT Network Security Evaluation and Upgrade	\$554,000
All Wards	Network Security Evaluation and upgrade 0% completed. Carry Forward \$554,000 to accommodate remaining initiative to be delivered in 2018/19.	
1188	Office 365 Additional Licensing	\$20,000
All Wards	Expenses incurred throughout the year	
1189	Knox Explorer - G Drive Decommission (Part of project 788)	\$200,000
All Wards	Project to be consolidated with Project 788 (Network drive migration)	
1190	KX Integration to other Modules	\$50,000
All Wards	Activities scheduled to commence 2019	
1191	Security Framework Management & Penetration Testing (2)	\$50,000
All Wards	Penetration testing conducted by accredited IT Security consultants. Remediation items identified. Currently preparing a Remediation Action Plan to address	
1192	Data Storage - Hardware	\$300,000
All Wards	Purchase orders raised for additional storage requirements	
1193	Email Filtering Renewal	\$30,000
All Wards	Project not commenced	
1194	Digital/ICT Strategy Implementation	\$2,000,000
All Wards	To fund common ICT Portfolio management expenses and part to be allocated to the Asset Management and Business Intelligence projects.	
	Total:	\$11,033,495

11.2 Assemblies of Councillors

SUMMARY: Manager, Governance and Strategy, Phil McQue

This report provides details of Assembly of Councillors for the period 10 September 2018 to 27 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; and**
- 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.

Report Prepared By: Manager, Governance and Strategy, Phil McQue

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

- 1. Assemblies of Councillors - Appendix A - 2018-10-22 [11.2.1]**



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 10/9/2018

Name of Committee or Group (if applicable): Special Issues Briefing

Time Meeting Commenced: 7.15pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Adam Gill

Cr Jake Keogh, Deputy Mayor

Cr Tony Holland

Cr Peter Lockwood

Cr Darren Pearce

Cr Jackson Taylor

Cr Nicole Seymour

Name of Members of Council Staff Attending:

Tony Doyle

Bronwyn Commandeur (Item 1)

Ian Bell

Kate Innocenti (Item 1)

Michael Fromberg

Peter Gore (Item 1)

Julia Oxley

Steven Dickson (Item 2)

Kerry Stubbings

Janet Simmonds (Item 2)

Paige Kennett

Phil McQue

Matters Considered:

1. Knox Leisureworks Future Management and Operations Update
2. Response to Call Up Item – In House Prosecutions

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: 17/9/2018

Name of Committee or Group (if applicable): Special Issues Briefing

Time Meeting Commenced: 6.35pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Tony Holland

Cr Peter Lockwood

Cr Darren Pearce

Cr Jackson Taylor

Cr Nicole Seymour

Cr Adam Gill

Name of Members of Council Staff Attending:

Tony Doyle

Tanya Clark (Items 1, 2 & 3)

Ian Bell

Mark Cini (Item 1)

Michael Fromberg

Paul Dickie (Item 2)

Julia Oxley

Jonathan Wright (Item 2)

Kerry Stubbings

Greg Kent (Item 2)

Paige Kennett

Phil McQue

Matters Considered:

1. Strategic Asset and Investment Strategy
2. Housing Monitoring Program 2017
3. Kingston Links – Stamford Park Link Road Extension

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: 18/9/2018

Name of Committee or Group (if applicable): Knox Central Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Deputy Mayor

Cr Peter Lockwood

Cr Jackson Taylor

Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle

Ian Bell

Samantha Mazer

Tanya Clark

Matters Considered:

1. Project Delivery Update
 - Operations Centre Relocation
 - Site Design and Development
 - Civic Amenity
2. Knox Central 2.0

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: Samantha Mazer

* 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: 25/9/2018

Name of Committee or Group (if applicable): Youth Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Deputy Mayor

Cr Jackson Taylor

Name of Members of Council Staff Attending:

Katie Scott

Tony Justice

Donna Hillier

Matters Considered:

Discussion on Council's communication and marketing to young people – led by Council's Communications team

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: Katie Scott

* 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: 27/9/2018

Name of Committee or Group (if applicable): CEO Performance Evaluation Committee

Time Meeting Commenced: 5.00pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Peter Lockwood

Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle

Matters Considered:

1. Confirmation of Minutes from Previous Meeting – 12 June 2018
2. CEO Key Performance Indicators 2017/18
3. Presentation from CEO
4. Draft CEO Key Performance Indicators 2018/19
5. Feedback provided to CEO

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: Tony Doyle

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

12 Motions for Which Notice has Previously Been Given

13 Supplementary Items

14 Urgent Business

14.1 Urgent Business

14.2 Call Up Items

15 Questions Without Notice

16 Confidential Items

16.1 Potential Land Acquisition