

AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Wednesday 27 January 2021 at 7:00pm

Please note, maximum occupancy limits will apply to the Council Chamber and patrons will be required to wear a fitted face mask, follow social distancing protocols and any other reasonable directions according to Council's COVID Safe Plan.

This meeting will be streamed live on the internet and recorded. The live stream and recording can be accessed via Council's website at

www.knox.vic.gov.au/meetings



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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 21 December 2020

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 City Strategy and Integrity Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation - 1 December to 31 December 2020

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 reports (between 1 December to 31 December) be noted.

1. REPORT

Details of planning applications decided under delegation from 1 December to 31 December 2020 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	4
Other	8
Subdivision	12
Units	24
Tree Removal / Pruning	24
Single Dwelling	4
Signage	2
Removal of reservation	1
TOTAL	79

2. CONFIDENTIALITY

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

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

Report Authorised By: Acting Director, City Strategy and Integrity, Anthony Petherbridge

Attachments

Nil

Knox City Council

Planning Applications Decided - Council

1 December 2020 and 31 December 2020

Ward	No/ Type	Address	Description	Decision
Baird	2020/6657	19 Sinclair Road BAYSWATER VIC 3153	3 lot subdivision (Approved development site)	24/12/2020 Approved
Baird	2020/6480	28 Tulip Crescent BORONIA VIC 3155	Development of a single storey dwelling to rear of existing dwelling and two lot subdivision	2/12/2020 Approved
Baird	2020/6406	3 Cockerell Street FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	31/12/2020 Approved
Baird	2020/6277	39 Sinclair Road BAYSWATER VIC 3153	Construct three dwellings (two 2-storey and one single storey)	4/12/2020 Notice of Decision
Baird	2020/6613	224 Boronia Road BORONIA VIC 3155	Six (6) Lot subdivision (Approved development site)	14/12/2020 Approved
Baird	2020/6219	1-3/14 Orchid Avenue BORONIA VIC 3155	Construction of eight (8) double storey dwellings	9/12/2020 Notice of Decision
Baird	2020/6617	48 Western Road BORONIA VIC 3155	Removal of one (1) dead Eucalyptus sp	2/12/2020 Approved
Baird	2020/6668	51 Park Boulevard FERNTREE GULLY VIC 3156	The removal of one (1) dead Eucalyptus species and the pruning of one (1) Eucalyptus ovata (Swamp Gum) and one (1) Eucalyptus obliqua	21/12/2020 Approved
Baird	2020/6569	13 Duncan Avenue BORONIA VIC 3155	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land (total of three (3) dwellings)	17/12/2020 Approved
Baird	2020/6379	4 Loretto Avenue FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings on the land	18/12/2020 Notice of Decision
Baird	2020/6317	71 Helen Road FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling	14/12/2020 Approved
Baird	2020/6453	121 Burke Road FERNTREE GULLY VIC 3156	Development of two double storey dwellings	20/12/2020 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2020/9171	12 Stewart Street BORONIA VIC 3155	Construction of front fence	22/12/2020 Approved
Chandler	2020/6465	20 Augusta Road THE BASIN VIC 3154	Development of a single storey dwelling to the rear of the existing dwelling and vegetation removal	24/12/2020 Approved
Chandler	2020/6711	36 Marie Street BORONIA VIC 3155	The removal of one (1) Liquidambar styraciflua (Liquidambar), one (1) Eucalyptus radiata (Narrow leaved Peppermint) and one (1) Araucaria heterophylla (Norfolk Island Pine)	24/12/2020 Approved
Chandler	2020/6635	4 Green Street BORONIA VIC 3155	Removal of Three (3) dead Eucalyptus sp and One (1) Eucalyptus botryoides	9/12/2020 Approved
Chandler	2020/6630	5 Helene Court BORONIA VIC 3155	Pruning of one (1) Angophora floribunda (Rough-Barked Apple)	8/12/2020 Approved
Chandler	2020/6658	20 Pope Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus viminalis (Manna Gum)	11/12/2020 Approved
Chandler	2020/6365	28 Kalman Drive BORONIA VIC 3155	Construction of two warehouses and reduction in car parking	21/12/2020 Approved
Chandler	2020/6703	14 Bradman Court BORONIA VIC 3155	The removal of one (1) Eucalyptus spathulata (Swamp Mallet)	31/12/2020 Approved
Chandler	2020/6646	14 Montana Avenue BORONIA VIC 3155	Removal of one (1) Corymbia citriodora (Lemon Scented Gum)	10/12/2020 Approved
Chandler	2020/6694	34 Gravenstein Crescent THE BASIN VIC 3154	The removal of one (1) Prunus suhirtella (Weeping Cherry) and the pruning of one (1) Melaleuca styphelioides (Prickly Paperbark)	18/12/2020 Approved
Chandler	2020/6672	14 Hastings Avenue BORONIA VIC 3155	Removal of one (1) Syzygium smithii (Lily Pilly)	10/12/2020 Approved
Chandler	2020/6634	4/53 Chandler Road BORONIA VIC 3155	Removal of one (1) dead Acacia melanoxylon (Blackwood)	8/12/2020 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2020/6687	26 McDonald Crescent BORONIA VIC 3155	Remove one (1) Eucalyptus rubida (Candlebark), remove one (1) Eucalyptus obliqua (Messmate), prune two (2) Eucalyptus rubida (Candlebark) and one (1) Eucalyptus cephalocarpa (Mealy Stringybark).	14/12/2020 Approved
Chandler	2020/6662	34 Kalman Drive BORONIA VIC 3155	Two lot subdivision (Approved Development Site)	4/12/2020 Approved
Chandler	2020/6390	12 Ethel Street BORONIA VIC 3155	The construction of one (1) new dwelling within the Significant Landscape Overlay (SLO2) and Covenant Variation (C033938)	17/12/2020 Approved
Chandler	2020/6680	41 Landscape Drive BORONIA VIC 3155	The removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint).	7/12/2020 Approved
Chandler	2020/6644	286 Dorset Road BORONIA VIC 3155	Removal of four (4) Eucalyptus cephalocarpa (Mealy Stringybark)	14/12/2020 Approved
Chandler	2020/6708	49 Currawa Drive BORONIA VIC 3155	The removal of one (1) Quercus palustris (Pin oak)	18/12/2020 Approved
Collier	2020/6448	8 Kelso Place WANTIRNA VIC 3152	Construction of a double storey dwelling to the rear of existing dwelling	24/12/2020 Refused
Collier	2020/6629	11 Freshfield Avenue WANTIRNA VIC 3152	2 lot subdivision (approved development site)	18/12/2020 Approved
Collier	2020/6363	52 Stud Road BAYSWATER VIC 3153	Building and works to extend the existing building, installation of signage, and alteration of access to a road in a Road Zone Category 1	22/12/2020 Approved
Collier	2020/6246	4 Salisbury Court WANTIRNA VIC 3152	Construction of a single storey dwelling to the rear of the existing dwelling	4/12/2020 Notice of Decision
Collier	2020/6437	11 Templeton Street WANTIRNA VIC 3152	The construction of two (2) double storey dwellings on the land	3/12/2020 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Dinsdale	2020/6409	18 Somerset Street WANTIRNA SOUTH VIC 3152	The development of the land for two (2) double storey dwellings	23/12/2020 Approved
Dinsdale	2020/9164	18 Allanfield Crescent WANTIRNA SOUTH VIC 3152	2 lot subdivision (Approved Development Site)	3/12/2020 Approved
Dinsdale	2020/6497	3 Newman Road WANTIRNA SOUTH VIC 3152	Construction of six (6) double storey dwellings and the subdivision of the land into six (6) lots	30/12/2020 Approved
Dinsdale	2020/6327	161 Stud Road WANTIRNA SOUTH VIC 3152	Development of the land for five (5) triple storey dwellings, one (1) double storey dwelling and alteration of access to a Category 1 Road	3/12/2020 Notice of Decision
Dinsdale	2020/6686	8 Darwin Road BORONIA VIC 3155	2 Lot Subdivision (Approved Development Site)	4/12/2020 Approved
Dinsdale	2020/6329	60 Sasses Avenue BAYSWATER VIC 3153	Development of three (3) double storey dwellings	22/12/2020 Refused
Dinsdale	2020/6371	2 Ernest Street BAYSWATER VIC 3153	Development of two (2) double storey dwellings	3/12/2020 Notice of Decision
Dinsdale	2020/6631	1 Armstrong Road BAYSWATER VIC 3153	3 Lot Subdivision (Approved Development Site)	16/12/2020 Approved
Dobson	2020/6534	Knox Regional Netball Ctre 9 Dempster Street FERNTREE GULLY VIC 3156	Buildings and works associated with alterations and additions to the Knox Regional Netball Centre and vegetation removal under Clause 52.17 Native Vegetation	24/12/2020 Notice of Decision
Dobson	2020/6627	13 Blackwood Park Road FERNTREE GULLY VIC 3156	Removal of (1) Corymbia citriodora (Lemon Scented Gum)	2/12/2020 Approved
Dobson	2020/6445	6 Obeah Court LYSTERFIELD VIC 3156	Use of the land for the purpose of dwelling and associated building and works. Works outside the building envelope	3/12/2020 Approved
Dobson	2020/6721	4 Rona Street FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus obliqua (Messmate)	24/12/2020 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2020/6710	21 Hillcrest Avenue FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus nicholii (T1), one (1) Callisemon sp.(T2) one (1) Callistemon salignus (T3) and one (1) dead Grevillea robusta (T4)	30/12/2020 Approved
Dobson	2020/9154	18 Bales Street FERNTREE GULLY VIC 3156	Front fence in a residential area exceeding 1.2m in height	10/12/2020 Approved
Dobson	2020/9168	23 Nathan Street FERNTREE GULLY VIC 3156	Buildings and Works (New deck and verandah at rear of house - detached)	18/12/2020 Approved
Dobson	2020/6575	5B Bergner Court LYSTERFIELD VIC 3156	Development of a Dwelling	21/12/2020 Approved
Dobson	2020/9172	977 Burwood Highway FERNTREE GULLY VIC 3156	The pruning of one (1) Eucalyptus pseudoglobulus (Victorian Eurabbie)	21/12/2020 Approved
Dobson	2020/6439	44 Station Street FERNTREE GULLY VIC 3156	22 Lot Subdivision comprising of 2 retail lots, 4 office lots, 16 apartments and 5 standalone car space lots (C01-C05) (Approved Development Site)	3/12/2020 Approved
Dobson	2020/6689	14 Chatham Avenue FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus scoparia (Wallangara White Gum), one (1) Eucalyptus botryoides (Southern Mahogany Gum), one (1) Eucalyptus robusta (Swamp Mahogany Gum) and one (1) Eucalyptus dives (Broad-leaf Peppermint).	14/12/2020 Approved
Dobson	2020/6611	5 Brenock Park Drive FERNTREE GULLY VIC 3156	Buildings and works (construction of two buildings associated with an art classroom and uniform shop)	22/12/2020 Approved
Dobson	2020/6655	42 Joan Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua	10/12/2020 Approved
Dobson	2020/6642	45 The Avenue FERNTREE GULLY VIC 3156	Pruning of two (2) Eucalyptus obliqua (Messmate)	9/12/2020 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2020/9169	27 Doysal Avenue FERNTREE GULLY VIC 3156	Buildings and Works (construction of a carport)	8/12/2020 Approved
Dobson	2020/6461	Lakesfield Reserve 101 Lakesfield Drive LYSTERFIELD VIC 3156	Building and works to construct new pre- fabricated change room and social club facilities, car park extension and associated vegetation removal	9/12/2020 Notice of Decision
Friberg	2020/6368	44 Dairy Lane FERNTREE GULLY VIC 3156	Construction of four (4) single storey dwellings	23/12/2020 Approved
Friberg	2020/6496	3 Clyde Street FERNTREE GULLY VIC 3156	Development of 10 stores with associated car parking and landscaping	30/12/2020 Approved
Friberg	2020/6625	50 Conn Street FERNTREE GULLY VIC 3156	Three (3) lot subdivision (approved development site)	14/12/2020 Approved
Friberg	2020/6376	6 Loch Street FERNTREE GULLY VIC 3156	Development of the land for two (2) single storey dwellings	14/12/2020 Approved
Friberg	2020/6366	70 Harley Street North KNOXFIELD VIC 3180	Development of land for three (3) double storey dwellings	10/12/2020 Refused
Friberg	2019/7265	2 Kirby Court FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	14/12/2020 Notice of Decision
Friberg	2020/6588	26 Clyde Street FERNTREE GULLY VIC 3156	Three (3) lot subdivision (Approved development site)	1/12/2020 Approved
Scott	2020/9175	19 Wolf Street WANTIRNA SOUTH VIC 3152	Buildings and Works (construction of a double storey dwelling)	29/12/2020 Approved
Scott	2020/6213	7 Henry Road WANTIRNA SOUTH VIC 3152	The development of the land for the construction of six double storey dwellings	14/12/2020 Notice of Decision
Scott	2020/6685	466 Burwood Highway WANTIRNA SOUTH VIC 3152	Business Identification Pylon Sign	16/12/2020 Approved
Taylor	2020/9176	1325 Stud Road ROWVILLE VIC 3178	Construction of a shed	30/12/2020 Approved

Ward	No/ Type	Address	Description	Decision
Taylor	2020/6690	215 Dandelion Drive ROWVILLE VIC 3178	Two Lot Subdivision (Approved development site)	9/12/2020 Approved
Tirhatuan	2020/9174	1447 Ferntree Gully Road SCORESBY VIC 3179	Two lot subdivision (Approved development site)	22/12/2020 Approved
Tirhatuan	2020/6594	9 Candlebark Quadrant ROWVILLE VIC 3178	Pruning of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	1/12/2020 Approved
Tirhatuan	2020/6305	17 Gilbert Court SCORESBY VIC 3179	Development of the land for three (3) double storey and one (1) single storey dwelling (total four (4) dwellings)	15/12/2020 Refused
Tirhatuan	2020/6533	Lot RES Corporate Avenue ROWVILLE VIC 3178	Removal of the reservation from part of Reserve No 1 (Municipal & Drainage Purpose) on PS421343V and removal of carriageway easement shown as E-71 on PS421343V, for the purposes of creating a road	9/12/2020 Approved
Tirhatuan	2020/6698	10 Rupicola Court ROWVILLE VIC 3178	The pruning of two (2) Eucalyptus radiata (Narrow Leaved Peppermint) and one (1) Eucalyptus goniocalyx (Long Leaf Box)	18/12/2020 Approved
Tirhatuan	2020/9163	71/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Buildings and Works (Raised Storage Area) and Reduction of car parking.	2/12/2020 Approved
Tirhatuan	2020/6352	1 Blake Court SCORESBY VIC 3179	The development of the land for a double storey dwelling to the rear of the existing dwelling	9/12/2020 Approved
Tirhatuan	2020/6643	28 Koornang Road SCORESBY VIC 3179	Erect business identification sign on Koornang Road frontage	17/12/2020 Approved

6.2 1 Lynn Drive, Ferntree Gully

SUMMARY: Urban Planner, Jack Richardson

This report considers Planning Application P/2020/6005 for the development of two (2) double storey dwellings to the rear of the existing dwelling at 1 Lynn Drive, Ferntree Gully.

RECOMMENDATION (SUMMARY)

That Council issue a Planning Permit for the development of two (2) dwellings to the rear of the existing dwelling at 1 Lynn Drive, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

Permit Application P/2020/6005 has been lodged with Council for the development of two (2) dwellings to the rear of the existing dwelling at 1 Lynn Drive, Ferntree Gully.

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

2 DISCUSSION

It is considered that the proposed 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 site is located on a unique parcel of land, in that it is located on a large corner site fronting both a residential and an industrial area. Due to the location of the site and its surrounds consisting of both residential and industrial areas, the neighbourhood character of the immediate surrounding area is not typical of a residential area, with two-storey built form a common feature.
- As a result of the neighbourhood character of the immediate surrounding area, the proposed design of three double storey dwellings (one existing dwelling and two additional dwellings) is considered to be a respectful design response. The proposed dwellings have been designed to be setback significantly from the boundaries, and of an architectural style similar to the existing dwelling located on the site.
- The site is of a size which allows the design of three dwellings to meet objectives for landscaping, garden area and open space.

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. No objections were received.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Arborist, Building Department and ESD Officer. No concerns were raised with the application, with conditions recommended.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts or amenity issues associated with the proposed development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Attachment 1.

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 Attachment 1.

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

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

The development provides a design response which will positively contribute to the existing and preferred neighbourhood character, by providing appropriate areas for new landscaping and planting opportunities which will enhance the natural environment, providing for housing diversity

and private open space areas that are easy to maintain. It is therefore recommended that Council support the application and issue a Planning Permit.

10. RECOMMENDATION

That Council issue a Planning Permit for the development of two (2) dwellings to the rear of the existing dwelling at 1 Lynn Drive, Ferntree Gully, subject to the below conditions:

Amended Development Plans

- 1. Prior to the commencement of the development approved under this Permit, 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 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.**
 - 1.2 The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.1 of this Planning Permit.**
 - 1.3 That both access ways must be a minimum width of 3 metres. The existing chimney of Dwelling 1 must be removed.**
 - 1.4 Dwelling 1 and Dwelling 3's garage to be at least 6 metres long and 5.5 metres wide, measured internally.**
 - 1.5 The direction of the door opening into Dwelling 1 and Dwelling 2's garage to be altered to open outwards.**
 - 1.6 An annotation that 'The landscaping strip adjacent to Dwelling 1 and Dwelling 2's garage must be kept at ground level covers to ensure vehicles are able to travel over it.'**
 - 1.7 The existing crossover serving Dwelling 1 and 2 to be removed and the new crossover constructed to Council standard to match the width of proposed internal driveway. The crossover is to be constructed a minimum of 500mm from the Western (side) boundary.**
 - 1.8 The existing crossover serving Dwelling 3 to remain and match the width of the proposed internal access way.**

- 1.9 Any new concrete driveway to be constructed above grade within the Tree Protection Zones of Tree number 1, 2 and 3. The natural ground level and proposed pavement levels are to be shown.**
- 1.10 The existing concrete driveway to be left in situ until the end of construction.**
- 1.11 Tree no.4, no.7 and no.8 to be removed.**
- 1.12 The proposed timber screening along the Southern boundary of lot 3 to be replaced with a 2.5 metre high freestanding privacy screen.**
- 1.13 Dwelling 3's 'Store' to be at least 6m³.**
- 1.14 Dwelling 1 and Dwelling 2 to be provided with at least 6m³ of externally accessible storage space.**
- 1.15 Dwelling 2 and 3's roof shape to match the articulation of the First Floor footprint.**
- 1.16 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.**
- 1.17 Delete reference of water tanks.**
- 1.18 Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans in accordance with Conditions 14-21.**
- 1.19 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority.

Other Plans

- 2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, 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.**
 - 2.3 Sustainable Management Plan in accordance with Condition 12.**

To the satisfaction of the Responsible Authority.

Drainage Plans

- 3. Prior to the commencement of the development approved under this Permit, 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 commencement of the development approved under this Permit, 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 Landscape plan must show the provision of at least 7 additional indigenous or native canopy trees and 4 additional large feature shrubs with a mature height of 4-5metres chosen from Plant List 1, 2 or 3 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:**
 - 4.8.1 2 large indigenous canopy trees and 2 small canopy trees in the front setback.**
 - 4.8.2 Dwelling 1 Secluded Private Open Space - 1 medium-small canopy tree and 1 large feature shrubs with a mature height of 4-5 metres.**
 - 4.8.3 Dwelling 2 Secluded Private Open Space - 1 small canopy tree.**
 - 4.8.4 Dwelling 3 Secluded Private Open Space - 1 small canopy tree.**
 - 4.8.5 3 large feature shrubs with a mature height of 4-5 metres in the driveway garden bed along the west boundary.**
- 4.9 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the ‘Landscape Plan Guidelines’ and 40% additional native species (across all plant forms) from plant list 2 of the ‘Landscape Plan Guidelines’. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**
- 4.10 Small canopy trees are to be located a minimum of 3 metres distance from buildings.**

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 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.**

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 commencement of the development approved under this Permit, a Sustainable Design Assessment detailing Environmentally Sustainable Development (ESD) initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must include:**
 - 12.1 **A STORM Assessment, InSite Water Report or equivalent addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective integrated water management requirements and expectations pursuant to Clauses 34 and 44 of the State Environment Protection Policy (Waters), are satisfied which includes sufficiently sized rainwater tank(s) for retention purposes for each new dwelling including permeable paving to driveway areas in lieu of raingardens.**
 - 12.2 **Rainwater tanks connected to all toilet flushing, laundry and irrigation areas.**
 - 12.3 **A complete, published BESS Report, with an acceptable overall score of at least 50% which also meets the 'pass' marks in the categories of Water, Energy, Stormwater**

and Indoor Environment Quality (IEQ) or is otherwise to the satisfaction of the Responsible Authority.

- 12.4 The development to achieve a minimum average NatHERS 6.5 star energy efficiency rating.**
- 12.5 Heating and cooling systems include a minimum 4 star energy efficiency rating.**
- 12.6 Hot water systems include a minimum 5 star energy efficiency rating.**
- 12.7 Water efficient fixtures and fittings include minimum 5 star WELS taps, 4 star WELS toilets and 3 star WELS showerheads (≤ 7.5 L/min).**
- 12.8 Double glazing used to all living and bedroom area windows.**

To the satisfaction of the Responsible Authority.

- 13. Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainable Design Assessment, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the collective Responsible Authority's expectations and requirements, reflected on Drainage Plans.**

Tree Protection

- 14. 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.**
- 15. Prior to any works commencing on the site (including demolition and tree removal), 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.**
- 16. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 17. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**

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

Car Parking & Accessways

- 22. Before the dwellings are occupied, driveways and car parking areas must be:**
 - 22.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and**
 - 22.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and**
 - 22.3 Treated with an all-weather seal or some other durable surface; and**

To the satisfaction of the Responsible Authority.
- 23. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 24. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel 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**
 - 27.10 vibration**

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

Stormwater

- 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 4.3L/s to the existing Council drainage system for a 5 year ARI event.
- Applicant is to direct all stormwater to the Council Stormwater pit 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 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.
- A minimum of 40% of all new vegetation (both canopy trees and understorey) should be indigenous species with an additional 40% being native species.
- 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.
- Please contact Council's Landscape Team, on 9298 8125 for further information regarding contribution to the Net Gain Reserve.

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Urban Planner, Jack Richardson

Report Authorised By: Acting Director, City Strategy & Integrity, Anthony Petherbridge

Attachments

1. Attachment 1 - Officer Report - 1 Lynn Drive, Ferntree Gully [6.2.1 - 7 pages]
2. Attachment 2 - 1 Lynn Street Ferntree Gully P 2020 6005 [6.2.2 - 12 pages]



Planning Application P/2020/6005 for the development of two (2) dwellings to the rear of the existing dwelling at 1 Lynn Drive, Ferntree Gully.

1. Summary:

Subject Site:	1 Lynn Drive, FERNTREE GULLY VIC 3156
Proposed Development:	Development of two (2) dwellings to the rear of the existing dwelling
Existing Land Use:	Single Dwelling
Site Area:	1,295m ²
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 4
Application Received:	2 January 2020
Number of Objections:	Nil
PCC Meeting:	Not Applicable
Ward:	Friberg

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2020/6005 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 Attachment 2.

- The subject site is located on the southern side of Lynn Road and the western end of Amay Crescent, in Ferntree Gully. The subject site is irregular in shape and has a slope of approximately 3 metres in a westerly direction.
- The subject site is located on the edge of an established residential area, with sites predominately containing single dwellings with associated outbuildings. There are some examples of multi-unit developments nearby, including a four dwelling development opposite the subject site, and a dual occupancy on the neighbouring property to the west of the site.
- The area to the east of the subject site is an established industrial area.
- The site area is 1,295m². Vehicular access is provided to the site via an existing crossover to Lynn Drive, located in the north-western corner of the site and an existing crossover to Amay Crescent.
- There is no significant existing vegetation on the site.

2.2 The Proposal

The proposal seeks permission for the development of two (2) dwellings to the rear of the existing dwelling. Refer to attached plans at attachment 2. Details of the proposal are as follows:

- The construction of two (2) new double storey dwellings to the rear of the existing double storey dwelling.



- The existing and two (2) proposed dwellings are to contain four (4) bedrooms.
- Each dwelling is provided with a double car garage.
- Secluded Private Open Space is provided to the side/rear of each dwelling, with access direct from a living area.
- Vehicle access to the site for Dwelling 1 and 2 will be provided via the existing crossover to Lynn Drive, whilst Dwelling 3 will obtain vehicular access via the existing crossover to Amay Crescent.
- Site coverage is 38%, permeability is 38% and garden area is 39%.

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. No objections were received.

3.2 Referrals

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

Traffic Department: No objection, subject to conditions which will be included in any planning permit to be issued. Standard conditions to be included on any permit issued.

Stormwater Drainage Department: No objection, subject to conditions which will be included in any planning permit to be issued.

Landscape Department: No objection, subject to conditions to be included in any planning permit to be issued including the amount of permeable surface required within the Secluded Private Open Space of each dwelling for planting of canopy trees.

ESD Officer: No objection, subject to conditions which will be included in any planning permit to be issued.

Arborist: No objection, subject to conditions to be included on any planning permit issued, to ensure protection of existing trees and removal of environmental weeds.

Assets: No objection, subject to conditions which will be included in any planning permit to be issued.

Building: No objection.

4. Discussion

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

4.1 Zoning and Overlays

4.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 4. A permit is required for the construction of two or more dwellings on a lot. Schedule 4 to the Neighbourhood Residential Zone varies the ResCode requirements for Standard B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).

- *The proposal is consistent with the purpose of the Neighbourhood Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.*
- *Landscaping - The site can accommodate new canopy trees, meeting the minimum landscaping requirements for Standard B13.*



- *Private Open Space - Complies. Dwelling 1 and 3 are provided with in excess of 80m² of Private Open Space, including 60m² of Secluded Private Open Space with a minimum dimension of 5 metres. Dwelling 2 is provided with 126m² of Private Open Space, including 57.7m² of Secluded Private Open Space with a minimum dimension of 5 metres. The shortfall of Secluded Private Open Space with a minimum dimension of 5 metres is considered appropriate based on the amount of total private open space provided.*
- *Front Fence Height - Complies, the existing 1.1 metre high capped paling fence along Lynn Drive is proposed to be retained.*

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 ageing 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:

- *The design response respects the low scale single and double storey nature of the surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties.*
- *Housing choice – The development proposes two additional four (4) bedroom dwellings. Each dwelling provides at least one bedroom on the ground floor area resulting in the development being a suitable housing option for a range of people.*
- *Existing infrastructure – The site is located within a fully serviced area.*



- *Energy efficiency – This has been discussed below 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.*

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 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.

- *As per the ESD Referral at Section 3.2 of this report, any Planning Permit issued will include a condition that a Sustainable Design Assessment is submitted to be assessed by Council. However, Council’s ESD Officer raised no objection to the proposal.*

4.2.3 Transport

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

- *The site is located within a 320 metre walk of bus stops on the 755 bus route along Mountain Gate Drive.*

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:

- *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/gabled roofs, brick finishes and car parking located behind or alongside the proposed dwellings. The upper levels of the dwellings are significantly setback from the ground floor levels to reduce the bulk and size of the dwellings as viewed from externally to the site. The development also provides generous landscaping opportunities within the front setback and along access way.*



- *Although the proposal includes two double storey dwellings to the rear of the existing dwelling, the context of the site is unique in that it is not surrounded on all sides by sensitive interfaces with two street frontages and an interface with an industrial area. The proposal is respectful where there are sensitive interfaces and the design, subject to modifications, provides suitable separation and landscape opportunities.*
- *The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The increased built form on the site is balance by the provision of new landscaping opportunities and sufficient setbacks from property boundaries, which will result in a good quality urban design outcome.*
- *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 dwelling is provided with a double car garage.*
- *Car parking design: Can comply, subject to conditions to be included in any Planning Permit issued.*

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 Section 4.2 above.

Residential Policy – Complies, refer Section 4.2 above.

Dwelling Diversity – Not Applicable.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

Landscaping – Complies.



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. Any Planning Permit issued for the proposal, will include a condition that the raised paling fence along the Southern boundary of lot 3 is replaced with a 2.5 metre high freestanding privacy screen.

Internal Views – Complies.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Dwelling Entry – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Can Comply. Any Planning Permit issued for the proposal will include a condition that Dwelling 3's 'Store' is at least 6m³, whilst Dwelling 1 and Dwelling 2 are provided with at least 6m³ of externally accessible storage space.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Complies.

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.

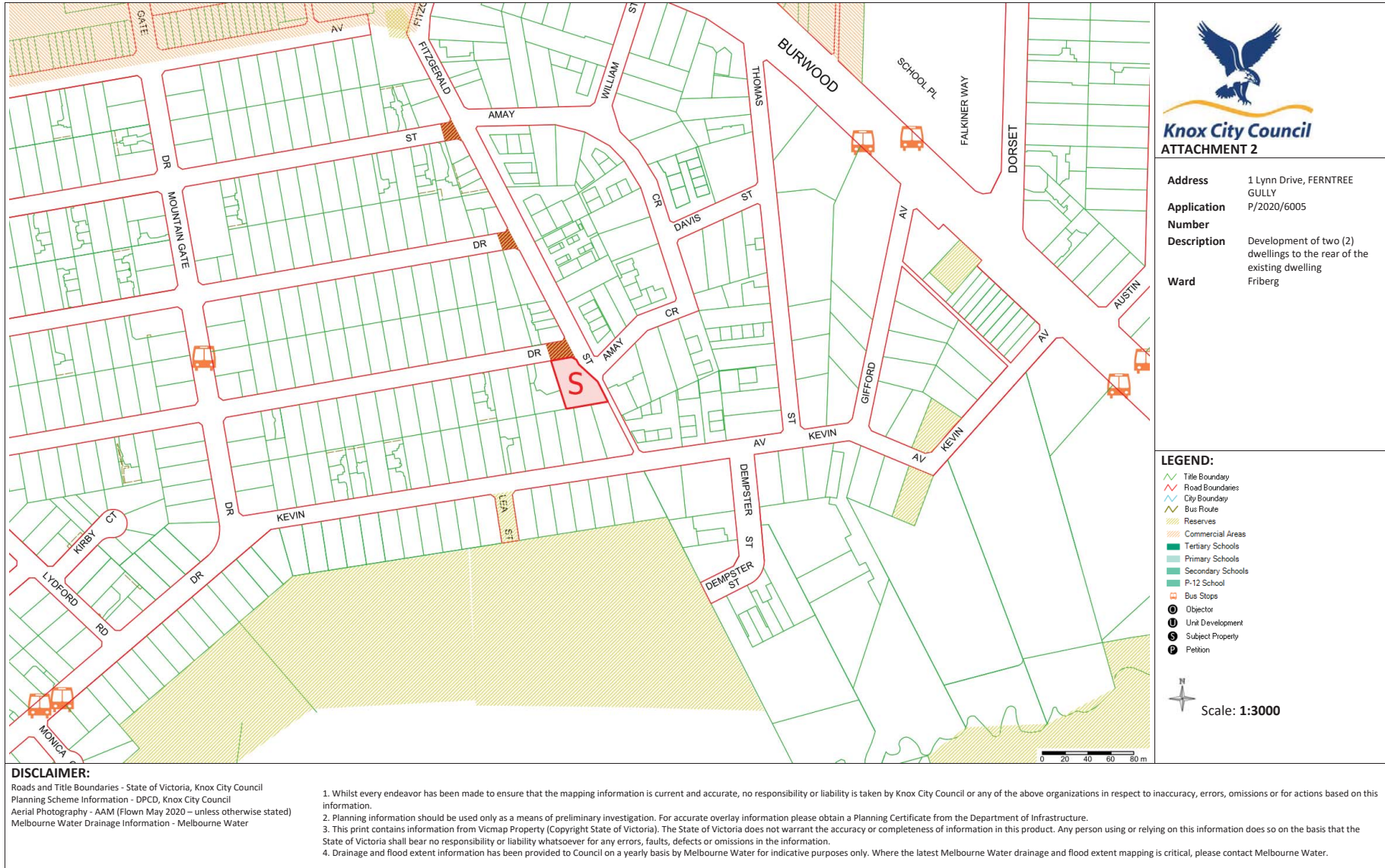
5. Conclusion

Clause 71.02-3 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:



Attachment 1

- The development is consistent with State policies, including Clause 21.05 (Built Environment and Heritage) and Clause 21.06 (Housing), and local policies, including 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 Neighbourhood Residential Zone - Schedule 4.
- 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.







Total Area - 1 Existing & 2 Proposed Dwellings	
Site Area	1209m ²
Site Coverage	30.7%
Garden Area	487m ²
Pervious Area	23.7%
Paved Area	38.7%
Existing Line 1	
Site Area	1649m ²
Site Coverage	15.9%
Garden Area	1086m ²
Pervious Area	23.3%
P.O.S.	33%
Car	2
Line 2	
Site Area	3076m ²
Site Coverage	16.4%
Garden Area	1086m ²
Pervious Area	23.3%
P.O.S.	47%
Car	2
Line 3	
Site Area	3076m ²
Site Coverage	16.4%
Garden Area	1086m ²
Pervious Area	23.3%
P.O.S.	22%
Car	2

Revision	
TP Submission	10/03/2020
A1 Response to RFI	23-Mar-20
C1 Response to RFI	10/04/2020
D1 Response to RFI	30-Apr-20
E1 Response to RFI	03-Nov-20

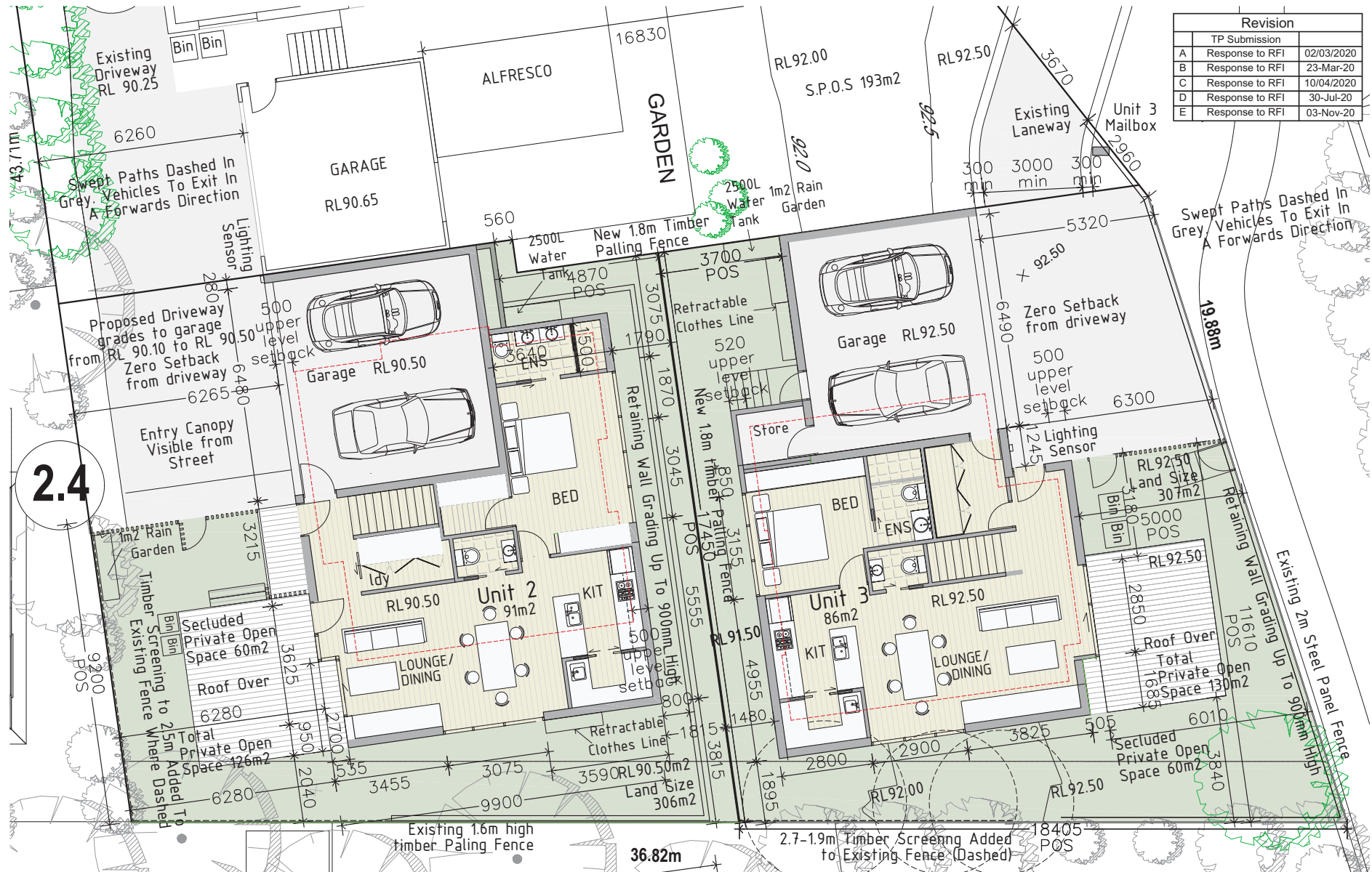
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Town Planning
1 Lynn Drive, Ferntree Gully

Site Layout Plan

03.11.2020
1:100@A1
Town Planning

John Kachami
Architect & Director
04 11 466 451
john@vantagearchitecture.com.au
Convergence Creative Pty Ltd





Revision		
	TP Submission	
A	Response to RFI	02/03/2020
B	Response to RFI	23-Mar-20
C	Response to RFI	10/04/2020
D	Response to RFI	30-Jul-20
E	Response to RFI	03-Nov-20

TP07e
Town Planning
1 Lynn Drive, Ferntree Gully

Ground Level

03.11.2020
1:100
Town Planning

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Revision		
	TP Submission	
A	Response to RFI	02/03/2020
B	Response to RFI	23-Mar-20
C	Response to RFI	10/04/2020
D	Response to RFI	30-Jul-20
E	Response to RFI	03-Nov-20

TP08e
Town Planning
1 Lynn Drive, Ferntree Gully

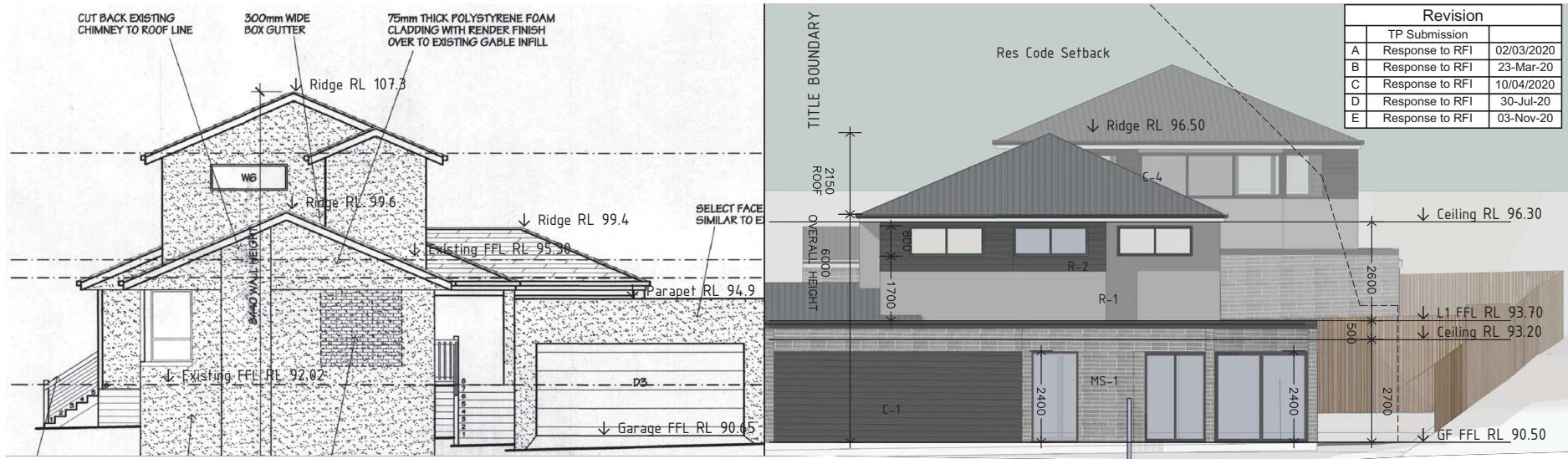
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Town Planning

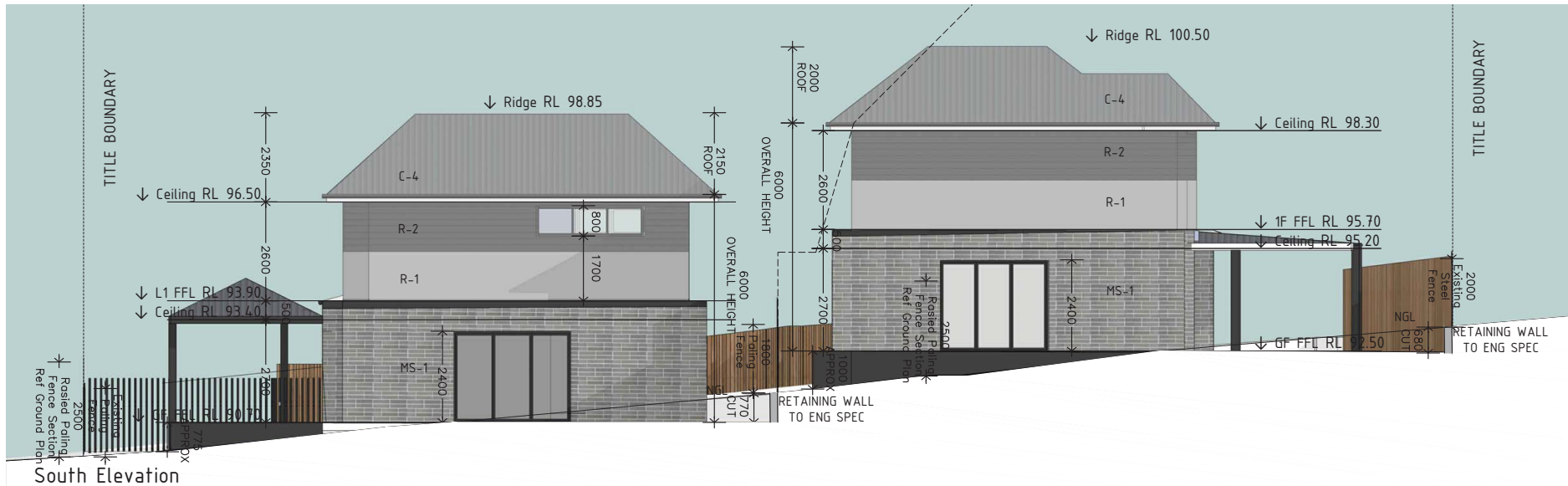
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Vantage
Architecture



West Elevation



South Elevation

TP10e
1 Lynn Drive, Ferntree Gully
TOWN PLANNING

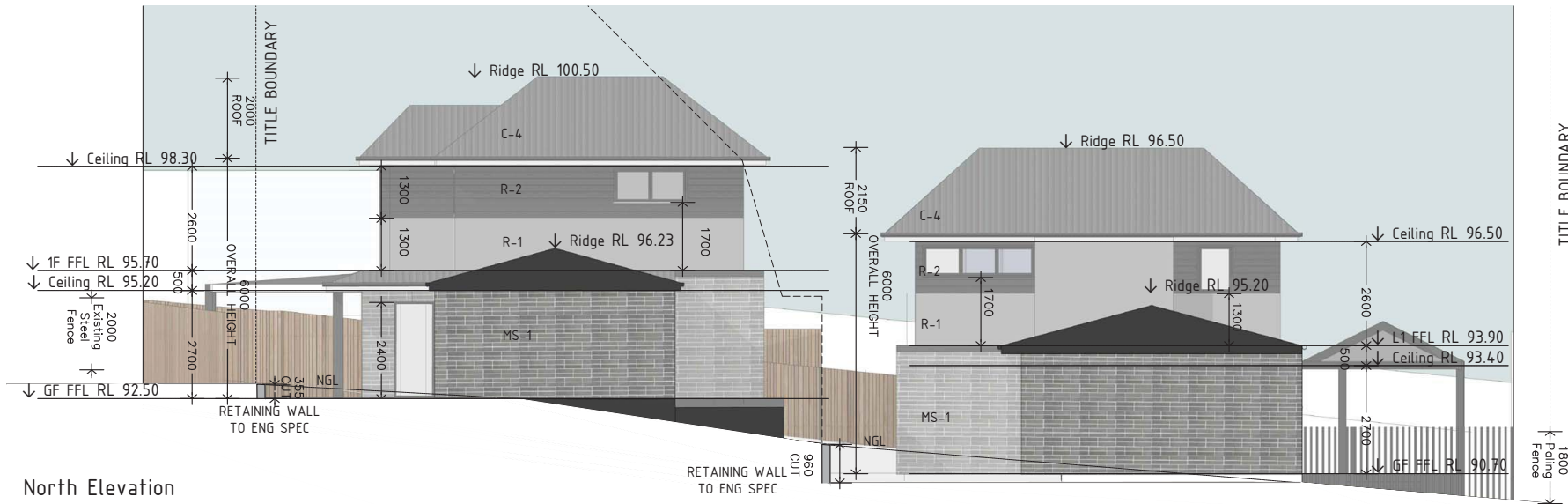
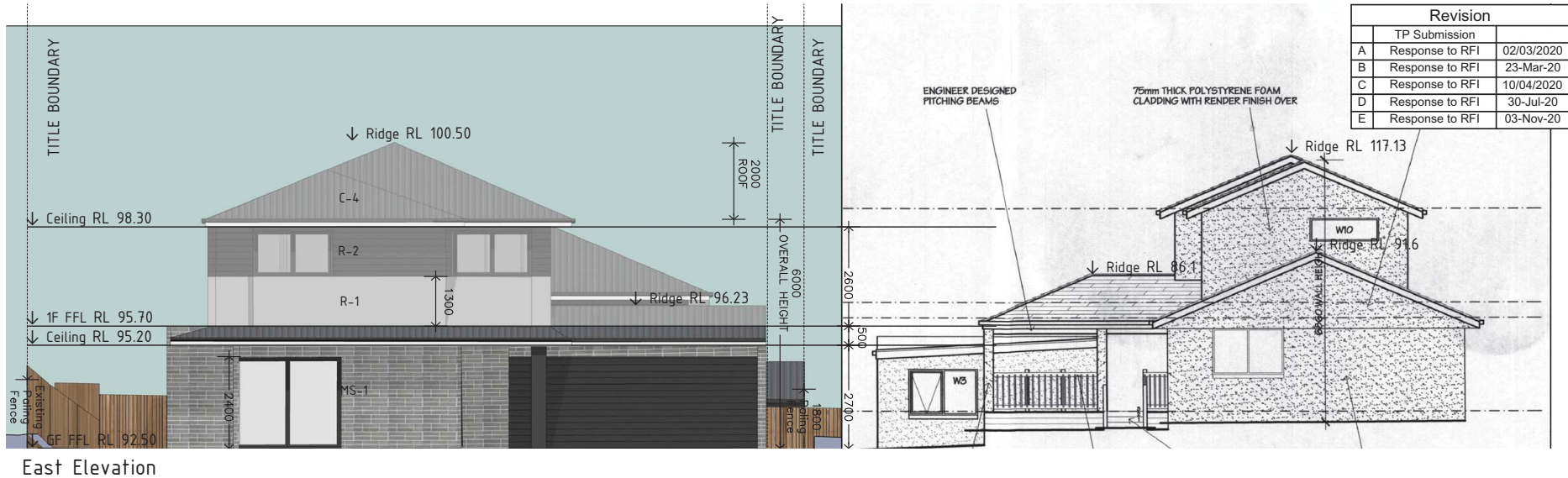
Elevations

03.11.2020
1:100
Town Planning

John Kachami
Architect & Director
04 11 466 451
john@vantagearchitecture.com.au
Convergence Creative Pty Ltd



Vantage
Architecture



TP11e
1 Lynn Drive, Ferntree Gully
TOWN PLANNING

Elevations

03.11.2020
1:100
Town Planning

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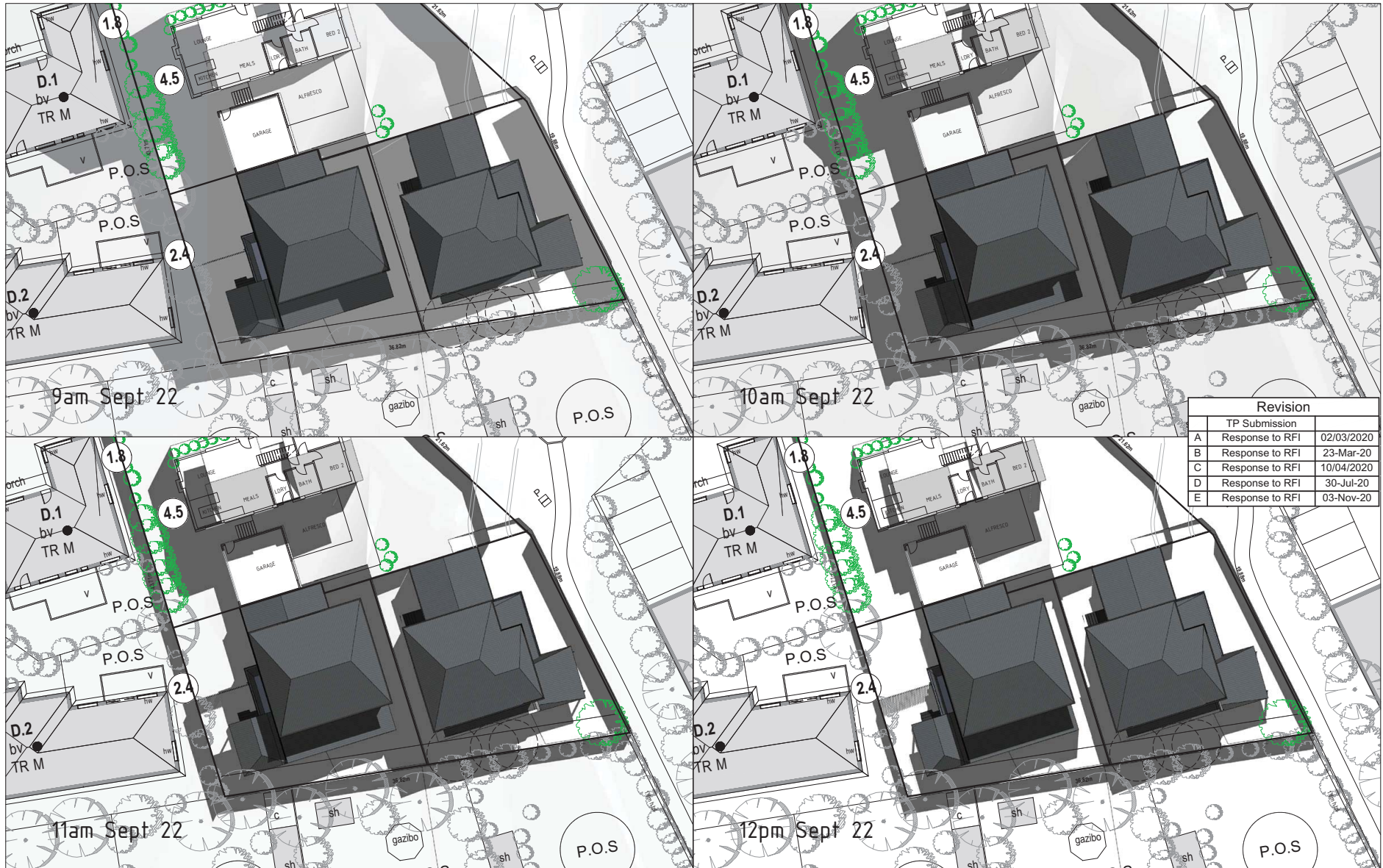
Inner East Elevation



West Elevation

Revision		
	TP Submission	
A	Response to RFI	02/03/2020
B	Response to RFI	23-Mar-20
C	Response to RFI	10/04/2020
D	Response to RFI	30-Jul-20
E	Response to RFI	03-Nov-20

<p>TP12e 1 Lynn Drive, Ferntree Gully TOWN PLANNING</p>	<h1 style="margin: 0;">Elevations</h1>	<p>03.11.2020 1:100 Town Planning</p>	<p>John Kachami Architect & Director 04 11 466 451 john@vantagearchitecture.com.au Convergence Creative Pty Ltd</p>
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TP12e
1 Lynn Drive, Ferntree Gully
TOWN PLANNING

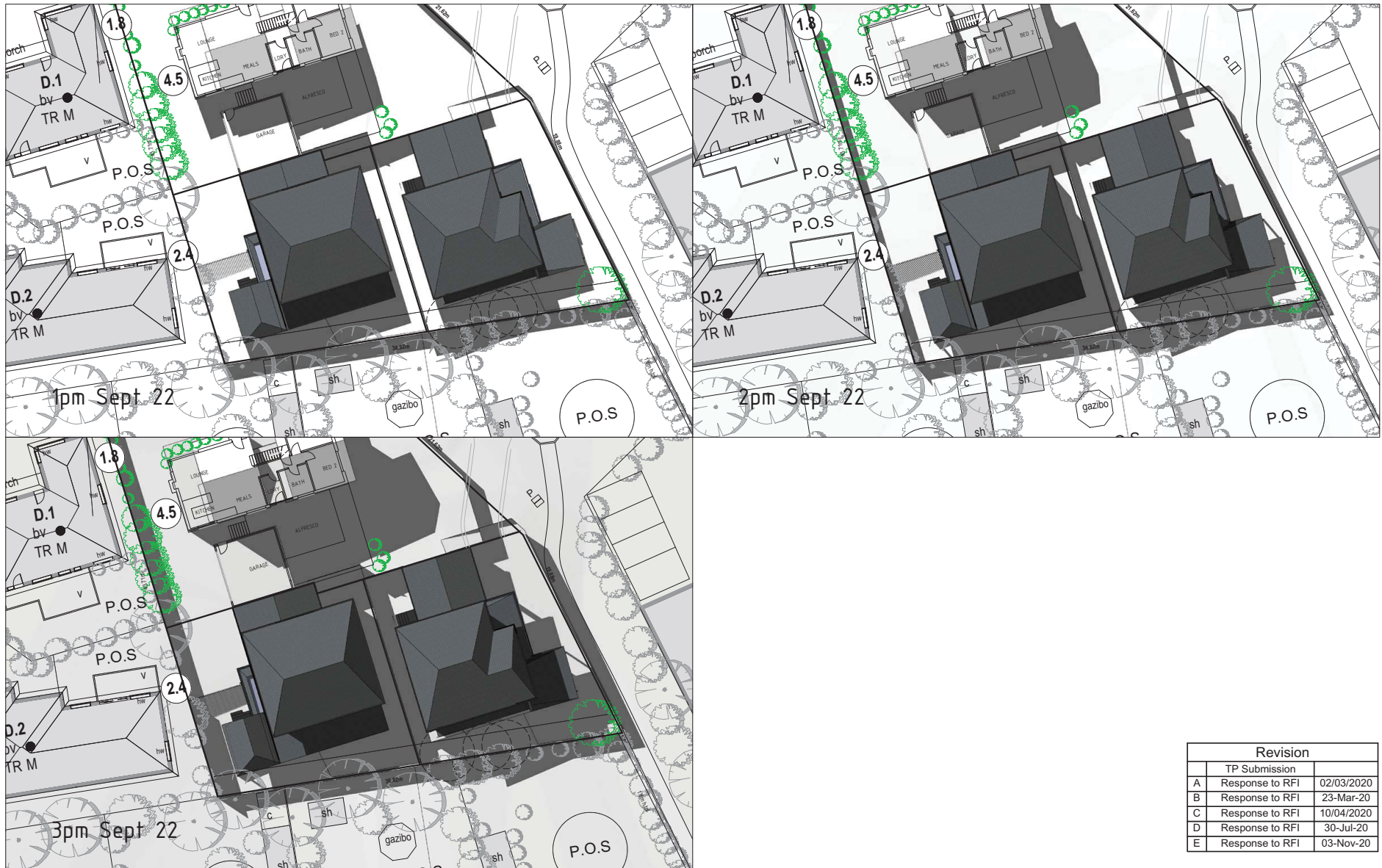
Shadow Study

03.11.2020
1:100
Town Planning

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Architecture

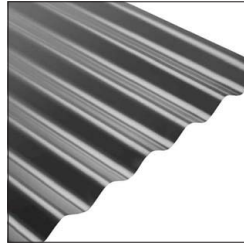


Revision		
	TP Submission	
A	Response to RFI	02/03/2020
B	Response to RFI	23-Mar-20
C	Response to RFI	10/04/2020
D	Response to RFI	30-Jul-20
E	Response to RFI	03-Nov-20

<p>Tp13e 1 Lynn Drive, Ferntree Gully TOWN PLANNING</p>	<h1 style="margin: 0;">Shadow Study</h1>	<p>03.11.2020 1:100 Town Planning</p>	<p>John Kachami Architect & Director 04 11 466 451 john@vantagearchitecture.com.au Convergence Creative Pty Ltd</p>	
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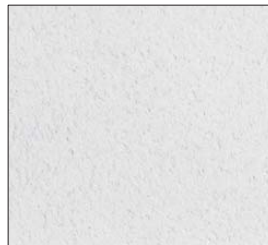
C-1
Profiled Cladding
Grey



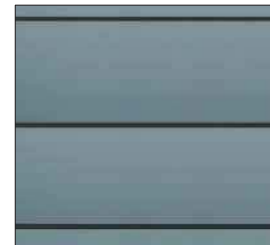
C-2
Profiled Cladding
Dark Grey



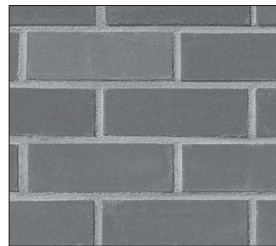
Dark Framed Windows



R-1
Rendered Finish
Light



R-2
Profiled Cladding
Grey



MS-1
Grey Masonry



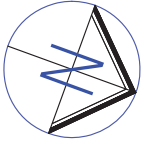
FC-1
Expressed Joint Sheet
Cladding Soffit

Revision		
	TP Submission	
A	Response to RFI	02/03/2020
B	Response to RFI	23-Mar-20
C	Response to RFI	10/04/2020
D	Response to RFI	30-Jul-20

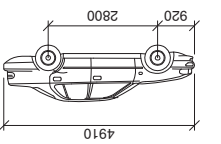
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1 Lynn Drive, Ferntree Gully

Scale 1:125 @ A3
Swept Path Diagram (B85 Car)
Plan prepared by EB Traffic Solutions Pty Ltd
Date: 15/09/2020
Sheet 01



B85
Width : 1870
Track : 1770
Lock to Lock : 6.0
Steering Angle : 38.5



Design Vehicle



6.3 6 Gilda Court, Rowville

SUMMARY: Principal Planner, Simon Ilsley

This report considers Planning Application P/2019/7444 for the development of four (4) double storey and six (6) single storey dwellings at 6 Gilda Court, Rowville.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of four (4) double storey and five (5) single storey dwellings at 6 Gilda Court, Rowville, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

Application P/2019/7444 has been lodged with Council for the development of the land for ten (10) dwellings at 6 Gilda Court, Rowville. The development proposes six (6) single storey dwellings and four (4) two-storey dwellings, which will be accessed via a central driveway with open space areas located on the northern and southern boundaries. Each dwelling is provided with a single or double garage depending on the number of bedrooms and five visitor car spaces are also proposed.

This application is being reported to Council due to the number of objections received and it has also been called up by Cr Pearce.

2. DISCUSSION

It is considered that subject to conditions, 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 recommendation in section 10 includes a requirement to delete one (1) dwelling at the rear of the site. The removal of one dwelling in this area of the site is considered a better design response to the narrowing of the site boundaries and built form and open space areas on the immediately adjoining properties. The reduction of one dwelling will also further reduce the car parking demands for this proposed development, which is an important consideration in the context of the site being located within a court bowl.

The development of nine dwellings is considered to be consistent with State Planning Policy and Local policy direction for urban design and neighbourhood character for the following reasons:

- The design response respects the low scale single and double storey nature of surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions appropriately to the adjoining properties.
- The proposal provides an average of approximately 125 square metres of private open space per dwelling. These open space areas create appropriate setbacks to boundaries and meaningful landscaping opportunities, all of which responds positively to the desired 'green and leafy' character.

- The locating of the single storey dwellings towards the rear of the site is an appropriate design response considering the number of adjacent properties and their associated open space areas.
- The application provides for a range of housing choices in the form of four bedroom, three bedroom and two bedroom dwellings.
- The site is located within a fully serviced area.
- The proposal provides sufficient setbacks and open space that will provide opportunities for good daylight access and the planting of new trees to provide shade.
- Whilst 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 large enough to accommodate the proposed dwellings whilst making a positive contribution to the character of the area.

3. CONSULTATION

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. In total there were 64 objections received from 50 individual properties.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Waste Services, Building Services, City Futures, Assets Officer, Arborist, and ESD Officer. Concerns were identified with the Waste Management Plan supporting this proposal and this will be addressed through conditions in the recommendation. No other major concerns were raised from the other internal referrals and any requested conditions have been included in the conditions within the recommendation.

A Planning Consultation Committee meeting was held on 1 December 2020. No agreed outcomes were reached.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no significant environmental impacts associated with the proposed development. The objections received to this proposal have identified significant concerns with the potential amenity impact of this proposal, which is understandable considering the number of properties that immediately adjoin the subject site and the location of the subject at the end of a court bowl. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Attachment 1.

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 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 Attachment 1.

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

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

A development of nine dwellings on this large 4,047m² residential zoned parcel of land provides for an appropriate density of development that respects the existing and desired character of the area. The proposed development responds appropriately to the surrounding built form character by centrally locating the two storey built form, providing reasonable setbacks to boundaries and open space areas that allow for a meaningful landscaping outcome consisting of canopy trees. The provision of five visitor car spaces is an appropriate response to the court bowl location and this easily exceeds the minimum two visitor car spaces required by the Knox Planning Scheme. It is therefore recommended that Council resolve to approve 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 four (4) double storey and five (5) single storey dwellings at 6 Gilda Court, Rowville, subject to the following conditions:

Amended Development Plans

- 1. Prior to the issue of a Building Permit 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 Deletion of Unit 5.**
- 1.2 Unit 6 redesigned in accordance with the following:**
 - 1.2.1 A minimum setback of four (4) metres to the southern boundary;**

- 1.2.2** Garage located adjacent to Unit 4 (similar location to the garage for the proposed Unit 5).
- 1.3** Retention of a minimum three trees adjacent to the boundary with 38 and 39 Bianca Court and any nearby dwellings to be located outside of the canopy line of these trees, and retention of one tree currently located within the footprint of unit 6 near the boundary with 4 Daniella Court.
- 1.4** Design of Unit 3 flipped/reversed and the tree retained in the secluded private open space.
- 1.5** Design of Unit 7 flipped/reversed and the visitor spaces relocated to between Unit 7 and 8.
- 1.6** The permeable paving to the accessway reduced to be located within the Tree Protection Zones of retained trees only.
- 1.7** The bin storage area between Units 9 and 10 shifted further south to facilitate the movement of a waste collection vehicle on-site. This might require additional modifications to the design to provide for the efficient and safe movement of the waste collection vehicle.
- 1.8** 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.
- 1.9** The height, location and design of mail boxes and electricity supply structures to comply with Condition 1.7 of this Planning Permit.
- 1.10** 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.
- 1.11** Delete reference of water tanks.
- 1.12** Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans.
- 1.13** All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Other Plans

- 2.** Prior to the issue of a Building Permit 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.
 - 2.3** An amended Waste Management Plan in accordance with Condition 12.

2.4 An amended Sustainable Design Assessment in accordance with Condition 10.

2.5 Construction Management Plan in accordance with Condition 23.

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 proposed in the Sustainable Design Assessment supporting this development.

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).

3.9 Approval or advice from Melbourne Water regarding connection into their drainage pipe at the rear of the site.

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 additional trees and additional medium/large shrubs chosen from plant list 1 or 2 of Council's 'Landscape Plan Guidelines'. A minimum of 23 canopy trees must be shown and these must be a minimum of 1.5 – 2.0 metres tall when planted.
- 4.9 Planting of this site to comprise 60% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 20% 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.
- 4.10 Retention of existing trees in accordance with condition 1 of this permit.

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.
9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

Amended Sustainable Design Assessment

10. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, an amended 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.

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

Amended Waste Management Plan

- 12. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, an amended Waste Management Plan must be submitted to and approved by the Responsible Authority. The amended Waste Management Plan must be generally in accordance with the Waste Management Plan prepared by Melbourne Energy Rating Pty. Ltd dated 3 February 2020 must modified to address the following matters:**
 - 12.1 Collection of all waste to occur within the subject site, including the parking of the waste collection vehicle within the property boundaries. Under no circumstances are waste vehicles allowed to idle in Gilda Court whilst waste is been collected from the subject site.**
 - 12.2 Swept path diagrams demonstrating the movements of a waste truck on-site.**
 - 12.3 Storage and collection arrangements for hard waste.**
 - 12.4 Details of who is responsible for waste management.**
 - 12.5 Communication strategy to occupiers/owners for waste management.**
- 13. Garbage, recyclables, hard waste and green waste storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.**

Tree Protection

- 14. 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.**
- 15. 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. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 17. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 18. 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.**
- 19. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**

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

Car Parking & Accessways

21. Before the dwellings are occupied, driveways and car parking areas must be:
- 21.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.
 - 21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan.
 - 21.3 Treated with an all-weather seal or some other durable surface.
 - 21.4 Visitor car parking must be line-marked and appropriate signage provided showing the visitor car parking spaces.
- To the satisfaction of the Responsible Authority.
22. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.

Construction Management Plan

23. 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:
- 23.1 A detailed schedule of works including a full project timing.
 - 23.2 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.
 - 23.3 The location for the parking of all construction vehicles and construction worker vehicles during construction. The parking of all vehicles associated with this development must occur within the boundaries of the subject site.
 - 23.4 A fully detailed plan indicating where construction hoardings would be located.
 - 23.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.

- 23.6** 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.
 - 23.7** Site security.
 - 23.8** Public safety measures.
 - 23.9** Construction times, noise and vibration controls.
 - 23.10** Restoration of any Council assets removed and/or damaged during construction.
 - 23.11** Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).
 - 23.12** Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).
 - 23.13** An emergency contact that is available for 24 hours a day.
 - 23.14** All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
- 24.** During the construction, the following must occur to the satisfaction of the Responsible Authority:
- 24.1** Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.
 - 24.2** 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.
 - 24.3** Vehicle borne material must not accumulate on the roads abutting the site.
 - 24.4** The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.
 - 24.5** All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.
 - 24.6** All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

Amenity During Construction

- 25.** 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:
- 25.1** The appearance of building, works or materials on the land.
 - 25.2** Parking of motor vehicles.
 - 25.3** Transporting of materials or goods to or from the site.
 - 25.4** Hours of operation.
 - 25.5** Stockpiling of top soil or fill materials.

- 25.6 Air borne dust emanating from the site.
- 25.7 Noise.
- 25.8 Rubbish and litter.
- 25.9 Sediment runoff.
- 25.10 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.

Fencing

- 26. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.
- 27. Prior to the occupancy of the development all fencing must be in a good condition 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 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.**
- **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.**
- **Please contact Council's Landscape Team, on 9298 8125 for further information regarding contribution to the Net Gain Reserve.**

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Simon Ilsley

Report Authorised By: Acting Director, City Strategy & Integrity, Anthony Petherbridge

Attachments

1. Attachment 1 - Officer Report - 6 Gilda Court, Rowville [6.3.1 - 11 pages]
2. Attachment 2 - Advertising Plans - 6 Gilda Crt, Rowville [6.3.2 - 11 pages]



Attachment 1



Planning Application P/2019/7444 for the construction of four (4) double storey and six (6) single storey dwellings at 6 Gilda Court, Rowville.

1. Summary:

Subject Site:	6 Gilda Court, ROWVILLE VIC 3178
Proposed Development:	The construction of four (4) double storey and six (6) single storey dwellings
Existing Land Use:	Single Dwelling
Site Area:	4,047m ²
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 4
Application Received:	14 September 2019
Number of Objections:	64
PCC Meeting:	1 December 2020
Ward:	Taylor

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2019/7444 to assist in making a decision on the application. It should be read in conjunction with the other appendices.

3. Background

3.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is a large single allotment located at the western end of Gilda Court, which intersects with Trisha Drive. The subject site is irregular in shape and has an approximate slope of 2 metres from Gilda Court to the rear boundary.
- The subject site and surrounds are located within an established residential area consisting of predominantly single storey dwellings, with some double storey dwellings.
- Heany Park Primary School and Liberty Avenue Reserve are located within walking distance to the west of the subject site. Two bus services operate on Trisha Drive that provide connection to Westfield Knox Shopping Centre, Stud Park Shopping Centre and Waverley Gardens Shopping Centre.
- The subject site has an area of 4,047m² and vehicular access is via a single width crossover to Gilda Court.
- A single storey dwelling is located in the south-east corner of the subject site and there are several outbuildings, a swimming pool and a tennis court located further to the rear of the site.
- A 3 metre wide Drainage and Sewerage Easement is located along the northern and western boundary of the site.
- No significant existing vegetation exists on the site.
- Due to the large size of the subject site, there are eleven residential properties adjoining the site. Many of the adjoining dwellings are located within five metres of the common boundary with the subject site.



3.2 Application history

The application when originally lodged with Council in September 2019 proposed eleven dwellings comprising of seven (7) two storey and four (4) single storey dwellings. This proposal received 25 objections. After the advertising was completed, the applicant amended the proposal in accordance with Section 57A of the Planning and Environment Act 1987 to ten (10) dwellings comprising of four (4) two-storey dwellings and six (6) single storey dwellings. The amended application was advertised attracting additional objections.

3.3 The Proposal

The proposal seeks permission for the construction of four (4) two-storey dwellings and six (6) single storey dwellings on the land. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The existing dwelling will be removed from the land (planning permit not required for demolition).
- The construction of four (4) double storey dwellings and six (6) single storey dwellings. The double storey dwellings are centrally located in the proposed development.
- The proposed development will comprise: 2 x 2-bedroom dwellings, 3 x 3-bedroom dwellings and 5 x 4-bedroom dwellings.
- Secluded private open space is provided to the rear of each dwelling.
- Vehicle access to the site is maintained via Gilda Court via a modified crossover that will connect into a 6.1 metre wide accessway. The accessway extends through the centre of the site with dwellings either side of this driveway.
- Each dwelling with 3 or more bedrooms is provided with a double garage and the two bedroom dwellings are provided with a single garage. Five visitor car spaces are provided within the development.
- A waste management plan has been provided with the application and this requires waste collection to be carried out by a private contractor. Two bin storage areas are proposed within the development where residents will store their bins on collection day.
- Site coverage is 40.3%, permeability is 57.6% and garden area is 40.2%.

4. Consultation

4.1 Advertising

The application was advertised by way of a sign on site and notices were sent to adjoining property owners and occupiers. In total 64 objections were received from 50 properties and these are summarised below.

Over development and density of development is inconsistent with neighbourhood character

- The average lot size in this proposed development will be significantly less than average lot size of adjoining properties. However, the application proposes a site coverage of 40%, consisting of private open space areas of between 89 and 175 square metres with meaningful setbacks to boundaries. The intensity of development is considered consistent with the preferred character of the area for a Knox Neighbourhood area and there is sufficient open space within the development to provide for a strong landscape outcome that can contribute to the character of this area.
- The amended proposal reduced the number of two-storey dwellings from seven to four, which is a more appropriate design response to the predominantly single storey character of this area. It should also be noted that double storey dwellings are an accepted building form in established residential areas.

Insufficient car parking in the development, which will impact the availability of on-street car parking availability

- Clause 52.06 of the Knox Planning Scheme requires one car space for a two bedroom dwelling, two car spaces for a dwelling with three or more bedrooms and one visitor car space for every 5 dwellings. This application proposes a double garage for every dwelling three or four bedroom dwelling and a single garage is proposed for the two bedroom dwellings.



- Five visitor car spaces are proposed in this application, which exceeds the minimum two visitor car spaces required by Clause 52.06.
- Concerns were also raised that visitor car parking won't be easily identifiable. This can be addressed through the provision of signage and line-marking.

Increased vehicle movements in Gilda Court, potentially dangerous for pedestrians when vehicles exiting the site

- Council's Transport and Traffic team reviewed this application and didn't identify any concerns with the capacity of Gilda Court to absorb the increased vehicle movements.
- Standard conditions will ensure that sightlines for vehicles exiting the site will be free of obstructions, which will minimise the risk to pedestrians.
- Concerns were raised that the width of Gilda Court is insufficient for the additional traffic generated by this proposal and to provide access for heavy vehicles and emergency vehicles. The road width of Gilda Court is the same as other nearby roads such as Bianca Court and Magdalena Place, which provide access for a greater number of dwellings. Council's Transport and Traffic team did not identify any concerns with the width of Gilda Court and the increase in the number vehicles as a result of this proposal.

Amenity concerns such as overlooking, overshadowing, loss of natural light and increased noise

- The reduction in the number of two-storey dwellings from seven to four significantly reduces the likelihood of overlooking, overshadowing and loss of natural light.
- The design has proposed obscure glazing for all windows that potentially overlook adjoining properties in accordance with Standard B22 of Clause 55 in the Knox Planning Scheme.
- The application included overshadowing plans which demonstrated that there will be no unreasonable overshadowing of adjoining properties. The recommendation to this report will require changes to the layout of the development that will increase setbacks to boundaries, which will further reduce the potential of overshadowing and reduce the loss of natural light to adjoining properties.

Concerns with waste management

- The waste management plan supporting this application proposes that a waste collection vehicle idle in Gilda Court whilst the operators of this vehicle collect bins from the subject site. Objectors are concerned with this proposition and the potential impact this may have on access to other dwellings in Gilda Court. Council's Waste Services team also have concerns with this waste collection arrangement and as a result the recommendation in this report will require an amendment to the waste management plan that will result in the collection of waste occurring entirely within site.
- Concerns were raised that there is no provision for green waste or hard waste collection. Council will require the waste management plan to address both of these waste types.
- The waste management plan requires the placement of bins in the designated storage areas for collection within the site, and there will be no bins placed on the Gilda Court nature-strip.

Gilda Court floods regularly

- The topography of the subject site falls away from Gilda Court, which ensures that any development on Gilda Court won't contribute to any existing drainage issues in Gilda Court. The recommendation supporting this report requires the submission of drainage plans that will have to demonstrate that stormwater is appropriately managed on-site.

Increased demand on drainage infrastructure

- The recommendation includes a requirement to submit engineering drawings that must demonstrate how the proposal will manage stormwater discharge from the site. The recommendation in this report will require the installation of an on-site detention system that will ensure no net increase in stormwater discharge from the proposed development into existing stormwater infrastructure.



The proposal has made no effort to retain existing trees on the site

- The application is proposing to remove all trees from the subject site and a Council arborist inspected the site and advised that none of the trees were considered significant. In addition to this advice, there are no planning controls affecting the subject site that require permission for these trees to be removed. Existing trees offer short to medium term landscape value whilst new plantings establish. There are opportunities to retain trees within this development, which will be discussed further on in this report.

The proposed crossover width doesn't comply with planning scheme requirements

- Standard B14 at Clause 55.03-9 states that the width of accessways should not exceed 40 per cent of the street frontage. The frontage to the subject site has an arc of 14 metres and 40 per cent of this length equates to 5.6 metres. The proposed accessway width at 6.1 metres exceeds this standard, which is considered acceptable in this instance. The 6.1 metre width provides an appropriate and safe ingress and egress to the site and facilitates two vehicles passing at the entry to the site. From a character perspective there are examples of dwellings in Gilda Court where the front setbacks are predominantly impervious surfaces. This proposal includes reasonable landscape areas either side of the accessway, which will provide for a strong landscape contribution to the streetscape.
- A concern was raised that the proposed crossover may extend in front of an adjoining property. Crossovers extending across the frontage of adjoining properties is not an uncommon feature in the urban environment. A Council permit will be required for any works to cross and the necessary considerations will be given to this application by Council's Assets team.

No pedestrian paths within the proposed development

- The central accessway will be a low speed vehicular environment that can be used safely by pedestrians.
- Providing a separate pedestrian footpath is unnecessary for a development of this size and detracts from the landscaping opportunities.

The documentation and plans contain several errors or omissions

- Council Officers are aware of incorrect references to dwelling numbers and other minor clerical errors on the plans and documentation. The quality and accuracy of plans and supporting documentation is the responsibility of the applicant and these errors do not prevent any person from making an assessment of the impact the proposal may have on that person.

Decreased property values as a result of this proposal

- Impact on property values is not a valid planning consideration.

4.2 Planning Consultation Committee Meeting

A Planning Consultation Committee Meeting was held on 1 December 2020. No agreed outcomes were achieved.

4.3 Referrals

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

Traffic Engineer:

No issues identified with the proposal subject to the following matters being addressed:

- Providing 3 visitor car spaces (based on the original design) satisfies the Planning Scheme requirements, however consideration should be given for additional visitor parking within the site due to the court bowl.
- Visitor car parking must be signed and line marked.
- There must be no doors that open inwards to a garage.
- For pedestrian safety, low height or bollard type lighting should be installed along access ways in accordance with AS1158.



Standard conditions to be included on any permit issued.

Stormwater:

The subject site is not subject to flooding conditions. Melbourne Water is the responsible authority for drainage assets in the vicinity of the proposed development and connection to the Melbourne Water system will be according to Melbourne Water requirements. The point and permitted flow of stormwater discharge for the proposed development will be as directed by Melbourne Water.

Inadequate overland flow path through the property is shown. The applicant must demonstrate how overland flow for the 100 year ARI (1% AEP) will be appropriately managed to Council's satisfaction. Details must be included in the engineering stormwater design plans, which will be required by way of a condition in the decision.

Arborist:

No trees on the subject site are considered significant and no trees on adjoining properties will be impacted by the proposal.

ESD Officer:

A Sustainable Design Assessment was submitted and is deemed to be satisfactory. Standard conditions were also requested to be included on any future approval.

Waste Services:

The application included a Waste Management Plan (WMP) that was reviewed by the Waste Services team. As discussed above, there are concerns with the idling of the waste truck in Gilda Court whilst the rubbish bins are being collected from the site. The Waste Services team reviewed the plans and is confident that a smaller waste collection vehicle can safely collect the bins within the site. This will be conditioned accordingly in the recommendation.

Assets:

No issues were identified with the proposal.

Building:

No issues were identified with the proposal.

City Futures:

The proposal is supported as it is consistent with the strategic directions in Clause 21.06 and Clause 22.07 of the Planning Scheme. The proposed density (11 dwellings at the time of the advice from City Futures) is considered appropriate for the size of the lot. Where possible adequate landscaping and the planting of canopy trees should be encouraged to further integrate the development with the surrounding streetscape and to retain the green and leafy character of Knox Neighbourhood areas. Based on the aforementioned discussion and given compliance with other relevant matters, the application is generally consistent with the strategic vision for the 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 within the Neighbourhood Residential Zone – Schedule 4. A permit is required for the construction of two or more dwellings on a lot. Schedule 4 to the Neighbourhood Residential Zone varies the ResCode requirements for Standard B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).



- The proposal is consistent with the purpose of the Neighbourhood Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.
- Landscaping – There is sufficient open space within the proposed development to accommodate the required 23 canopy trees, which satisfies the minimum landscaping requirements for Standard B13.
- Private Open Space - Complies. All dwellings are provided with a minimum of 80m² of private open space, including 60m² of secluded private open space with a minimum dimension of 5m.
- Front Fence Height – Complies. No front fence is proposed.

5.1.2 Overlays

The site is not affected by any overlays.

5.2 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).

5.2.1 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. Facilitate increased housing in established areas to consolidate urban areas and create a city of 20 minute neighbourhoods close to existing services, jobs and public 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 ageing 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:

- The design response respects the low scale single and double storey nature of surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions appropriately to the adjoining properties.
- The proposal provides an average of approximately 125m² of private open space. These open space areas create appropriate setbacks to boundaries and meaningful landscaping opportunities, all of which responds positively to the desired 'green and leafy' character.
- The locating of single storey dwellings towards the rear of the site is an appropriate design response considering the number of adjacent properties and their associated open space areas.



- The application provides for a range of housing choices in the form of four bedroom, three bedroom and two bedroom dwellings.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – The proposal provides sufficient setbacks and open space that will provide opportunities for good daylight access and the planting of new trees to provide shade.
- 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 5.2.4.

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.

- The Sustainable Design Assessment submitted with the application is considered to be acceptable.

5.2.3 Transport

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

- Two bus services operate on Trisha Drive, which intersects with Gilda Court, these services provide connection to Westfield Knox Shopping Centre, Stud Park Shopping Centre and Waverley Gardens Shopping Centre.

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 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 the deletion of one dwelling, 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 upper levels of the four two-storey dwellings incorporate sufficient setbacks to the ground floor walls adjacent to the most sensitive interfaces. The development also provides generous landscaping opportunities along the internal access ways.
- Council officers have maintained a concern throughout the application process that the intensity of development at the rear of the site does not respond appropriately to the tapering of the boundaries at this point, the close proximity of dwellings on adjoining properties and the associated secluded private open space areas. The location of Unit 6 close to the boundary to 4 Daniella Court and on the northern side of their secluded private open space, has been a constant concern throughout the application process.
- The applicant in an attempt to respond to this concern amended Unit 5 to a single storey dwelling as opposed to a two-storey dwelling. However, this response has not gone far enough to respond to the concerns and the deletion of one dwelling will respond more appropriately to these concerns. The deletion of one dwelling allows for the retention of existing trees in this section of the site and the provision of a more appropriate 4 metre setback to the southern boundary with 4 Daniella Court.
- Another concern with the proposal is the intensity of development adjacent to the secluded private open space of 5 Daniella Court. To address this concern, the recommendation in this report will require the design of Unit 7 to be flipped/reversed and the visitor car spaces currently located between Unit 6 and Unit 7 to be relocated to be between Unit 7 and Unit 8. This change to the layout will provide a greater sense of openness adjacent to the secluded private open space of 5 Daniella Court and is considered a more responsive design to these existing conditions.
- The recommendation in this report also includes a requirement for the design of Unit 3 to be flipped/reversed so the garage is adjacent to the bin storage area. This will allow for the retention of the canopy tree in the secluded private open space close to the boundary with 7 Gilda Court.
- Subject to the above mentioned changes, the proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The combination of double storey and single storey built form, increased landscaping areas, and increased setbacks will result in a good quality urban design outcome.
- The proposal provides appropriate setbacks and large private open space areas. This will ensure that there is ample opportunities for meaningful landscaping throughout the site, which will include the provision of canopy trees that will contribute to the long term amenity of the area. The deletion of one dwelling will further enhance these open space and landscaping opportunities.

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 specifies a ratio of one car space for dwellings with two bedrooms or less, 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: Complies. The proposal satisfies the car parking provision as each dwelling two (2) bedroom dwelling is provided with a single garage and the remaining dwellings which contain three (3) or four (4) bedrooms are provided with double garages.
- Visitor parking provision: Complies. The proposal provides five visitor car spaces centrally located within the development, which exceeds the minimum two visitor spaces required by Clause 52.06-5.
- Car parking design: Complies. The accessway includes the required 6.1 metre wide by 7 metre long entrance. Whilst no designated pedestrian pathway is provided, the accessway provides a safe environment for both pedestrian and vehicles due to the accessway width and the setback of dwellings to the accessway.

5.4 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 – Complies.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.

Site Coverage/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

Landscaping – Complies, a condition of any permit to issue will require landscape plans to the satisfaction of the Responsible Authority.

Access – Does not comply. Standard B14 at Clause 55.03-9 states that the width of accessways should not exceed 40 per cent of the street frontage. The frontage to the subject site has an arc of 14 metres and 40 per cent of this length equates to 5.6 metres. Whilst the proposed accessway width at 6.1 metres exceeds this standard, it is the minimum width required to satisfy the car parking design requirements in Clause 52.06-8. The 6.1 metre width provides an appropriate and safe ingress and egress to the site and facilitates two vehicles passing at the entry to the site.

Parking Location – Can comply – Car parking for each dwelling is conveniently located and visitor car parking is centrally located and can be made identifiable through signage and line marking.

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 – Complies – All windows that could overlook neighbouring properties have been screened in accordance with Standard B22.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

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

Front fence – Not applicable – a front fence is not proposed.

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.

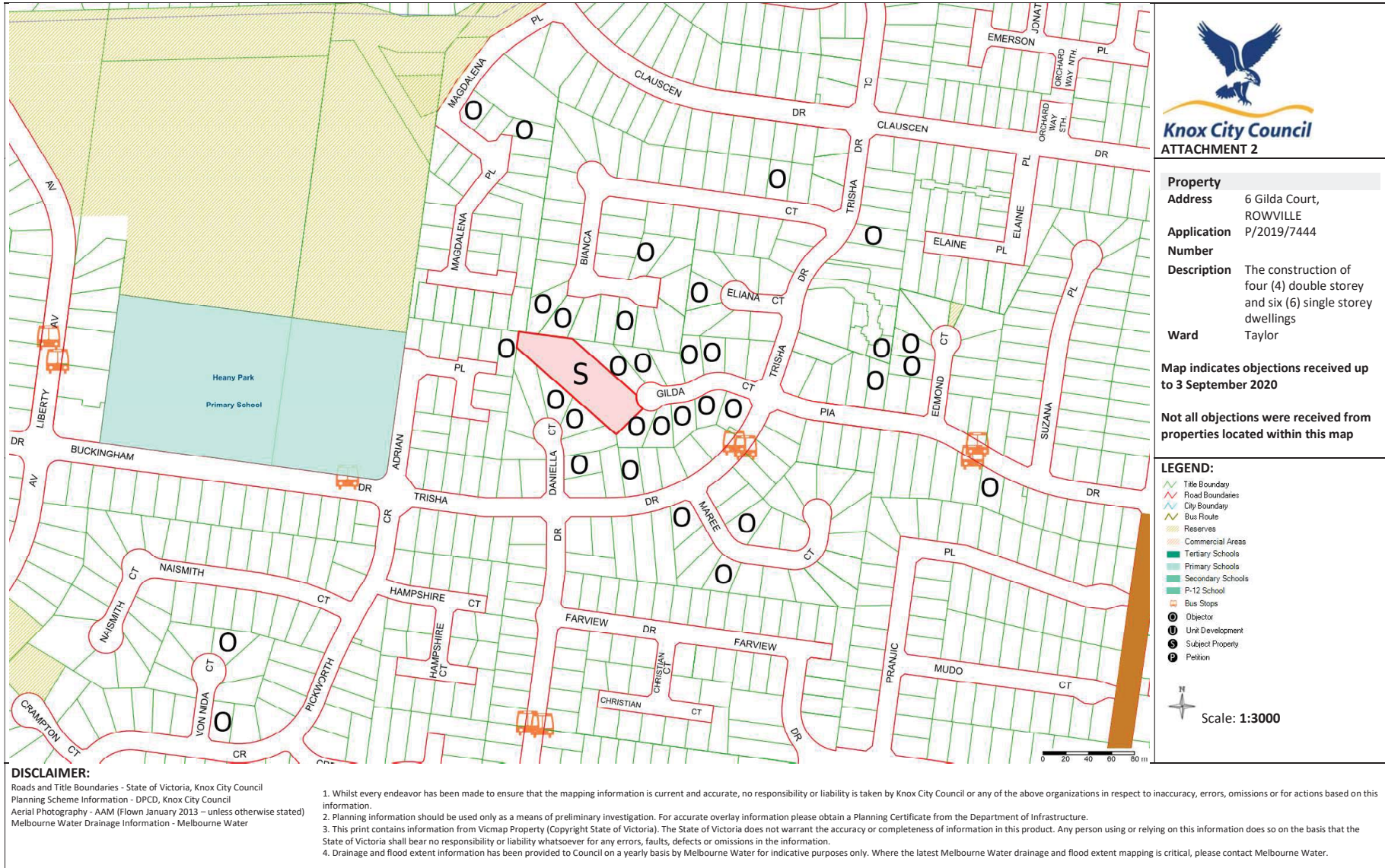
6. Conclusion

Clause 71.02-3 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:

- It is acknowledged that the eleven properties that immediately adjoin the subject site will be affected by this proposed development. The owners and occupiers of these properties have enjoyed the amenity of this large and undeveloped residential property for a long period of time. It should also be acknowledged that there will be increased traffic movement in Gilda Court, a Court that currently contains thirteen dwellings.
- Planning policies encourage the further development of under-utilised urban land, albeit this encouragement is tempered by the need to protect and respond appropriately to neighbourhood character. This proposal, subject to the changes articulated in condition 1 of the recommendation, responds appropriately to the design objectives of Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy).
- The development is consistent with Planning Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing) and Clause 22.04 (Environmentally Sustainable Development) of the Knox Planning Scheme.
- The proposal complies with the Neighbourhood Residential Zone - Schedule 4.

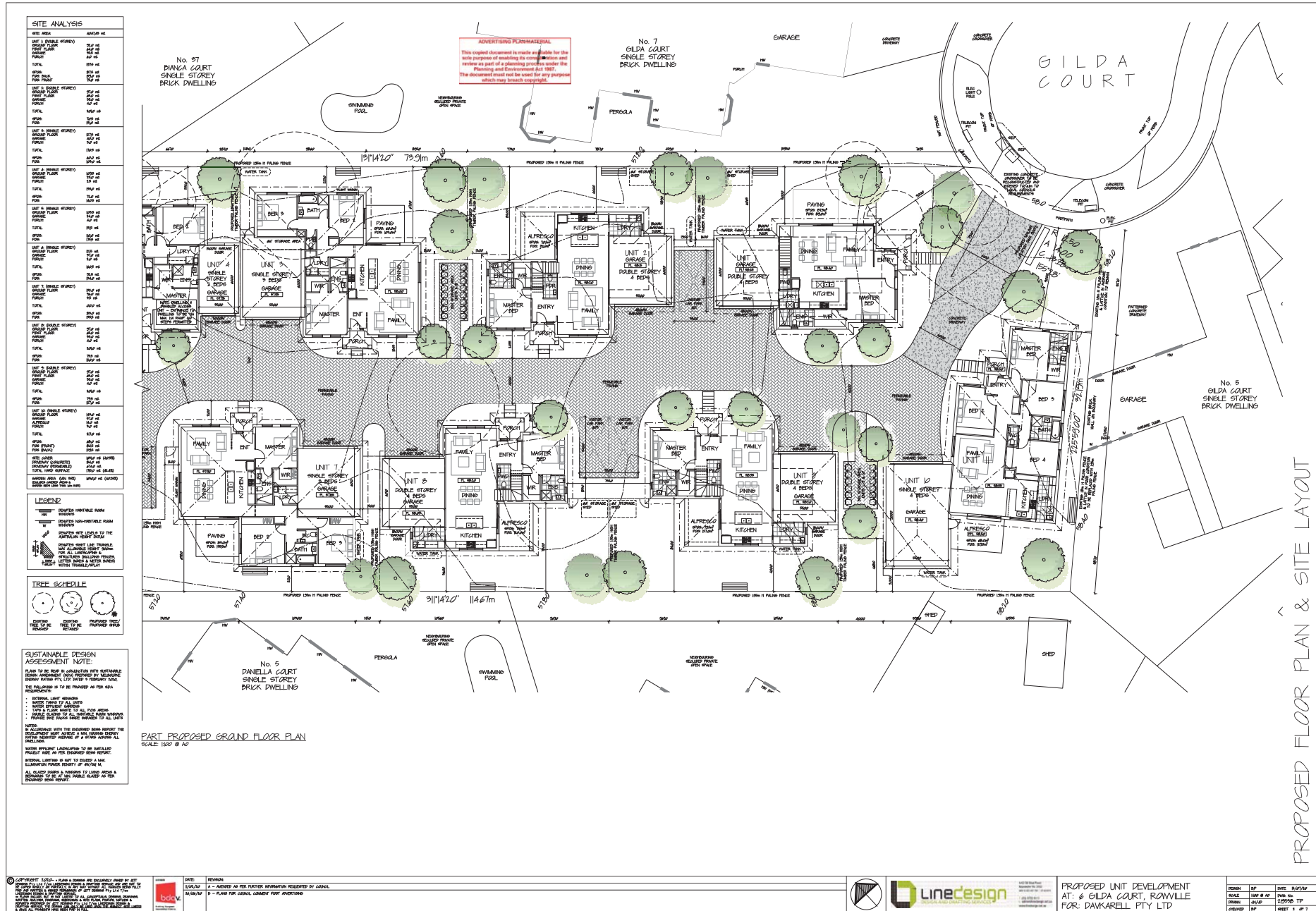
[Attachment 1](#)

- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme). In some cases, such as private open space and visitor car parking, the proposal exceeds these requirements.
- It is considered that there is sufficient open space within this proposal for the development to contribute to the green and leafy character of Knox, through the retention of trees and the provision of new canopy trees across the site.
- Council's Traffic and Transport team have identified no concerns with the capacity of Gilda Court to safely absorb the increased number of vehicles traversing over this road.
- 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.









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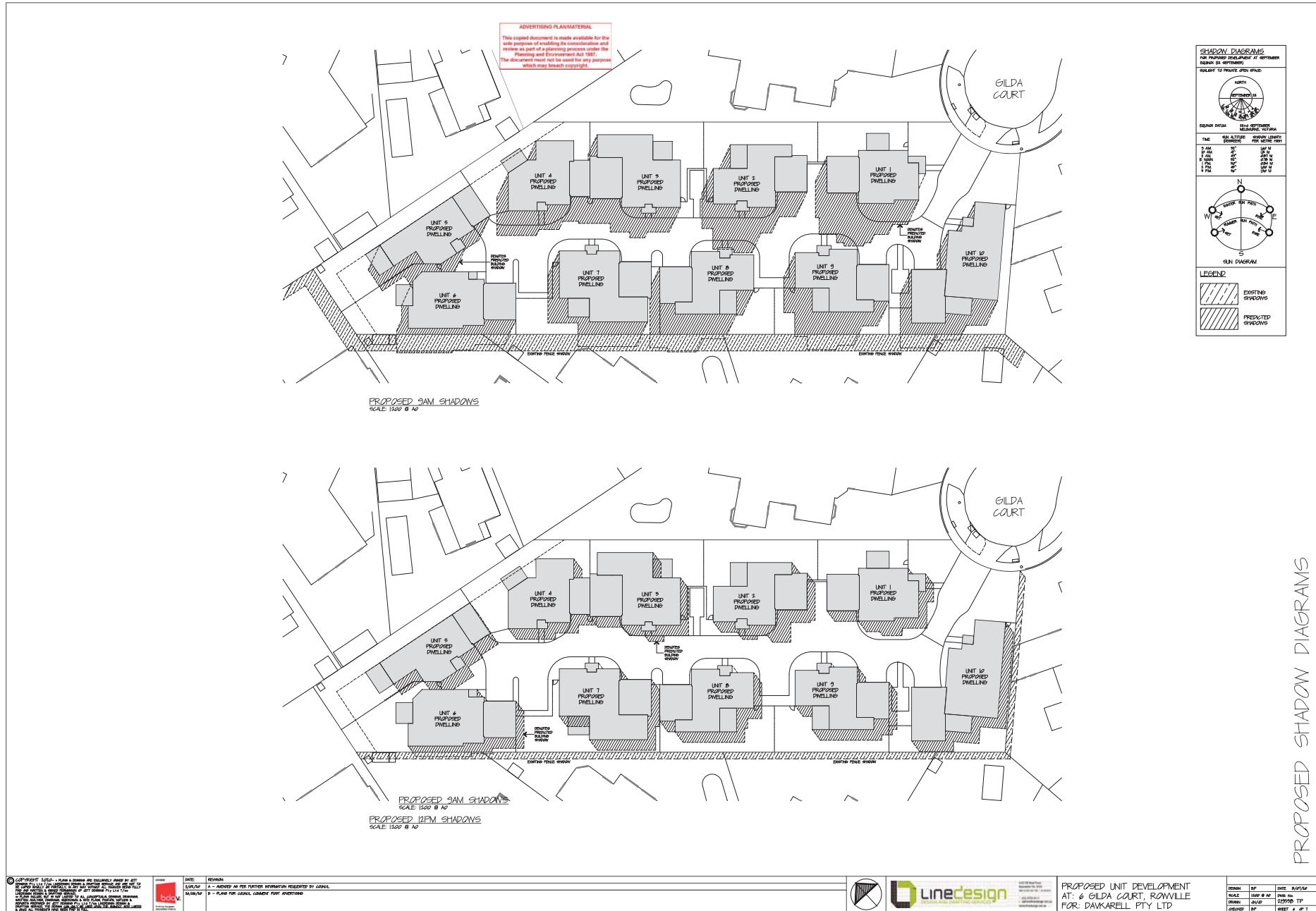
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DATE: REVISION
 15/01/21 A - REVISED AS PER FURTHER INFORMATION PROVIDED BY CLIENT
 16/01/21 B - PLAN FOR GENERAL CONCEPT FURTHER DEVELOPMENT

PROPOSED UNIT DEVELOPMENT
 AT: 6 GILDA COURT, ROWVILLE
 FOR: DAVKARELL PTY LTD

DESIGN	DATE	BY/REV
SCALE	1:20 @ A0	
DRAWN	ALICE	15/01/21 TP
CHECKED	BP	SHEET 4 OF 7

PROPOSED ELEVATIONS



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	<p>ISSUED BY: bda</p> <p>ISSUED FOR: PLAN FOR COUNCIL CONSENT FOR APPROVAL</p>			<p>PROJECT: PROPOSED UNIT DEVELOPMENT AT: 6 GILDA COURT, ROWVILLE FOR: DAVKARELL PTY LTD</p>	



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3D PERSPECTIVE
NOT IN SCALE

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DATE	REVISION
10/01/20	A - ADDED AS PER FURTHER INFORMATION PROVIDED BY CABAL
10/01/20	B - PLAN FOR CABAL, CABAL FOR APPROVAL



PROPOSED UNIT DEVELOPMENT
 AT: 6 GILDA COURT, ROWVILLE
 FOR: DAVKARELL PTY LTD

ISSUE	DATE	BY
ISSUED	10/01/20	BDNV
REVISION	10/01/20	BDNV
REVISION	10/01/20	BDNV
REVISION	10/01/20	BDNV

6.4 Proposed Lease - 92 Station Street, Ferntree Gully

SUMMARY: Acting Senior Property Officer, Paige Kennett

This report recommends the signing of a new 5-year lease with a 3-year option for Council property located at 92 Station Street, Ferntree Gully.

RECOMMENDATION

That Council:

- 1. Enter into a new lease between Knox City Council (Lessor) and the Ferntree Gully Fish and Chip shop at 92 Station Street, Ferntree Gully commencing 1 February 2021. The lease will be for a period of 5 years, with a 3-year option, and the annual rental being \$17,220 plus outgoings and GST, increasing annually by 3%; and**
- 2. Authorise the Chief Executive Officer to sign and seal all lease documentation required to execute the lease.**
- 3. Authorise the Chief Executive Officer to negotiate extensions to the lease to the maximum eight-year term and to execute any associated documentation necessary for the extension.**

1. INTRODUCTION

Agents and Council officers have recently negotiated a new long-term lease for the property located at 92 Station Street, Ferntree Gully to the Gully Fish and Chip Shop, which is now ready for Council consideration and approval.

2. DISCUSSION

The site located at 88-100A Station Street Ferntree Gully was acquired by Council in 2017. The shop located at 92 Station Street Ferntree Gully has been leased month to month by the Gully Fish and Chip shop for the past 3 years. Agents acting for Council, have now negotiated a proposed long-term lease for the premises, moving the lease from a rolling month to month lease to a long-term lease providing stability and certainty for both Council and the tenant.

3. CONSULTATION

As the lease is less than 10 years and the annual market rental is less than \$100,000, there is no requirement under the Local Government Act 2020 to advertise.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed lease for 92 Station Street, Ferntree Gully is for a period of 5 years with a 3-year option. The agreed rental is \$17,220 per annum (plus outgoings and GST), increasing annually by 3%. The rental amount will be reviewed to market upon expiration of the lease.

The rental has been determined by agents appointed by Council in accordance with commercial rentals within the area and in accordance with the condition of the premises.

The 5 plus 3-year lease meets the strategic intent of the site and is therefore a recommended use of the building.

6. SOCIAL IMPLICATIONS

There are no social implications regarding this report.

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

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organizations

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

It is recommended to enter the lease with the Ferntree Gully Fish and Chip Shop for the premises located at 92 Station Street Ferntree Gully. The recommended lease is for 5 years with a 3-year option, commencing on 1 February 2021. The recommended annual rent is \$17,220 plus GST and outgoings, increasing annually by 3%. The rent will be reviewed to market on expiration of the lease.

It is also recommended to have this lease signed and sealed by the Chief Executive Officer.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Senior Property Officer, Paige Kennett

Report Authorised By: Acting Chief Executive Officer, Matt Kelleher

Attachments

Nil

6.5 Proposed Lease - 94-98 Station Street Ferntree Gully

SUMMARY: Acting Senior Property Officer, Paige Kennett

This report recommends the signing of a renewed 5-year lease with a 3-year option for Council property located at 94-98 Station Street, Ferntree Gully.

RECOMMENDATION

That Council:

1. Enter into a renewed lease between Knox City Council (Lessor) and Get Fit Stay Fit for 94-98 Station Street, Ferntree Gully commencing 1 February 2021. The lease will be for a period of 5 years with one 3 year option, and the annual rent being \$40,080 plus outgoings and GST, increasing annually by 3%;
2. Offer a 3-month rent free period at the commencement of this renewed lease; and
3. Authorise the Chief Executive Officer to sign the lease documents required to execute the lease.
4. Authorise the Chief Executive Officer to negotiate extensions to the lease to the maximum eight-year term and to execute any associated documentation necessary for the extension.

1. INTRODUCTION

Agents and Council officers have recently negotiated a renewed lease for the property located at 94-98 Station Street, Ferntree Gully to Get Fit Stay Fit - Gym and Personal Training Studio.

2. DISCUSSION

The larger site at 88-100A Station Street, Ferntree Gully was acquired by Council in 2017. The site contains six shops and a car park. The shop at 94-98 Station Street has been leased to Get Fit Stay Fit Gym for the past 3 years. Agents acting for Council have now negotiated a proposed renewed lease for these premises. This lease meets Council's strategic intentions for this site.

The gym has experienced operating challenges during 2020 directly related to COVID. Council continue to provide support to the tenant through this challenging time, which includes the renewed negotiated lease which will support the business reopening.

3. CONSULTATION

As the lease is less than 10 years and the annual market rental is less than \$100,000, there is no requirement under the Local Government Act 2020 to advertise.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed lease for 94-98 Station Street, Ferntree Gully is for a period of 5 years plus a 3-year option, commencing 1 February 2021. The agreed rental is \$40,080 per annum (plus GST), plus outgoings, increasing annually by 3%. To assist the business as it reopens following the COVID forced closure, and taking into account the long lease term agreed, it is also recommended to offer the tenant a 3-month rent free period. The tenant has suggested that they will use this time and savings to fund building improvements.

The rental has been determined by agents appointed by Council in accordance with commercial rentals within this area and in accordance with the condition of the premises.

The 5 plus 3-year lease meets the strategic plans for the site, and is therefore a recommended use of the building.

6. SOCIAL IMPLICATIONS

There is positive social implications to renewing the lease agreement with the gym in this area, as it provides a local service for health and fitness for local residents.

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 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

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

It is recommended to renew the lease to Get Fit Stay Fit for the property located at 94-98 Station Street, Ferntree Gully. The recommended lease is for a period of 5 years plus a 3-year option, with a 3-month rent free period, commencing on 1 February 2021. The recommended annual rent is \$40,080 plus outgoings and GST, increasing by 3% annually.

It is also recommended to have the lease signed and sealed by the Chief Executive Officer.

10. CONFIDENTIALITY

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

Report Prepared By: **Acting Senior Property Officer, Paige Kennett**

Report Authorised By: **Acting Chief Executive Officer, Matt Kelleher**

Attachments

Nil

6.6 Environment Advisory Committee (EAC) Appointments and Annual Report 2020

SUMMARY: Senior Program Lead – Sustainability, Sam Sampanthar

Following an Expression of Interest and selection process during November and December 2020, this report seeks to appoint representatives for the Environment Advisory Committee for a two year term. The report also presents the 2020 Environment Advisory Committee Annual Report.

RECOMMENDATION

That Council:

- 1. Note the 2020 Annual Report of the Environment Advisory Committee as presented in Attachment 1;**
- 2. Appoint the applicants as presented in Confidential Attachment 2, to the Environment Advisory Committee to serve a two year term from January 2021 to December 2022;**
- 3. Advise all applicants of Council's decision and thank them for their interest in nominating to be part of the Committee; and**
- 4. Thank the outgoing members of the Environment Advisory Committee for their valuable contributions.**

1. INTRODUCTION

The Environment Advisory Committee (EAC) has been established to:

- Monitor and review environmental and sustainability issues in Knox;
- Provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- Provide input to Council on behalf of the community and community organisations;
- Actively support Council's consultation with, and advocacy to, the broader community;
- Establish working groups and sub committees on an as required basis;
- Within the committee structure, advocate to Council for the benefit of the Knox environment; and
- Assist Council in determining priority of activities to be undertaken and annual objectives.

This report provides an Annual Report of the EAC activities for 2020 for Council to note (see Attachment 1). In addition, the report presents for Council's consideration the appointment of fifteen committee members for the next two year term, following an expression of interest process carried out in November 2020.

2. DISCUSSION

At the final meeting of the EAC on the 25 November 2020, the Annual Report 2020 (Attachment 1) was presented and endorsed by the Committee. The Annual Report provides an overview of the topics discussed and outcomes throughout 2020. In summary, the following topics were discussed:

- Climate Response Plan;
- Green Areas and Rural Strategy;

- Strategic Planning Projects and Key Strategic Development Sites;
- Emergency Management and Community Resilience;
- Daylighting Blind Creek;
- Lewis Park Masterplan; and
- Community and Council Plan.

Due to the restrictions imposed as a result of the Coronavirus pandemic, four of the five meetings were held online. Given the pandemic, the combined All Committees meeting and the Sustainable Development Group Committees meeting didn't take place in 2020.

The 2020 Committee comprised of eleven members and two Councillors. One community member resigned from the EAC during the course of 2020 with ten community members remaining. The terms of all committee members concluded in December 2020 and recruitment for new committee members took place during November 2020.

New Committee Expression of Interest

The selection and recruitment of new members for the EAC followed the process outlined in Section 3.1 of the Terms of Reference. The Expression of Interest promotion occurred through Council's social media channels, Seek Volunteer, Swinburne University and a number of electronic newsletters during November 2020. The Expression of Interest process yielded the highest number of applications ever received for the EAC, with 44 applications being received.

A selection panel, comprising both EAC appointed Councillors and two Council Officers, evaluated the Expression of Interest applications, based on the following selection criteria which are consistent with the Terms of Reference:

1. Being a Knox resident, a part of a Knox focused organisation, agency or business or have a specific set of professional skills and background that will help achieve the purpose and objectives of the EAC as articulated in the Terms of Reference;
2. Demonstration of involvement with efforts to achieve environmental sustainability within the Knox community;
3. Experience as a member of a Committee or other leadership role in a community organisation;
4. Understanding the role of Local Government in environmental management and strategic transport issues;
5. Capacity to communicate effectively with a wide range of individuals, organisations and professionals as well as review and critique documentation;
6. Motivation for joining the EAC; and
7. Demonstrating an understanding of major issues facing Knox's built and natural environment.

Confidential Attachment 2 lists the applicants recommended for appointment to the EAC, along with the list of applicants not recommended for appointment.

3. CONSULTATION

The selection panel consisted of the two Councillors appointed to the EAC – Cr. Darren Pearce and Cr. Jude Dwight, along with two Council officers, the Coordinator Biodiversity and the Senior Program Lead – Sustainability.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no specific environmental/amenity issues arising from this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The resources required to service the committee is within the City Futures department operational budget.

6. SOCIAL IMPLICATIONS

There are no specific social implications arising from 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 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 3 - We can move around easily

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

Strategy 3.2 - Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places

Goal 4 - We are safe and secure

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

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

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

The EAC continues to fulfil its role in informing and advising Council on environmental and sustainability related issues and Council's role in improving the natural and built environment. EAC members have had the opportunity to consider a number of key issues which have been outlined in the EAC Annual Report.

The 2020 EAC membership has reached the end of their term and the expression of interest process attracted a record number of quality applications.

10. CONFIDENTIALITY

Attachment 2 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, being the names and details of prospective committee members which would be unreasonable to disclose publicly before they are appointed.

Report Prepared By: Senior Program Lead - Sustainability, Sam Sampanthar

Report Authorised By: Acting Director City Strategy & Integrity, Anthony Petherbridge

Attachments

1. Annual Report Knox Environment Advisory Committee 2020 [6.6.1 - 3 pages]
Confidential Attachment 2 has been circulated under separate cover

**Knox Environment Advisory Committee
Annual Report - 2020**

The Terms of Reference for the Knox Environment Advisory Committee (EAC) requires an annual report to be developed that is aligned with the Community and Council Plan and in line with the Committee's objectives, which are:

- To provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- To provide input to Council on behalf of the community and community organisations;
- To actively support Council's consultation with, and advocacy to the broader community;
- To establish working groups and sub committees on an as required basis;
- To monitor and review environmental and sustainability issues (including issues relating to strategic transport and natural resource management) in Knox;
- Within the committee structure advocate to Council for the benefit of the Knox environment; and
- To assist Council in the determining of priority activities to be undertaken and annual objectives.

Key Issues considered by the Environment Advisory Committee in 2020

Topic	Alignment to Community and Council Plan 2017 - 2021	Action	Outcome
Climate Response Plan (May, Nov 2020)	All 8 goals	Presentation from Council's <i>Senior Program Manager – Climate Response</i> on the development of the new Climate Response Plan 2021-2031.	The Committee provided advice on: <ul style="list-style-type: none"> • The need to embed climate change into the wider organisation, particularly in planning and engineering functions of Council for significant impact; • The importance of considering all emissions (e.g. indirect emission), not just energy used in Council facilities; and • The importance of partnerships and implementing regional approaches with key stakeholders.
Green Areas and Rural Strategy (Feb 2020)	Goal 1 - We value our natural and built environment Goal 2 – We have housing to meet our changing needs	Presentation and discussion led by Senior Strategic Planner from the City Strategy and Planning team on the <i>Green Areas and Rural Strategy</i>	Feedback and advice from the Committee covered the need to recognise the cumulative adverse impacts of multiple minor changes to the biodiversity values of Knox and specific feedback on the four precincts covered in the Strategy.
Strategic Planning Projects and Key Strategic Development Sites (Jun, Aug 2020)	Goal 1 - We value our natural and built environment Goal 2 – We have housing to meet our changing needs	Presentation and discussion led by Manager City Futures on the Planning Scheme amendment process and the Housing Strategy as well as key development sites including the former DEPI site in Knoxfield and Boronia Renewal Strategy.	Feedback and advice from the Committee included the following: <ul style="list-style-type: none"> • Limited opportunity for community to have input into key strategic sites; • Lack of consideration for cumulative effects on environmental values from multiple large and small developments; and • Provision for affordable housing in large developments is often inadequate.

Topic	Alignment to Community and Council Plan 2017 - 2021	Action	Outcome
Emergency Management and Community Resilience (May 2020)	Goal 4 – We are Safe and Secure	Presentation and discussion led by Council's Coordinator Emergency Management on Building Community Resilience and preparing for recovery.	The Committee's feedback on recovery from the pandemic included the need to consider: <ul style="list-style-type: none"> • Recovery and resilience focusing on outcomes rather than actions; • Using the disruption to our lives as an opportunity to 'build back better'; and • The importance of connecting to nature and engaging the community to value our natural environment.

2020 Meeting Schedule and Agenda Items

- EAC Meeting – Wednesday, 20 February 2020
 - Knox Green Areas and Rural Strategy
 - Environment Advisory Committee Annual Report 2019
 - Environment Advisory Committee Annual Plan 2020
 - Update on Waste and Recycling Issues
- EAC Meeting – Wednesday, 27 May 2020
 - Building Community Resilience and Preparing for Recovery
 - Climate Response Plan
 - Emerging Issues – Level of community engagement around major development sites
- EAC Meeting – Wednesday, 24 June 2020
 - Daylighting Blind Creek & Lewis Park Masterplan
 - Proposed development at former DEPI Site (609 – 621 Burwood Hwy, Knoxfield)
 - Budget for Sustainability Initiatives 2020/21
- EAC Meeting – Wednesday, 12 August 2020
 - Anticipated urban change and growth in Knox
- EAC Meeting – Wednesday, 26 November 2020
 - Community and Council Plan
 - Climate Response Plan Update
 - Environment Advisory Committee Annual Report 2020

Items to be considered in the 2021 Annual Plan

The following topics were not discussed in 2020, and will be considered for inclusion in the 2021 Annual Plan:

- Integrated Water Management
- Canopy Trees and Tree Management across Knox (including street trees and trees on private properties)
- Regional Pest Animal Plan
- Westfield Development Update

Committee membership and attendance

The 2020 Committee comprised of eleven community members and two Councillors. One community member resigned from the committee during the course of 2020 with ten community members remaining. The terms of all committee members concludes in December 2020 and recruitment for new committee members took place during November 2020.

Due to the Covid19 restrictions, four of the five meetings in 2020 were held online.

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 Infrastructure Officers' Reports for consideration

8.1 Contract 2611 - Parks and Gardens Services General Maintenance

SUMMARY: Coordinator – Trees, Contracts and Reactive Parks Services - Lara Wilson

This report considers and recommends the appointment of tenderers for Contract No. 2611 – Parks and Gardens Services General Maintenance. Tenders were called for a panel of appropriately experienced and qualified contractors to provide a variety of services in three (3) different service types. Tenderers could apply for a single or multiple service types. The service types were Garden Maintenance, Playground Inspections and General Plant and Staffing.

RECOMMENDATION

That Council resolve:

- 1. To award Contract No. 2611 – Parks and Gardens Services General Maintenance to the following contractors:**
 - **Garden Maintenance and General Plant and Staffing**
 - **Green Options Pty Ltd**
 - **J.A.M. Horticultural Services**
 - **Knox Maintenance Pty Ltd**
 - **Orange Horticultural Solutions Pty Ltd**
 - **South East Garden & Lawn Care Pty Ltd**
 - **Yarra Ranges Fire Management Pty Ltd**
 - **Playground Inspections**
 - **Playground Services Pty Ltd**

at their tendered schedule of rates for the period from 22 February 2021 to 31 December 2023 with the option of a further two (2) x two (2) years extensions at Council's discretion;

- 2. To authorise the Chief Executive Officer to execute contract agreements with the above contractors;**
- 3. To authorise the Chief Executive Officer and / or Director Infrastructure to negotiate and execute further extensions to Contract No. 2611 – Parks and Gardens Services General Maintenance to the maximum six-year contract term; and**
- 4. To notify all tenderers for Contract No. 2611 – Parks and Gardens Services General Maintenance of the outcome of the tender process.**

1. INTRODUCTION

Council is seeking a to appoint a panel of suitably qualified and experienced parks and gardens contractors to provide horticultural maintenance services such as maintenance of garden bed

areas (ie. weed management, planting, mulching, rubbish removal), new planting projects, maintaining hedges, shrubs, understorey plants etc; and minor improvement works such as fencing (post and rail style), park furniture installation, crushed rock path maintenance, weed removal works, rubbish removal etc. and playground inspections at various locations across the municipality via a schedule of rates. Appointment to the panel does not guarantee a minimum amount of work.

Previously, the works above were delivered under two separate schedule of rates contracts which have been combined to streamline works across the Parks department. Combining the contracts allows parks services and reactive parks services access to a greater number of resources that can deliver a variety of larger and smaller scale services. It is more efficient to have these similar services grouped under one contract.

The current contracts were extended at the 21 December 2020 Council meeting until 21 February 2021.

The new contract is proposed to be awarded for three (3) years with the option of two (2) x two (2) year extensions based on satisfactory service delivery. The overall cost of the contract for the initial three (3) years is \$3,000,000 (ex GST) with the maximum cost being \$7,000,000 (ex GST).

2. DISCUSSION

2.1 Background

Contract 2611 will replace the following contracts:

- 2197 Maintenance of Open Spaces and Road Reserves
- 2200 Garden Bed Maintenance

These garden maintenance works were previously managed under two separate contracts (as above), all of which were awarded to a panel of contractors.

By consolidating the contracts, the new panel of contractors will provide a tailored selection of large scale and small scale providers to deliver on a wide range of services allowing for more agile delivery smaller works and adequate resourcing for delivery of larger works.

Works will be delivered to the required level of service at an estimated cost of approximately \$1,000,000.00 per annum.

2.2 Tenders Received

The contract for this project was advertised in The Age Newspaper on 3 October 2020.

Tenders closed on 20 October 2020 and tenders were received from the following contractors:

- Garden Maintenance and General Plant and Staffing
 - Yarra Ranges Fire Management Pty Ltd
 - Green Options
 - Orange Horticultural Solutions Pty Ltd
 - J.A.M. Horticultural Services

- South East Garden & Lawncare
- Knox Maintenance Pty Ltd
- Ficus Landscape Group
- Super Gardens Pty Ltd
- Elaeocarpus Pty. Ltd
- Felix Botanica Pty Ltd
- Landlinks Environmental Services P/L
- Skyline Landscape Pty Ltd
- AWS Services
- Arbortryst Pty Ltd
- Ausland Landscapes
- Envirotechniques Pty Ltd
- LD Total
- Munns Parks and Gardens Pty Ltd
- Operation Revegetation Pty Ltd
- The Grass Doctor
- Warrandale Industries
- Yellowstone Landscaping Pty Ltd
- Playground Inspections
 - Bruce Stephens Playground Services Pty Ltd
 - Ace Landscape Services Pty Ltd
 - Prestige Paving

2.3 Evaluation Panel

The Tender Evaluation Panel consisted of the following members:

- Acting Executive Engineer - Operations
- Project Officer – Passive Open Space
- Project Officer – Reactive Services

A Procurement Officer was in attendance during the evaluation panel meeting in a probity capacity.

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

2.4 Evaluation Criteria

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

- Financial Benefit
- Capability, Relevant Experience & Past Performance
- Customer Service
- Commitment to Social and Environmental Sustainability & Sustainability initiatives

3. CONSULTATION

Consultation has occurred with internal stakeholders during the phases of tender preparation and advertising. Consultation has also occurred with the current Project Officers and the wider Parks management team during the evaluation phase. No public consultation was necessary in the evaluation of this contract.

4. ENVIRONMENTAL/AMENITY ISSUES

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's open space. The contractors will ensure that all areas are kept free of rubbish, weeds and tree debris.

Concerning sites of biological significance and significant vegetation, Council's Biodiversity team will be consulted during preliminary planning and no remnant vegetation will be affected during the maintenance cycles. Council's project manager will ensure the contractor adheres to the approved systems and procedures.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The contract will be awarded for three (3) years with the option of two (2) x two (2) year extensions based on satisfactory service delivery. The overall cost of the contract for the initial three (3) years is \$3,000,000 (ex GST) with the maximum cost being \$7,000,000 (ex GST) and will be covered by multiple existing operational and capital works accounts in the parks service area.

6. SOCIAL IMPLICATIONS

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's road network, parks and open spaces.

The services will also aid in keeping the municipality weed and pest free, reduce the amount of litter, and provide useable open space for active and passive recreation.

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 4 - We are safe and secure

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council..

9. CONCLUSION

Following the tender evaluation process, the following tenderers achieved the highest evaluation rating for the service types below and it is recommended that Council accept their Schedule of Rates for services tendered under 2611 Parks and Gardens Services General Maintenance:

- Garden Maintenance and General Plant and Staffing
 - Green Options Pty Ltd
 - J.A.M. Horticultural Services
 - Knox Maintenance Pty Ltd
 - Orange Horticultural Solutions Pty Ltd
 - South East Garden & Lawn Care Pty Ltd
 - Yarra Ranges Fire Management Pty Ltd
- Playground Inspections
 - Bruce Stephens Playground Services Pty Ltd

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when tendering for services, or when negotiating the price for contract if prematurely released;
- Private commercial information, that if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors.

**Report Prepared By: Coordinator – Trees, Contracts and Reactive Parks Services –
Lara Wilson**

Report Authorised By: Director Infrastructure, Grant Thorne

Attachments

Confidential Attachment 1 is circulated under separate cover

8.2 Contract No. 2664 – Tree Planting and Establishment Services

SUMMARY: Coordinator – Trees, Contracts and Reactive Parks Services - Lara Wilson

This report considers and recommends the appointment of a tenderer for Tree Planting and Establishment Services. Tenders were called for an appropriately experienced and qualified contractor to provide tree planting and maintenance works throughout the municipality for both the bulk and infill tree planting programs.

RECOMMENDATION

That Council:

- 1. Award Contract No. 2664 Tree Planting and Establishment Services to Citywide Service Solutions Pty Ltd for the tendered schedule of rates for a period of two (2) years from 1 March 2021 with the option of two (2) x two (2) years extension at Council’s discretion;**
- 2. Authorise the Chief Executive Officer to formalise and sign the contract documentation;**
- 3. Authorise the Chief Executive Officer and / or Director Infrastructure to negotiate and execute further extensions to Contract No 2664 Tree Planting and Establishment Services to the maximum 6 year term; and**
- 4. Notify all tenderers for Contract No. 2664 – Tree Planting and Establishment Services of the outcome of the tender process.**

1. INTRODUCTION

Tree planting is an ongoing service, required for the successful management of the urban forest and to increase canopy coverage, as set out in Council’s Green Streets Policy and Street Tree Asset Management Plan (STAMP).

Council’s current tree planting Contract 2164 – Street Tree Planting and Maintenance is due to expire on 27 February 2021.

This new contract is proposed to be awarded for two (2) years with the option of two (2) x two (2) year extensions based on satisfactory service delivery.

The allocated yearly budget for tree planting and maintenance (ie. watering) works is currently \$845,000.00 (ex. GST).

2. DISCUSSION

2.1 Background

Every year, Council undertakes street tree planting to enhance our leafy green environment and ensure that our community receives all of the benefits offered by trees.

The tree planting is delivered through two (2) projects, Infill and Bulk/Capital Works.

The Infill program is guided by need, so that areas of low canopy coverage are planted as a priority. This is achieved by using satellite imagery to assess each street in Knox for canopy cover.

The Bulk/Capital Works program renews streetscapes that are poorly performing, by removing trees of poor condition. Healthy trees that are ideally located are retained and vacant planting sites are filled.

A suitably qualified contractor is required to be selected to undertake the tree planting and establishment works for Council.

2.2 Tenders Received

The contract for this project was advertised in The Age Newspaper on 3 October 2020.

Tenders closed on 30 October 2020 and tenders were received from the following contractors:

- Ausland Landscapes
- Citywide Service Solutions Pty Ltd
- Landlinks Environmental Services Pty Ltd
- Sanpoint Pty Ltd (trading as LD Total)
- Munns Parks and Gardens Pty Ltd
- Prestige Paving

2.3 Evaluation Panel

The Tender Evaluation Panel consisted of the following members:

- Coordinator – Trees, Contracts and Reactive Parks Services
- Project Officer – Trees
- Capital Project Delivery Officer – Arborist

A Procurement Officer was in attendance during the evaluation panel meeting in a probity capacity.

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

2.3.1 Evaluation Criteria

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

- Financial Benefit
- Relevant Experience & Past Performance
- Capability
- Compliance with Specification
- Commitments to sustainability & demonstrated sustainability improvements

2.4 Tender Evaluation Results

Citywide Service Solutions Pty Ltd is the recommended tenderer with the highest evaluation score.

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

Citywide is known to Council, is an experienced contractor and has carried out many contract works for Council. Currently they have the Contract for Street Tree Planting and Establishment (2164).

It is anticipated that Citywide will continue to give satisfactory performance and successfully deliver the project.

3. CONSULTATION

Consultation has occurred with internal stakeholders during the phases of tender preparation and advertising. No public consultation was necessary in the evaluation of this contract.

4. ENVIRONMENTAL/AMENITY ISSUES

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

In relation to tree planting works, the delivery of this contract will significantly improve Council's urban forest management, while providing greater amenity to residents.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The contract will be awarded for two (2) years with the option of two (2) x two (2) year extensions based on satisfactory service delivery. The annual cost of the contract is managed within the existing allocated yearly budget for tree planting and maintenance (ie. watering) works which is currently \$845,000.00 (ex. GST). This allows for the tree stock purchasing, tree installation and maintenance works.

6. SOCIAL IMPLICATIONS

Tree planting is received with mixed emotions by the community.

To promote a positive reception to tree planting works, a strict notification procedure is followed, and community consultation is incorporated in streets where deemed necessary (ie. significant change to streetscape theme).

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

Citywide Service Solutions Pty Ltd is the preferred tenderer for the following reasons:

- Tendered the lowest price.
- Have provided good service under current tree planting contract (Contract 2164).
- Good knowledge and demonstrated ability to successfully plant and establish quality trees.

- Good knowledge of the Knox municipality.
- Existing depot based within the Knox municipality (Bayswater).

The company is adequately resourced and available to successfully undertake this contract as per the specifications supplied.

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when tendering for services, or when negotiating the price for contract if prematurely released;
- Private commercial information, that if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors.

Report Prepared By: Coordinator – Trees, Contracts and Reactive Parks Services - Lara Wilson

Report Authorised By: Director Infrastructure - Grant Thorne

ATTACHMENTS

Confidential Attachment 1 is circulated under separate cover

9 Connected Communities Officers' Reports for consideration

9.1 Minor Grants Program Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in January 2021 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve 2 applications for a total of \$5000 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Hindi Niketan	Australia Day / Indian Republic Day Event	\$2000	\$2000
St John's Tecoma Cricket Club	Replacement of Pitch Surface at Gilmour Reserve	\$3000	\$3000
TOTAL		\$5000	\$5000

2. Note that inclusive of the above recommended grants, totalling \$5,000.00, a total of \$112,658 has been awarded to date under the 2020-2021 Minor Grants Program supporting 53 community-based organisations and their programs.

1. INTRODUCTION

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in April 2020) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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 2020.

In accordance with the Policy, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

2. DISCUSSION

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Policy.

Two complete grant applications were received since the Council meeting on 21 December 2020, requesting grants totalling \$5,000. Both applicant groups are eligible for the grant amounts requested.

The low number of applications is consistent with the same period in the previous years.

Hindi Niketan last received Minor Grant funding in 2018-19 and is eligible to receive the amount requested for their Australia Day/Indian Republic Day celebrations to be held at Scoresby Primary School. They have registered their COVIDSafe Event Plan on the Victorian Government's website as required.

St John's Tecoma Cricket Club has not previously applied for a Minor Grant and are also eligible for the grant amount requested to replace the pitch surface at Gilmour Reserve Upper Ferntree Gully.

Both projects are targeted to benefit of the Knox community and address the objectives of the Minor Grants program. Application details are provided in Attachment 1.

3. CONSULTATION

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

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. The 2020-2021 budget provides \$213,454 for the Minor Grants Program (comprising the annual allocation of \$148,500 plus an additional \$51,500.00 allocated through the COVID Community and Business Support

Package and \$13,454 in unspent funds carried forward from the 2019/20 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the December/January period total \$5,000. If approved as recommended, the remaining Minor Grants budget for 2020-21 will total \$100,795 before GST adjustments.

6. SOCIAL IMPLICATIONS

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

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

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

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

10. CONFIDENTIALITY

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

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Director, Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Minor Grant Applications - January 2021 [9.1.1 - 12 pages]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 100- MGP - 2020-21 From Hindi Niketan Inc.
 Form Submitted 10 Dec 2020, 8:51pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Hindi Niketan Inc.

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 100- MGP - 2020-21 From Hindi Niketan Inc.
 Form Submitted 10 Dec 2020, 8:51pm AEDT

[Redacted]

ate/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

ate/Province, Postcode, and Country are required.

Phone Number

[Redacted]

tralian phone number.

Mobile Phone Number *

[Redacted]

tralian phone number.

Email *

[Redacted]

Please provide your ABN

84 682 571 677

Information from the Australian Business Register	
ABN	84 682 571 677
Entity name	Hindi Niketan Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3105 VIC

Information retrieved at 3:12am yesterday

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 100- MGP - 2020-21 From Hindi Niketan Inc.
 Form Submitted 10 Dec 2020, 8:51pm AEDT

A0029058B

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Australia Day/India Republic Day Celebrations in Knox

(a) Briefly describe details of the request: *

The objective of this program is to celebrate the Australia Day and the Indian Republic day together. The aim is to make people aware of the cultures, values and teachings of both Australia and India. Enhanced awareness of each other's cultures and values will help people of different backgrounds understand each other well and will thereby enhance societal harmony in the multicultural Australian society.

The program include the following activities at Scoresby Primary School Hall/Play ground

- Singing of national anthems of both Australia and India
- Speeches by the community leaders highlighting the importance of multiculturalism , and how Indian and Australian values and cultures can coexist harmoniously in the multicultural Australian society
- Quiz completion on Australian and Indian history, cultures and sports
- Cultural program
- Outdoor sports for children of all ages
- Light dinner featuring Indian cuisine

(b) What community benefit is gained from this project / activity? *

There is a large Indian community living in the City of Knox and the surrounding city councils. In order for better integration of these large number of Australian citizens of Indian origin into the multicultural Australian society, there is a strong need for celebrating different Indian festivals through which Australians from various other backgrounds can be made aware of the Indian values and culture. At the same time the celebration of Australia Day will help enhance the social bonding of people from diversified backgrounds in the multicultural Australian society through highlighting their common Australian identity. Hindi Niketan, one of the the peak bodies representing the people of Indian origin in the state of Victoria, is therefore planning to organize this program which will facilitate retention of Indian values and cultures as well cross-cultural interaction that will significantly contribute towards promoting social harmony in the multicultural Australian society.

Project Start Date *

31/01/2021

Must be a date.

Project End Date *

31/01/2021

Must be a date.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 100- MGP - 2020-21 From Hindi Niketan Inc.
 Form Submitted 10 Dec 2020, 8:51pm AEDT

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,800.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$2,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Public Liability Insurance	\$400.00
Prizes for children-sports	\$350.00
catering (Indian)	\$1,500.00
Hall hire	\$100.00
Event equipment hire	\$350.00
Cleaning (COVID safe)	\$100.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,800.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: catering quote-Jan 31, 2021-Scoresby Primary School function.pdf
 File size: 117.9 kB

Filename: Hindi Niketan-Equipment hire quote DJ-jan 2021.pdf
 File size: 115.4 kB

Filename: Letter requesting hall hire_Scoresby Primary School_jan 31st 2021 booking.pdf
 File size: 108.6 kB

Filename: Not For Profit Insurance-Quote 2021.pdf
 File size: 260.3 kB

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 100- MGP - 2020-21 From Hindi Niketan Inc.
 Form Submitted 10 Dec 2020, 8:51pm AEDT

Filename: Scoresby Primary school-confirmation Venue.pdf
 File size: 107.4 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Event Management Plan_Australia Day and Indian Republic Day_2021.pdf
 File size: 161.3 kB

Filename: Hindi+Niketan+Certificate+of+Incorporation (1).pdf
 File size: 73.1 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Not For Profit Insurance-Quote 2021.pdf
 File size: 260.3 kB

Public Liability Expiry Date *

31/12/2021
 Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.



Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 100- MGP - 2020-21 From Hindi Nilketan Inc.
Form Submitted 10 Dec 2020, 8:51pm AEDT

Position (if organisation) *

President

Declaration Date *

10/12/2020

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 104- MGP - 2020-21 From St Johns Tecoma Cricket Club
 Form Submitted 5 Jan 2021, 5:11pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

St Johns Tecoma Cricket Club

Organisation Address *

[REDACTED]

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 104- MGP - 2020-21 From St Johns Tecoma Cricket Club
 Form Submitted 5 Jan 2021, 5:11pm AEDT

[Redacted] code, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted] Postcode, and Country are required.

Phone Number

[Redacted] tralian phone number.

Mobile Phone Number *

[Redacted] tralian phone number.

Email *

[Redacted]

Please provide your ABN
 25 378 598 830

Information from the Australian Business Register	
ABN	25 378 598 830
Entity name	St Johns Tecoma Cricket Club Inc.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3156 VIC

Information retrieved at 3:52am today

Must be an ABN.
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 104- MGP - 2020-21 From St Johns Tecoma Cricket Club
 Form Submitted 5 Jan 2021, 5:11pm AEDT

Please provide your Incorporated number
 A000723D

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Replacement of Pitch Surface - Gillmour Reserve

(a) Briefly describe details of the request: *

As Gillmour Park has not been used on a regular basis in the past few years, the cricket pitch playing surface has declined over time and is in need of replacement. The surface is a mix match of old surfaces and not laid well. Recently in a veterans game that we had moved from Talaskia to Gillmour Park to accomodate a women's team match, a player was struck in the head with a ball that appeared to have risen sharper than normal off a worn part of the pitch.

This has raised safety concerns for the club to maintain use of the playing surface.

As a result and a couple of years ahead of our original plans, we will be required to replace the pitch surface at the ground which has an approximate cost of \$3500 - \$3800. This year in particular we have been so far unable to complete any fundraising which is hampering our ability to cover such an expense.

(b) What community benefit is gained from this project / activity? *

From fielding just five teams across the club in 2014/2015, the committee and club has worked very hard to have grown to sixteen teams and a Woolies Blasters program in 2020/2021. We are very proud of representing all sections of our community young and old, including both a senior women's and dedicated junior girls team alongside five senior mens, three veterans, six junior teams and a Woolies Blasters program.

In particular our growth in junior teams and female cricket has caused us to use alternate grounds more than ever. The club has taken the decision to prioritise our female teams to play at our primary venue Talaskia Reserve which has seen the traditional use of the ground on Sundays as a men's veterans ground change considerably.

The club is looking to utilise Gillmour Reserve as our primary second ground ongoing and the growing numbers of crickets in our local community will be able to play cricket in a safe environment with the

Project Start Date *

30/01/2021
 Must be a date.

Project End Date *

06/02/2021
 Must be a date.

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 104- MGP - 2020-21 From St Johns Tecoma Cricket Club
 Form Submitted 5 Jan 2021, 5:11pm AEDT

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,500.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
replacement of Pitch Surface	\$3,500.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,500.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: QUOTE Gilmour Park.docx

File size: 15.1 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 104- MGP - 2020-21 From St Johns Tecoma Cricket Club
 Form Submitted 5 Jan 2021, 5:11pm AEDT

*** indicates a required field**

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: Certificate of Incorporation - A0007232D.pdf
 File size: 101.9 kB

Filename: Project plan Gillmour pitch replacement.docx
 File size: 14.5 kB

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate PL.pdf
 File size: 301.4 kB

Public Liability Expiry Date *

30/06/2021
 Must be a date.

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

President

Declaration Date *

05/01/2021
 Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific

Minor Grants Program - 2020 - 2021
Minor Grants Program Application Form 2020
Application 104- MGP - 2020-21 From St Johns Tecoma Cricket Club
Form Submitted 5 Jan 2021, 5:11pm AEDT

request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

9.2 Youth Advisory Committee Annual Report 2020

SUMMARY: Team Leader Youth Participation and Counselling, Katie Scott

The Youth Advisory Committee (YAC) is an advisory committee to Council with the purpose of providing an opportunity for young people to have a voice and to assist Council with its community engagement processes.

This report presents recommendations for the appointment of eight youth members and five community members (of any age) to the Youth Advisory Committee for 2021, as well as provide an overview of the YAC achievements for 2020, as per the requirements of the current Terms of Reference.

RECOMMENDATION

That Council:

- 1. Note the achievements of the Youth Advisory Committee as set out in the officers' report.**
- 2. Appoint the applicants as presented in Confidential Attachment 1 to the Youth Advisory Committee, to serve a one year term concluding in December 2021.**
- 3. Advise all applicants of Council's decision and thank them for their interest in nominating to be part of the Committee.**
- 4. Thank the outgoing members of the Youth Advisory Committee for their valuable contributions.**

1. INTRODUCTION

Council resolved on 25 September 2017 to establish a new Youth Advisory Committee (YAC) to provide advice to Council concerning issues that affect the lives and well-being of young people in Knox.

The aim of the YAC is to:

- Provide the opportunity for young people to give their ideas and opinions relating to the development of Council's strategic plans and policies;
- Engage in discussion regarding issues that affect young people. These issues will be determined by Council in cooperation with the Committee;
- Participate in the consideration of strategic Council documents, plans and activities;
- Provide input into Council's processes relating to young people where requested (i.e., provide feedback regarding projects to be considered by Council that have an impact on young people); and
- Provide opportunities to develop leadership skills and experience for young people.

This year, eleven meetings have been held covering a wide range of topics, with all bar one meeting occurring online via Zoom. Attendance has been good and engagement by YAC members has been high. Feedback received throughout 2020, has been positive and members have provided valuable feedback on how Knox City Council's youth engagement could be improved.

2. DISCUSSION

2.1 YAC Membership Selection Process for 2021

In November 2020, an extensive recruitment campaign was undertaken to call for applications for vacant positions for the YAC in 2021. Advertising was delivered through social media, including utilising the purchase of targeted Facebook advertising. Applications were also promoted through local schools and alternative education settings, as well as through the Youth Service Providers Network. Applications were submitted online, making them easily accessible to young people. This year a short film clip was also created to promote the benefits of the YAC involving 5 current YAC members, this was a hugely successful approach.

In total 22 applications were received. Applications were received in the following categories:

- Young people 12-18 years – 11 applications.
- Young people 18-25 years – ten applications.
- Community representatives (any age) – two applications.

As per the Committee's Terms of Reference, members in their second year of membership in 2020 were required to re-apply for membership if they wish to continue. Their applications have been assessed alongside new applications, and have been included in Confidential Attachment 1.

The applications for members to the YAC were assessed by a panel consisting of Councillor Marcia Timmers-Leitch and two Council officers. Applications were assessed based upon the applicant's interest, knowledge and experience relating to youth and community issues.

2.2 YAC Membership Recommendations for 2021

The panel was unanimous in its recommendations of the 13 youth and community representatives for appointment to the YAC for the 2021 calendar year (see Confidential Attachment 1 for applicant details). Note that all recommended applicants over the age of 18 must complete successful police check before they can commence their volunteering role as per Council's Volunteer Policy. It is worth noting that the panel was impressed with the extremely high caliber of applicants this year and commends all 22 applicants for their considered applications.

2.3 YAC Highlights and Achievements for 2019

2.3.1 Meeting Highlights and Achievements

2020 posed extensive challenges for all forms of direct service delivery at Council, including continuing to meaningfully and successfully engage with Council's formal advisory committees. At the commencement of Council's working from home directive in March and the beginnings of the COVID-19 pandemic, the March YAC meeting was cancelled. Youth Services very quickly identified the importance of maintaining service delivery for young people within the municipality and established Zoom as the online platform best suited for youth engagement. The YAC was the first Council advisory committee to resume meetings online using Zoom, in early April, and the engagement with young people online was excellent.

In 2020, the YAC met for ten sessions, once per month excluding January and March, and during these meetings engaged with seven different consultations. These consultations focused on the following topics:

- Community and Council Plan (2 separate consultations) (City Strategy).
- Young people and recovery from emergencies (Emergency Management).
- How young people use open space (Open Space).
- Climate Response Plan (City Futures).
- Engaging young people in the arts (Cultural Services).
- Youth Advisory Committee recruitment (Youth Services).
- Feedback on youth engagement and the YAC in 2020 (Youth Services).

In addition to these formal YAC meetings, three additional consultation opportunities were provided to the YAC. Two with the Commission for Children and Youth People and one focusing on Connect Us – the new online youth service directory covering the outer east.

The young people were highly engaged in the consultations and their feedback was reported as extremely valuable. The March meeting was cancelled due to the start of the working from home directive and the initial uncertainty regarding an alternative option during the pandemic, and one meeting was used as an end of year online social gathering to build group cohesion and to thank members for volunteering their time.

2.3.2 Participation in the Eastern Youth Reference Group Meetings

This year two members from the YAC represented the group at an online meeting with fellow youth advisory and reference group members from across the councils in the eastern region. The aim of this meeting was to begin discussions about possible collaborations between the various youth committees. It was decided that there was a lot of synergy between these committees and that further collaboration and knowledge-sharing opportunities would be explored in 2021.

2.3.3 Feedback from 2020 Committee Members

This year, feedback was sought from the YAC members in an informal way via an online Zoom meeting. Overall the YAC members were extremely positive about their experience on the YAC during 2020. There was discussion about the general ‘online fatigue’ that YAC members were experiencing (the feedback session was held in September), and an overwhelming desire to return to face-to-face meetings. There was also some concerns expressed regarding the difficulty in truly getting to know fellow YAC members when engaging online – due to the lack of private conversation and networking time.

Some suggestions about how to improve meetings, should they remain online in 2021, was to build some general social interaction time into each meeting and include more ‘getting to know you’ and interactive games. It was suggested this could be achieved using break-out rooms.

2.3.4 Plans for 2021

Based on the consideration of the feedback received by the 2020 YAC members, some improvements will be made in 2021. These include:

- Providing targeted “getting to know you” activities and interactions to support the young people to developing stronger social connections with each other, particularly important if meetings continue online.

- Supporting YAC members to continue to engage with similar youth groups and committees across the region for knowledge-sharing and possible collaboration.
- Exploring the possibility of a youth group focused action group, whether as part of the Youth Advisory Committee or a separate group.
- Including YAC members in the planning and delivery of a Youth Summit in the latter half of 2021.

In addition to these improvements, the Committee will continue to meet monthly for 1.5 hours, whether that is online or face-to-face in 2021.

3. CONSULTATION

The recruitment and promotion process was developed in consultation with young people and Councillors as part of the extensive consultation process undertaken to develop the new YAC and the associated Terms of Reference in 2017.

The topics discussed throughout 2020 were identified through a combination of youth consultation, Councillor and Council officer identified priorities.

4. ENVIRONMENTAL / AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

The annual direct cost of the YAC for 2020 was approximately \$1,000 and 0.3 EFT (\$31,550) for administrative support to the Advisory Committee. This is funded within Council's annual operational budget. Note this is a significant reduction in the usual cost of \$4000 per annum, due to the shift to online meetings, negating the need to provide catering. It is anticipated in 2021 that this cost will revert back to approximately \$4000 if face-to-face meetings occur.

6. SOCIAL IMPLICATIONS

Council recognises the importance of effective engagement with young people and supporting young people's own leadership and skills development.

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

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

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

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

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

Following a comprehensive recruitment process in November 2020, thirteen applicants for positions on the YAC are recommended to Council. Approval by Council of the recommended youth and community representatives is now sought to ensure the YAC can begin its 2021 term with a full complement of members.

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information that reveals a person's identity, being the names and details of prospective committee members which would be unreasonable to disclose publicly before they are appointed.

Report Prepared By: Team Leader Youth Participation and Counselling, Katie Scott

Report Authorised by: Acting Manager, Youth Leisure and Cultural Services, Nicole Columbine

Attachments

Confidential Attachment 1 is circulated under separate cover.

9.3 Knox Active Ageing Advisory Committee Annual Report 2020

SUMMARY: Senior Active and Healthy Aging Strategic Officer, Stuart Ireland

The Knox Active Ageing Advisory Committee's (KAAAC) current Terms of Reference (ToR), requires an annual report to Council on Committee activities and achievements in accordance with the objectives stated in these Terms of Reference. This report provides the annual report of KAAAC activities and achievements for 2020 and presents recommendations for the appointment of five community and five industry members to the Committee.

RECOMMENDATION

That Council resolve to:

- 1. Note the report on the activities undertaken and subsequent feedback and advice of the Knox Active Ageing Advisory Committee between January 2020 and December 2020 as set out in the officers' report.**
- 2. Appoint the applicants as presented in Confidential Attachment 1 to the Active Ageing Advisory Committee, to serve a two year term concluding in December 2022.**
- 3. Advise all applicants of Council's decision and thank them for their interest in nominating to be part of the Committee.**
- 4. Thank the outgoing members of the Active Ageing Advisory Committee for their valuable contributions.**

1. INTRODUCTION

The Knox Active Ageing Advisory Committee (KAAAC) has been established to:

- A. Provide advice and recommendations to Council on:
The implementation of the Strategic Objectives under the Council Plan, in particular:
 - To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population.
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation.
- B. Provide advice to Council on emerging issues affecting all older people within the Knox community.
- C. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

This report provides the annual report of KAAAC activities and achievements for 2020.

2. DISCUSSION

2.1 KAAAC Topics and Themes for 2020

The Committee discussed and identified a number of priorities for 2020. These emerged from a combination of:

- Current and impending changes in the Aged Care and Disability Services sectors;
- Issues that were and have been identified through the development and implementation of the Community and Council Plan 2017-2021 and Key Life Stages Plan 2017-2021; and
- Observations from, and experiences of, individual Committee members relating to older persons in Knox.

Key areas of focus and themes included:

- Age Friendly Cities
- Climate Change and Emergency Management
- Community Transport and On Demand Bus
- COVID-19 pandemic
- Respect and Social Inclusion – language and terminology used in Council resources
- Social Isolation
- Transition to Ageing

In addition to the key areas of focus and themes above, the Committee provided feedback on and or participated in:

- AA&DS's Age Friendly Cities Project Plan;
- AA&DS's Walking Football program;
- Council's and the community's approach to resilience and recovery;
- Council's Specialised Access Team and the promotion of services and supports offered;
- AA&DS's On Demand Bus Trial;
- Council's Climate Response Plan;
- Council's and the community's Community Vision and Council Goal statements; and,
- AA&DS's approach to community engagement and the Age Friendly Knox survey results, as part of the Age Friendly Cities project.

2.2. KAAAC Committee Insights and Considerations

At the KAAAC meeting on Thursday 26 November 2020, the Senior Active & Healthy Ageing Strategic Officer facilitated a group discussion which asked outgoing members to reflect on their time on the Committee including what has worked and is working well, and conversely, what needs to be improved in 2021.

Working well	Needs to improve
"I have a better understanding of and how it (Council) works for our community. It has made it easier to connect to community."	"I think the Life Stages Group Advisory Committee could happen twice a year."
"Knox is a bit of a role model. Knox is a very visionary Council. I'm very grateful to have been part of this Committee."	
"It was a pleasure to be part of the KAAAC – a great committee. I think Knox Council is doing a fantastic job and is a role model."	
"I have absolutely loved being on this Committee. Has just been brilliant. This Committee has been an essential component of my transition from the workforce into community advocacy. This committee, its people, issues, challenges, and opportunities have provided me with a new and exciting perspective on life and ageing. Thank you one and all. Strive and thrive."	
"I've enjoyed my time on the Committee and understand how Council works and engages with the community. Knox really looks after the ageing."	
"It has been an honour to be on the Committee. Knox is a fantastic Council, and the community is wonderful. There have been mutual benefits – I've learned a lot."	

2.3. Membership, Period of Membership and Method of Appointment

The KAAAC is required to comprise of a maximum of eight community members, a maximum of six industry members, and two Councillors. Members commit to providing consistent representation and carry out specific tasks as designated. A review of 2020 KAAAC meeting agendas and meeting minutes revealed the following:

- KAAAC meetings had an average attendance of 69% of members – thirteen members had the opportunity to attend all KAAAC meetings, of which three did, whilst a further six attended four of the five meetings.
- Four community members attended KAAAC meetings, of which none attended all meetings, three attended four meetings, and one attended one meeting.
- Six industry representatives attended KAAAC meetings, of which one attended all meetings, one attended four meetings, two attended three meetings, one attended two meetings, and one attended one meeting.
- A Life Stages Group Committee meeting was not held in 2020.

One community and five industry representative terms expired in 2020 or are expiring in early 2021. One community and one industry representative will complete their first term in early 2021. Two other community representatives have made the decision to not seek re-appointment to the Committee, for personal reasons.

In accordance with the current ToR, community and industry representatives were sought through an Expression of Interest (EoI) process. The EoI process involved public advertisement on Council's Internet site and social media platforms, and promotion through internal and external groups and networks. Current eligible members and other community members and industry representatives were invited to express their interest in continuing on/joining the Committee in December 2020.

Recommendations for the appointment of five community and five industry members to the Committee are set out in Confidential Attachment 1.

3. CONSULTATION

The KAAAC were consulted and provided guidance and feedback concerning key strategies and initiatives within the Community and Council Plan 2017-2021 and Key Life Stages Plan 2017-2021. The Committee's advice was also sought on programmatic and operational issues, thereby drawing upon and using their industry experience and community connections to provide Council with a deeper level of understanding when it comes to community and client need and potential service and support gaps.

Most notably, the Committee provided significant guidance and input into the design and early implementation of the Active Ageing and Disability Services led Age Friendly Cities project. This included:

- Promoting Council's journey to becoming an Age Friendly City in members' respective groups, networks, and communities.
- Providing feedback on the draft and subsequent drafts of the Age Friendly Knox survey, survey which was designed based on the World Health Organization's age-friendly core and supplementary indicators of success.
- Providing reflections on the Age Friendly Knox survey results and guidance to the post survey focus group discussions to support validation of survey results and testing of early Council thinking and responses.

4. ENVIRONMENTAL / AMENITY ISSUES

There are no environmental or amenity issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Due to the COVID-19 pandemic, all but one of five KAAAC meetings in 2020 were held online. Furthermore, a Life Stages Group Committee meeting was not held. Therefore, the actual cost of conducting KAAAC meetings in 2020 was minimal, at \$245.15. This is purely the cost associated with January's meeting catering. This does not take into account staff administration costs. All costs are provided for in Council's Operating Budget.

The Senior Active and Healthy Ageing Strategic Officer provides support to and coordination of the Committee. Given the KAAAC provides Council with the opportunity to directly engage with community and industry representatives on issues affecting older people, it is considered that there is a cost benefit to Council.

6. SOCIAL IMPLICATIONS

The KAAAC continues to be an enabler towards achieving greater engagement and civic participation of the community in Knox by creating a formal structure for the provision of advice, feedback and recommendations to Council and Council Officers on topics and issues affecting older residents. The Committee has taken an active role in promoting healthy and active ageing, guided the design and implementation of the Age Friendly Cities project – which will help inform the Council Plan 2021-2025 and the Community Access and Support Business Plan 2021-2025 -, and encouraged meaningful participation of all residents in the social, economic, and cultural life of the community.

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

The KAAAC provided specific advice, feedback, and recommendations throughout the year against strategies and initiatives under the following Council and Community Plan 2017-2021 goals:

- 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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

The KAAAC continues to perform a vital role in helping to guide and inform Council's approach to engaging and collaboratively working with older persons in the City of Knox to shape Council strategy, advocacy, programming, policy, and research initiatives. This is evidenced by the continued high meeting attendance by members and the breadth and depth of discussions that took place over the past 12 months. Discussions that have pertained to the social, economic, natural, and built environments.

COVID-19 has brought with a range of health and economic challenges, which has negatively affected many people's ability to contribute to and participate in their community. Officers have experienced first-hand how some Committee members were reluctant to engage in online meetings, which for one member, ended up being the reason they resigned from the Committee. This was also reflected at external State Government and Non-Government forums, events, and workshops, whereby member representation and participation decreased as the year progressed.

In 2021 and with an improving COVID-19 situation, the development of a new Council and Community Plans and Key Life Stages Plan will provide a strong platform for a new Committee to prioritise and target those key societal and community specific challenges and issues affecting older persons within our municipality. Challenges and issues such as ageism, digital exclusion, the lack of alternative and affordable housing, social isolation and loneliness, and transport disadvantage. These issues will only be addressed and responded to through genuine collaboration and sustained collective effort between Council and the older community.

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to: personal information, being the names and details of prospective committee members, which would be unreasonable to disclose publicly before they are appointed;

Report Prepared By: Senior Active and Healthy Aging Strategic Officer, Stuart Ireland

Report Authorised By: Director, Community Services, Tanya Scicluna

Attachments

Confidential Attachment 1 has been circulated under separate cover

10 Chief Executive Officer, People and Innovation and City Centre Officers' Reports for consideration

10.1 Quarter 1 2020-21 Performance Report

SUMMARY: Corporate Planning Reporting Officer, Kate McInnes

This report provides the first quarter progress on initiatives identified in the 2020-21 Annual Plan, adopted by Council on 22 June 2020 as part of the 2020-21 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 2020 by outlining the services provided by Council and the initiatives that Council will complete in the 2020-21 year.

RECOMMENDATION

That Council receive and note the 2020-21 Annual Plan progress report for the period 1 July 2020 to 30 September 2020.

1. INTRODUCTION

An Annual Plan was established for the 2020-21 financial year to assist in the achievement of the goals of the Community and Council Plan 2017-21. The 2020-21 Annual Plan progress report to 30 September 2020 (see Attachment 10.2.1) reports on the initiatives that support those goals.

The Annual Plan progress report only reports on those initiatives identified in the Annual Plan and Annual Budget process; it is not a comprehensive report on all of Council's activities.

2. DISCUSSION

Attachment 10.2.1 provides the Annual Plan progress report for the first quarter of 2020-21.

Q1 2020-21 Results:

Of the 37 initiatives included in the 2020-21 Annual Plan:

- 1 initiative is complete
- 19 initiatives are on schedule
- 9 initiatives have fallen less than 15 per cent behind schedule and require monitoring
- 8 initiatives have fallen more than 15 per cent behind schedule and require monitoring

COVID-19 and the associated restrictions have affected the delivery of several initiatives within the 2020-21 Annual Plan. Progress comments on all initiatives can be found in Attachment 10.2.1.

The initiatives currently below target are:

1. Continue Council's waste and recycling education program.
2. Increase the volume of hard waste recycled.

3. Revegetate priority sites as per the recommendations from the Knox Revegetation Plan 2012.
4. Implement the Knox Locally Threatened Species Management Plan 2010.
5. Conserve, protect and enhance sites of biological significance and increase connectivity between current sites.
6. Strategic acquisition of sites of biological significance when they arise.
7. Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.
8. Continue to address Council's Asset Renewal backlog.
9. Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.
10. Reduce the backlog of missing footpaths in Knox.
11. Continue to progress implementation of the Mobility Implementation Plan.
12. Implement a community safety program and build community connections to improve perceptions of safety within key locations across the municipality (including Boronia Activity Centre).
13. Develop and implement a Strategic Asset and Investment Strategy to best achieve community and Council outcomes through the implementation of targeted investment strategies.
14. Deliver health promotion and harm minimisation programs including:
 - Education /capacity building programs with sporting clubs focused on cultural change
 - Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations.
15. Design, develop and implement an integrated facility and service advocacy and management approach across the organisation to ensure a consistent approach and improve efficiencies with the management of Council's buildings.
16. Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.
17. Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.

3. CONSULTATION

The 2020-21 Annual Plan actions are linked to, and support the delivery of, the Community and Council Plan 2017-21. Significant community engagement was incorporated into the development of the Community and Council Plan 2017-21.

The Annual Plan 2020-21, including the initiatives, was approved as part of the Annual Budget after public consultation on 22 June 2020.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the 2020-21 Annual Plan seek to have a positive impact on environmental issues within the Knox municipality.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no direct financial and economic implications arising from this report. Changes in specific projects are reported through Capital Works and Budget processes.

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report. A number of initiatives within the 2020-21 Annual Plan seek to have a positive social impact within the Knox municipality.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

There has been sound progress on many of Annual Plan initiatives in quarter one 2020-21, with 19 of the 37 initiatives on or ahead of schedule. COVID-19 and the associated restrictions have affected the delivery of several initiatives within the 2020-21 Annual Plan.

10. CONFIDENTIALITY

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

Report Prepared By: Corporate Planning Reporting Officer, Kate McInnes

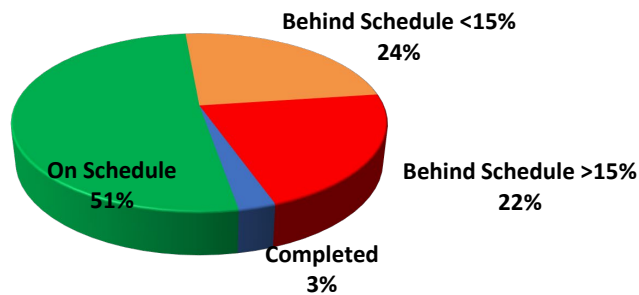
Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Q 1 2020-21 Annual Plan Progress Report [10.1.1 - 23 pages]



2020-21 Annual Plan Progress Report - Quarter One (July – September 2020)



Goal	Complete	On Schedule	Behind Schedule (<15% behind schedule)	Behind Schedule (>15% behind schedule)
1. We value our natural and built environment	1	3	7	2
2. We have housing to meet our changing needs	-	2	-	-
3. We can move around easily	-	2	2	-
4. We are safe and secure	-	3	-	1
5. We have a strong regional economy, local employment and learning opportunities	-	4	-	1
6. We are healthy, happy and well	-	2	-	1
7. We are inclusive, feel a sense of belonging and value identity	-	-	-	2
8. We have confidence in decision making	-	3	-	1
Total	1	19	9	8

The overall progress completion percentage of each initiative is calculated by the combined progress of the associated milestones. Where appropriate, milestones are weighted based on the importance and quantity of work involved.



2020-21 Annual Plan Progress Report

Goal 1: We value our natural and built environment

Initiative Description		Department	Q1 Target	Progress
Develop and implement a strategic pest animal plan.		Community Infrastructure	20%	66%
Progress Comment:				
In quarter one, the Strategic Pest Animal Plan was endorsed by Council and delivery of the plan commenced. A local action plan is currently being scoped with initial works undertaken.				
Initiative Milestones	Description	Start date	End date	Progress
	Council endorsement of Strategic Pest Animal Plan	1/07/2020	30/06/2021	100%
	Develop local action plan for Knox that aligns with strategy	1/07/2020	30/06/2021	50%
	Commence delivery of Strategic Pest Animal Plan	1/07/2020	30/06/2021	50%
YTD Actual		YTD Budget	Initiative Budget	
\$3,900		\$7,500	\$30,005	

Initiative Description		Department	Q1 Target	Progress
Continue to implement initiatives to achieve resource efficiency, water and energy reduction.		City Futures	30%	32%
Progress Comment:				
In quarter one, three Gardens for Harvest webinars with approximately 400 attendees were delivered. Additionally, a number of sessions at the Stringybark Festival focusing on 'green building/renovations/decorating', 'creating a home citrus grove' and 'gardening questions answered' were delivered.				
The draft of the Climate Response Plan is on track and will be presented to Council in June 2021 for endorsement. The Climate Risk Assessment will be finalised shortly and will be used to influence action planning occurring during November 2020.				
Initiative Milestones	Description	Start date	End date	Progress
	Draft the Climate Response Plan	1/07/2020	30/12/2020	30%
	Council endorsement of Climate Response Plan	30/12/2020	30/06/2021	Not Started
	Deliver at least five sustainable living community events/activities	1/07/2020	30/06/2021	50%
YTD Actual		YTD Budget	Initiative Budget	
\$139,055		\$200,000	\$1,110,000	



2020-21 Annual Plan Progress Report

Initiative Description		Department	Q1 Target	Progress
Continue Council's waste and recycling education program.		Sustainable Infrastructure	30%	7%
Progress Comment:				
Bin audits utilising Working for Victoria staff have been put on hold during the COVID-19 response. Communications and educational materials to address high levels of contamination are subject to the findings of these bin audits.				
Initiative Milestones	Description	Start date	End date	Progress
	Participate in an education campaign incorporating Sustainability Victoria's communications around '5 things not to put into your recycling bin'	1/09/2020	31/03/2021	Not Started
	Conduct a recycling education program including visual bin inspections and the provision of educational materials and feedback to residents and businesses	2/09/2020	31/03/2021	10%
	Provide communications and educational materials to addresses where high levels of contamination are consistently being identified by waste collection contractors	1/07/2020	30/06/2021	25%
YTD Actual		YTD Budget	Initiative Budget	
\$15,223		\$19,263	\$76,465	

Initiative Description		Department	Q1 Target	Progress
Increase the volume of hard waste recycled.		Sustainable Infrastructure	25%	20%
Progress Comment:				
Progress was made during quarter one, however Council is slightly behind target as an increase in the volume of hard waste recycled was impacted for a period due to the Recycled Good Shop being closed due to COVID-19 restrictions.				
Initiative Milestones	Description	Start date	End date	Progress
	Continue to update Council's website regarding opportunities for reusing and recycling	1/07/2020	30/06/2021	20%
	Increase the demand for salvaged hard waste through promotion of Council's Recycled Goods Shop	1/07/2020	30/06/2021	20%
	Continue to promote e-waste recycling opportunities	1/07/2020	30/06/2021	20%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				



2020-21 Annual Plan Progress Report

Initiative Description		Department	Progress
Phase in hybrid and electric vehicles into the Council vehicle fleet.		Community Infrastructure	 Complete
Progress Comment:			
Council has commenced phasing in hybrid and electric vehicles into its fleets. Council has installed electric charging stations at the Civic centre for fleet and community use. A charging station has also been included at the new Operations Depot. As new fleet vehicles reach replacement, priority will be given to ordering hybrid or electric vehicles.			
YTD Actual	YTD Budget	Initiative Budget	
Delivered within existing operational budget.			

Initiative Description		Department	Q1 Target	Progress
Revegetate priority sites as per the recommendations from the Knox Revegetation Plan 2012.		Community Infrastructure	20%	11%
Progress Comment:				
Scoping and planning is currently being undertaken for the revegetation of priority sites. The plant order for these sites is currently being developed with planting scheduled to occur in April and June 2021.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope and plan for the revegetation of priority sites	1/07/2020	30/06/2021	20%
	Order plants and prepare sites for revegetation	1/07/2020	30/06/2021	15%
	Plant species across the priority sites	1/07/2020	30/06/2021	Not Started
YTD Actual	YTD Budget	Initiative Budget		
Delivered within existing operational budget.				



2020-21 Annual Plan Progress Report

Initiative Description		Department	Q1 Target	Progress
Implement the Knox Locally Threatened Species Management Plan 2010.		Community Infrastructure	20%	11%
Progress Comment:				
Scoping and identification of key sites for planting threatened species is currently being undertaken. An order of plants for these key sites is currently being developed with planting and mapping scheduled for 2021.				
Initiative Milestones	Description	Start date	End date	Progress
	Scope and identify key sites for planting threatened species	1/07/2020	30/06/2021	20%
	Order and propagate species	1/07/2020	30/06/2021	15%
	Plant and map threatened species across key sites identified	1/07/2020	30/06/2021	Not Started
YTD Actual		YTD Budget	Initiative Budget	
-		\$2,050	\$8,200	

Initiative Description		Department	Q1 Target	Progress
Conserve, protect and enhance sites of biological significance and increase connectivity between current sites.		Community Infrastructure	20%	17%
Progress Comment:				
This initiative is ongoing and seasonal. COVID-19 restrictions have resulted in delays to some of the on ground works during quarter one. Council is working to complete priority tasks.				
During quarter one, work was undertaken for bushfire preparedness and environmental weed management.				
Scoping and planning for revegetation sites is currently being undertaken. Site preparation for revegetation and to enhance connectivity of sites will commence in February 2021.				
Initiative Milestones	Description	Start date	End date	Progress
	Identify key sites of biological significance	1/07/2020	30/06/2021	Not Started
	Plan and prepare key sites of biological significance	1/07/2020	30/06/2021	Not Started
	Deliver conservation, protection and enhancement works to key sites of biological significance	1/07/2020	30/06/2021	50%
YTD Actual		YTD Budget	Initiative Budget	
-		\$35,698	\$142,800	



2020-21 Annual Plan Progress Report

Initiative Description		Department	Q1 Target	Progress
Strategic acquisition of sites of biological significance when they arise.		Community Infrastructure	5%	Not Started
Progress Comment:				
Not yet commenced as the Biodiversity Resilience Plan business case has been postponed following Council's COVID-19 response.				
Initiative Milestones	Description	Start date	End date	Progress
	Prepare brief and scope for consultants	1/07/2020	30/06/2021	Not Started
	Identify key habitat corridor and sites	1/07/2020	30/06/2021	Not Started
	Develop a hierarchy of priority of acquisition	1/07/2020	30/06/2021	Not Started
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q1 Target	Progress
Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.		Community Infrastructure	30%	25%
Progress Comment:				
The number of volunteers working on the Knox Gardens for Wildlife Program is steadily increasing. During quarter one, garden visits were undertaken via Zoom due to COVID-19 restrictions. The Gardens for Wildlife program increased by four programs and continues to grow.				
Promotion and network opportunities continued throughout quarter one, with regular posts made during Stage 4 COVID-19 restrictions and virtual bushland tours promoting the Gardens for Wildlife program.				
Initiative Milestones	Description	Start date	End date	Progress
	Increase the number of volunteers working on the Knox Gardens for Wildlife Program	1/07/2020	30/06/2021	25%
	Extend the Gardens for Wildlife program delivery across metropolitan Melbourne regions	1/07/2020	30/06/2021	25%
	Continue promotion and network opportunities through social media and community events	1/07/2020	30/06/2021	25%
YTD Actual		YTD Budget	Initiative Budget	
\$18,883		\$3,249	\$13,000	



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Initiative Description		Department	Q1 Target	Progress
Plant a net gain of street trees annually.		Community Infrastructure	40%	53%
Progress Comment:				
Council is currently auditing streets to identify tree planting requirements.				
During quarter one, infill tree planting was temporarily suspended due to Stage 4 COVID-19 restrictions. Infill tree planting has now resumed and is expected to be completed by the end of November 2020.				
Council is currently scoping the delivery of 2020-21 street tree renewal works.				
Initiative Milestones	Description	Start date	End date	Progress
	Data collection to identify required tree planting	1/07/2020	30/06/2021	50%
	Infill tree planting	1/07/2020	31/08/2020	70%
	Street tree renewal planting	1/03/2021	30/06/2021	40%
YTD Actual		YTD Budget	Initiative Budget	
\$85,067		\$156,000	\$627,750	

Initiative Description		Department	Q1 Target	Progress
Continue to address Council’s Asset Renewal backlog.		Sustainable Infrastructure	25%	9%
Progress Comment:				
Delivery of the asset renewal program has been impacted by COVID-19 work site restrictions during the reporting period.				
Progress is dependent on the completion of condition audits during each reporting period. No audits were able to be completed during quarter one due to COVID-19 restrictions. Preparatory work has commenced for the release of a drainage pipe condition audit before the end of quarter two 2020-21.				
Initiative Milestones	Description	Start date	End date	Progress
	Develop asset class renewal programs cyclically with the objective of meeting long term levels of service targets	1/07/2020	30/06/2021	5%
	Deliver the asset renewal program	1/07/2020	30/06/2021	14%
YTD Actual		YTD Budget	Initiative Budget	
\$4,483,722		\$2,987,450	\$32,376,446	



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Initiative Description		Department	Q1 Target	Progress
Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.		Sustainable Infrastructure	25%	21%
Progress Comment:				
Initial assessment of all at-risk buildings is complete, with high priority works complete. The annual program of works is currently under review with a view to progressing risk priorities in quarter three and four of the 2020-21 financial year.				
A ranking criteria for the prioritisation of Capital Works programs (including buildings) has been presented and endorsed by Council. A program of at risk buildings has been previously established and Council is moving into year four of the program of works.				
Initiative Milestones	Description	Start date	End date	Progress
	Develop a draft capital works program which allocates funds to the program of identified works for Council approval	1/07/2020	30/06/2021	15%
	Deliver the program of works to address defects identified	1/07/2020	30/06/2021	25%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				



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Goal 2: We have housing to meet our changing needs

Initiative Description		Department	Q1 Target	Progress
Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.		City Futures	10%	19%
Progress Comment:				
The Housing Strategy was implemented into the Knox Planning Scheme via Amendment C131. The Strategy, and the Knox Planning Scheme, continues to guide residential development and strategic investigation sites.				
Two strategic sites are currently underway - the Norvel Road Quarry site and the Boral site in Wantirna South. Council officers are working with both developers to ensure appropriate development outcomes. The Housing Monitoring Report is scheduled to be reported to Council in June 2021.				
Initiative Milestones	Description	Start date	End date	Progress
	Prepare the Annual Housing Monitoring Report	1/07/2020	30/06/2021	17%
	Continue to ensure that the development of strategic investigation sites aligns with the direction of the Housing Strategy	1/07/2020	30/06/2021	25%
YTD Actual		YTD Budget	Initiative Budget	
\$122,304		\$72,124	\$346,927	

Initiative Description		Department	Q1 Target	Progress
Implement the Affordable Housing Action Plan including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.		Community Wellbeing	33%	39%
Progress Comment:				
Negotiations to increase the supply of social and affordable housing at key strategic sites is in progress, with a particular focus on the Boral and Norvel Estate sites.				
Council officers continue to contribute to the work of the Eastern Affordable Housing Alliance and the Regional Local Government Homelessness and Social Housing Group, as well as attending the Inter Council Affordable Housing Forums.				
Council has attended a number of Department of Health and Human Services (DHHS) seminars in quarter one of 2020-21. Additionally, communication with Registered Housing Associations/Providers to understand their needs and interests in developing social housing in Knox is continuing. Significant other activity to increase the supply of social housing in Knox is ongoing.				
Initiative Milestones	Description	Start date	End date	Progress
	Participate in scheduled Eastern Affordable Housing Alliance meetings	1/07/2020	30/06/2021	25%
	Update the minimum supply number, as defined in the 'Defining affordable housing and a minimum supply of social housing for Knox' paper	1/07/2020	31/12/2020	70%
	Negotiate with developers of the Boral and Novel Estate sites for a voluntary 5 per cent contribution of social housing	1/07/2020	30/06/2021	25%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				



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Goal 3: We can move around easily

Initiative Description		Department	Q1 Target	Progress
Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.		Sustainable Infrastructure	25%	27%
Progress Comment:				
<p>Council officers, participating in Eastern Transport Coalition (ETC) advocacy efforts have hosted the Minister for Public Transport and Minister for Roads, the Hon. Paul Carroll, to discuss priority initiatives including enhanced bus services in Melbourne's east and priority public transport corridors.</p> <p>Council hosts regular meetings with the Local Member for Bayswater to discuss Public Transport priorities. A submission has also been made to Infrastructure Australia for funding of a bespoke on demand bus service to support the Bayswater Business Precinct. The submission is currently under consideration.</p> <p>An aggregate bus needs analysis has been prepared by the Eastern Transport Coalition, with key Knox input provided by officers. The document is currently being finalised with a view to informing advocacy approaches to State Government.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Continue to advocate to state and federal members for public transport priorities	1/07/2020	30/06/2021	25%
	Work with the Eastern Transport Coalition (ETC) to prepare a Supplementary Bus Review by identifying key bus network improvements to be used in developing a tailored approach to advocacy	1/07/2020	30/06/2021	45%
YTD Actual		YTD Budget	Initiative Budget	
\$451		-	\$9,000	
This initiative shares a budget with initiative 'Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.'				



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Initiative Description		Department	Q1 Target	Progress
Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.		Sustainable Infrastructure	25%	25%
Progress Comment:				
<p>The Community Investment Plan has been released with key input on major road and public transport priorities included alongside an accompanying map.</p> <p>Council is working with Eastern Transport Coalition (ETC) member Councils to provide a supplementary Bus Review which will be used to tailor our advocacy campaigns to the State Government.</p> <p>Discussions in relation to the Dorset Road project led to election commitments from the Federal Liberal party representative for both the duplication of Napoleon Road and the delivery of the Dorset Road extension. Since the election, initial meetings have been held with Alan Tudge MP to discuss the implementation of the projects, some of which will be delivered by the Victorian Government through VicRoads.</p> <p>A meeting has been held with the project delivery team from the Major Roads Project Victoria in relation to the Dorset Road extension and Napoleon Road duplication. Detailed information is being provided to the project delivery team as requested.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Continue to advocate to state and federal members for the public transport priorities of the Knox Tram, Rowville Rail, and improved Bus Services	1/07/2020	30/06/2021	25%
	Collaborate with stakeholders regarding the Victorian Governments Dorset Road extension and Napoleon Road duplication projects	1/07/2020	30/06/2021	25%
YTD Actual		YTD Budget	Initiative Budget	
This initiative shares a budget with initiative 'Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.'				



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Initiative Description		Department	Q1 Target	Progress
Reduce the backlog of missing footpaths in Knox.		Sustainable Infrastructure	25%	13%
Progress Comment:				
<p>Planning and design of the missing footpath program continues with a number of projects carried forward from 2019-20 to commence shortly.</p> <p>Conversations are ongoing in relation to the Boral major redevelopment site on High Street Road, and state led projects including Wantirna Health Precinct and the Dorset Road/Napoleon Road projects.</p> <p>The ranking criteria has also been reviewed in preparation for assessment and prioritisation of projects.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Continue to deliver new footpaths where there are identified missing links	1/07/2020	30/06/2021	15%
	Develop a draft capital works program which allocates funds to the missing footpath program for Council approval	1/09/2020	30/06/2021	5%
	Continue to ensure new developments are designed to cater for pedestrian travel and minimise any future missing links	1/07/2020	30/06/2021	25%
YTD Actual		YTD Budget	Initiative Budget	
\$4,370		-	\$731,040	

Initiative Description		Department	Q1 Target	Progress
Continue to progress implementation of the Mobility Implementation Plan.		Sustainable Infrastructure	25%	18%
Progress Comment:				
<p>Pedestrian upgrades are currently being considered as part of intersection treatment upgrades at the intersections of Henderson Road/Kellets Road and Henderson Road/Ferntree Gully Road. Advocacy for a pedestrian crossings program across major arterial roads has been undertaken through the Eastern Transport Coalition with direct engagement with the Minister for Public Transport and Roads and Road Safety.</p> <p>Design proposals for implementation in the last quarter of 2020-21 are currently being scoped and include footpath pram crossings at high use locations, small missing footpath links and tactile ground surface indicators.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Continue to deliver the Mobility Implementation Plan	1/07/2020	30/06/2021	15%
	Continue to advocate to the Department of Transport to prioritise pedestrian related upgrade works at major intersections	1/07/2020	30/06/2021	50%
YTD Actual		YTD Budget	Initiative Budget	
\$8,947		-	\$130,000	



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Goal 4: We are safe and secure

Initiative Description		Department	Q1 Target	Progress
Ensure Council’s Emergency Management Plans and Sub-Plans meet legislative requirements.		City, Safety and Health	25%	30%
Progress Comment:				
Council has been working with Eastern Metropolitan Councils and the Department of Health and Human Services (DHHS) Region on the review of the Pandemic Sub-Plan to take account of COVID-19.				
Council also completed a review of Extreme Heat CERA with final Municipal Emergency Management Planning Committee (MEMPC) endorsement due in November 2020.				
Initiative Milestones	Description	Start date	End date	Progress
	Review all risks identified through CERA process, as per audit requirements	1/07/2020	30/06/2021	30%
	Review all MEMP Sub Plans, as per audit requirements	1/07/2020	30/06/2021	30%
YTD Actual		YTD Budget	Initiative Budget	
\$20,736		\$25,204	\$108,411	
This initiative shares a budget with initiative ‘Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.’				



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Initiative Description		Department	Q1 Target	Progress
Implement a community safety program and build community connections to improve perceptions of safety within key locations across the municipality (including Boronia Activity Centre).		Community Wellbeing	30%	8%
Progress Comment:				
<p>COVID-19 restrictions have significantly impacted on community safety program delivery during quarter one. The Night Owl program is a community onsite activity and has been suspended until Council is authorised to recommence community programs and engagement in a COVID- safe environment.</p> <p>Discussion has commenced regarding light box projects that aim to enhance amenity in identified laneways across Knox. The project also contributes to graffiti prevention, enhancing a sense of safety and improving amenity. COVID-19 restrictions have also impacted on the delivery of this project.</p> <p>Discussion and planning has commenced to incorporate Crime Prevention Through Environmental Design (CPTED) principals in the Lupton Way project, with works to commence in 2021. Council has also contributed to community safety initiatives through projects identified by the Boronia stakeholder Working Group.</p> <p>It is anticipated that community safety programs supported by an online/remote working environment will be developed and delivered during the remainder of 2020-21. Planning for this is in progress.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Integrate community safety programs aligned with the Boronia Renewal Plan and Boronia Stakeholder Working Group	1/07/2020	30/06/2021	10%
	Deliver two Knox Night Owls Programs	1/07/2020	30/06/2021	10%
	Partner with the Arts and Culture Team to develop and deliver integrated projects to enhance amenity and increase perception of safety	1/07/2020	30/06/2021	5%
YTD Actual		YTD Budget		Initiative Budget
\$2,445		\$4,674		\$18,698

Initiative Description		Department	Q1 Target	Progress
Inform residents and conduct inspections of all properties within the Bushfire Management Overlay areas to ensure compliance with relevant legislation.		City, Safety and Health	Not Started	Not Started
Progress Comment:				
The below milestones are due to commence in October 2020.				
Initiative Milestones	Description	Start date	End date	Progress
	Advise 2,480 BMO properties and non-BMO vacant land properties to prepare for Fire Danger Period	1/10/2020	30/12/2020	Not Started
	Inspect 2,480 BMO properties and non-BMO vacant land properties at Fire Danger Period commencement and issue Fire Prevention Notices	1/12/2020	28/02/2021	Not Started
	Fire Prevention Notice compliance checked and if non-compliant issue infringement and compulsory clean-up	1/12/2020	28/02/2021	Not Started
YTD Actual		YTD Budget		Initiative Budget
\$20,736		\$25,204		\$108,411



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Initiative Description		Department	Q1 Target	Progress
Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.		City, Safety and Health	25%	62%
Progress Comment:				
<p>As per arrangements for the reconstituted Municipal Emergency Management Planning Committee (MEMPC), maps and Fire Prevention Notices have been adapted for Fire Rescue Victoria (FRV).</p> <p>Municipal arrangements under the Emergency Management Legislation Amendment Act 2018 (EMLA) will commence on 1 December 2020. All nominations for statutory members have been received.</p> <p>The current MEMPC considered options for community membership. This will be reviewed by the reconstituted MEMPC in a meeting scheduled for December 2020.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Align MEMPC membership to requirements of the Emergency Management Legislation Amendment Act 2018, particularly community membership	1/07/2020	30/06/2021	50%
	Adapt MEMPC governance to account for the creation of Fire Rescue Victoria	1/07/2020	30/06/2021	75%
YTD Actual		YTD Budget	Initiative Budget	
This initiative shares a budget with initiative 'Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.'				



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

Initiative Description		Department	Q1 Target	Progress
Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.		Knox Central	25%	55%
Progress Comment:				
The relocation of Council's operations centre has now concluded and the new site is fully operational.				
Design of the Knox Central Library is awaiting confirmation of the Westfield shopping centre redevelopment timeline.				
The remaining two milestones are progressing as anticipated.				
Initiative Milestones	Description	Start date	End date	Progress
	Design the Knox Central Library in its new location in the Westfield shopping centre (subject to confirmation of redevelopment timeline from Scentre Group/Westfield)	1/07/2020	30/06/2021	10%
	Conclude the relocation of Council's operations centre	1/07/2020	30/06/2021	100%
	Conclude land acquisition for Lewis Park frontage and Knox Central road links	1/07/2020	30/06/2021	60%
	Develop a masterplan for the future civic precinct and Council's land holdings	1/07/2020	30/06/2021	50%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q1 Target	Progress
Develop and implement a Strategic Asset and Investment Strategy to best achieve community and Council outcomes through the implementation of targeted investment strategies.		City Futures	33%	10%
Progress Comment:				
The draft Asset Leveraging Program has been scoped as an initiative for 2020-21 and work has commenced on its preparation. The preparation of a draft Asset Leveraging Program is dependent on recruitment of key roles within City Investment and Partnerships.				
Initiative Milestones	Description	Start date	End date	Progress
	Prepare a draft asset leveraging program, anticipated to include targeted investment strategies (or similar) for specific assets and impacts	1/07/2020	30/03/2021	10%
YTD Actual		YTD Budget	Initiative Budget	
\$45,671		\$115,344	\$159,658	



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Initiative Description		Department	Q1 Target	Progress
Participate and collaborate regionally to plan for improved infrastructure in and between key priority employment precincts, activity centres and residential areas.		City Futures	25%	35%
Progress Comment:				
A draft Eastern Region Land Use Framework Plan has been completed by DELWP and Council officer feedback has been provided.				
Regular involvement with the Greater South East Melbourne organisation (GSEM) has taken place during quarter one. This has included contribution to and working on preparation of GSEM advocacy material, finalisation of a draft GSEM investment agenda, and preparation of finance and delivery models for consideration as part of GSEM City Deals submission.				
Initiative Milestones	Description	Start date	End date	Progress
	Continue to provide input into the Eastern Region Land Use Framework Plan as required	1/07/2020	30/06/2021	50%
	Provide input into the South East Melbourne Organisation's City Deal Coordination Committee as required	1/07/2020	30/06/2021	20%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q1 Target	Progress
Explore as part of the People Strategy opportunities for Knox City Council to provide employment opportunities for disadvantaged groups.		Strategy, People & Culture	25%	50%
Progress Comment:				
Council was successful in obtaining a \$3.2M grant to recruit people experiencing disadvantage via the Working for Victoria scheme. During quarter one, 66 of 70 Working for Victoria roles were advertised, with 58 successful candidates appointed.				
Initiative Milestones	Description	Start date	End date	Progress
	Administer the Working for Victoria grant to engage 70 roles to support Victorian's impacted by COVID-19	1/07/2020	30/06/2021	50%
YTD Actual		YTD Budget	Initiative Budget	
\$28,580		\$21,935	\$86,831	



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Initiative Description		Department	Q1 Target	Progress
Advance the next stage of the collaborative Strategic Investment and Development Program in partnership with Maroondah and Yarra Ranges Council and the State Government for the Bayswater Industrial/Employment Precinct with a focus on business networks, precinct amenity, streamlining assessment and new investment.		City Futures	33%	33%
Progress Comment:				
SGS Economics & Planning was appointed in September 2020 to prepare the Bayswater Business Precinct Transformation Strategy, and is undertaking background research and analysis to inform the Strategy.				
Initiative Milestones	Description	Start date	End date	Progress
	Contribute to the finalisation of the Bayswater Business Precinct Transformation Strategy	1/07/2020	30/03/2021	33%
YTD Actual		YTD Budget	Initiative Budget	
-		-	\$30,000	



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Goal 6: We are healthy, happy and well

Initiative Description		Department	Q1 Target	Progress
Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.		Community Wellbeing	25%	41%
Progress Comment:				
<p>The mid-term review of the Key Life Stages Plan reported on the implementation of intergenerational and common actions. The review has also documented emerging themes and possible responses which will be used to inform the development of the Community and Council Plans. Development of the Community and Council Plans has progressed in quarter one.</p> <p>The Key Life Stages Plan has been discussed and monitored during Senior Leadership team meetings as required.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Discuss and monitor the implementation of the Key Life Stages Plan during regular Senior Leadership meetings	1/07/2020	30/06/2021	25%
	Explore, plan and implement measures to achieve the intergenerational and common actions in the Key Life Stage Plan	1/07/2020	30/06/2021	50%
	Identify emerging themes and possible responses to inform the development of the new Community Plan 2021-31 and Council Plan 2021-25	1/07/2020	30/06/2021	50%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q1 Target	Progress
Continue to implement Council's Health Promoting Organisation initiative in partnership with community organisations to positively affect organisational and community health outcomes.		Strategy, People & Culture	25%	40%
Progress Comment:				
<p>Internally, the priority focus is on supporting Council to remain COVID-Safe. Significant and ongoing strategy, risk, people & culture support is being provided to departments and groups to ensure they plan for and operate in COVID-Safe ways. Council received a confidential report on internal COVID-19 matters on 14 September 2020.</p> <p>Additional mental health training and supports have been put in place and continue to be prioritised as part of Council's response to its workforce. Regular pulse surveys were introduced at the outset of the pandemic to monitor staff sentiment and feedback and to enable responsive support to arising issues and opportunities.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Develop and regularly update a COVID Safe Plan	3/08/2020	30/06/2020	40%
	Continue to provide support to the organisation in the rapidly changing environment impacted by COVID-19	1/07/2020	30/06/2020	40%
YTD Actual		YTD Budget	Initiative Budget	
\$266,331		\$204,406	\$809,163	



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Initiative Description		Department	Q1 Target	Progress
Deliver health promotion and harm minimisation programs including: <ul style="list-style-type: none"> · Education /capacity building programs with sporting clubs focused on cultural change · Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations. 		Community Wellbeing	30%	10%
Progress Comment:				
<p>Due to the impact of COVID-19 restrictions, sporting clubs have not operated during quarter one. The focus of work to date has been planning to reengage as clubs return to facilities. Online engagement has provided information regarding the impact of increased alcohol consumption across all communities.</p> <p>The Sports Club Culture Development Program will focus on supporting and communicating mental health messaging in response to COVID-19 restrictions. Progress has been made on the development of messages and media for launch at the end of quarter two.</p> <p>Due to the impact of COVID-19 the Men's Risky Drinking Project (Sporting Clubs) has been placed on hold. As sporting clubs return to facilities, project consultants will reengage to develop a framework for engagement and activities.</p>				
Initiative Milestones	Description	Start date	End date	Progress
	Complete the mapping project for alcohol outlet density in partnership with South Eastern Metro Councils	1/07/2020	30/06/2021	10%
	Deliver the Sports Club Culture Development Program	1/07/2020	30/06/2021	10%
	Develop the framework for the Men's Risky Drinking Project (Sporting Clubs) in partnership with VicHealth.	1/07/2020	30/12/2021	10%
YTD Actual		YTD Budget	Initiative Budget	
-		\$60,000	\$120,000	



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

Initiative Description		Department	Q1 Target	Progress
Design, develop and implement an integrated facility and service advocacy and management approach across the organisation to ensure a consistent approach and improve efficiencies with the management of Council's buildings.		Sustainable Infrastructure	25%	7%
Progress Comment:				
A review of the asset renewal gap will be completed when new condition audit data is received. Audits are currently on hold due to COVID-19 restrictions.				
Minimal updates to the gap tool have been made during quarter one, as priority has been given to the implementation of the new Asset Management system, which absorbed approximately 50% of team resources. A second meeting of the Buildings Advisory Panel is scheduled for the second quarter of 2020-21.				
Initiative Milestones	Description	Start date	End date	Progress
	Implement action within the Building Asset Management Plan to develop a gap tool to identify and measure levels of service standards for buildings	1/07/2020	30/06/2021	5%
	Continue to address Council's asset renewal backlog	1/07/2020	30/06/2021	10%
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q1 Target	Progress
Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.		City Futures	N/A	Unable to progress
Progress Comment:				
This initiative was addressed in a report to Council on 25 June 2018. Business cases were prepared in December 2018 and December 2019. These were not supported as part of the respective budget deliberations/adoptions, and as such, a heritage study cannot progress.				
YTD Actual		YTD Budget	Initiative Budget	
Business case was not supported.				



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Goal 8: We have confidence in decision-making

Initiative Description		Department	Q1 Target	Progress
Conduct the 2020 General Election and implement a comprehensive induction program for the elected members.		Governance	40%	45%
Progress Comment:				
Candidate training sessions were held on 28 July and 15 August 2020 with the Election Period Policy commencing 21 September 2020.				
The General Election is currently in progress with the postal election to conclude on 24 October 2020. The Councillor Induction Program has been developed, comprising seven modules and will commence in November 2020 in partnership with the Victorian Local Governance Association (VLGA).				
Initiative Milestones	Description	Start date	End date	Progress
	Commence the election period and candidate training sessions	24/07/2020	23/10/2020	100%
	Conduct the General Election	24/07/2020	24/10/2020	50%
	Election result declared and Councillor induction training completed	25/10/2020	30/11/2020	Not Started
YTD Actual		YTD Budget		Initiative Budget
Delivered within existing operational budget.				

Initiative Description		Department	Q1 Target	Progress
Continue to implement the Community Group Training Program through community organisations and by Council.		Community Wellbeing	30%	35%
Progress Comment:				
Planning and advertising for training programs during the remainder of 2020 has been completed. Based on community need, four sessions have been offered.				
Initiative Milestones	Description	Start date	End date	Progress
	Plan community training sessions that meet the needs of the Knox community	1/07/2020	30/12/2020	50%
	Offer at least 10 community training sessions in 2020-21	1/07/2020	30/06/2021	50%
	Successfully deliver each session with a minimum of 10 people in attendance at each session	1/07/2020	30/06/2021	Not Started
YTD Actual		YTD Budget		Initiative Budget
-		\$2,666		\$15,538



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Initiative Description		Department	Q1 Target	Progress
Review and implement Council's updated Community Engagement approach.		Strategy, People & Culture	10%	18%
Progress Comment:				
Work continues to implement Council's fit for purpose approach to Community Engagement and to meet the new requirements under the <i>Local Government Act 2020</i> .				
A new online community engagement platform has been selected and will be implemented in early 2021.				
Work is progressing to update the existing Community Engagement Policy to reflect recent changes to the Act. Consultation on the revised policy will take place from December 2020.				
Initiative Milestones	Description	Start date	End date	Progress
	Implement Council's new Community Engagement Platform	1/07/2020	1/02/2021	50%
	Community consultation to develop a revised Community Engagement Policy in line with the Local Government Act 2020	1/12/2020	28/02/2021	10%
	Council endorsement of the Community Engagement Policy	1/03/2021	31/03/2021	Not Started
	Implementation of the revised Community Engagement Policy	1/03/2021	30/06/2021	Not Started
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

Initiative Description		Department	Q1 Target	Progress
Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.		Communications	55%	9%
Progress Comment:				
Advocacy priorities are currently being identified through the business planning process.				
Revision of the Community Investment Plan and development of the federal election campaign are dependent on identification of advocacy priorities, and therefore these milestones are yet to commence.				
Initiative Milestones	Description	Start date	End date	Progress
	Agree advocacy priorities	1/07/2020	30/09/2020	30%
	Revise Community Investment Plan	1/07/2020	31/12/2020	Not Started
	Develop federal election campaign	1/07/2020	30/06/2021	Not Started
YTD Actual		YTD Budget	Initiative Budget	
Delivered within existing operational budget.				

10.2 Sale of Land and Buildings Policy

SUMMARY: Acting Manager, Business and Financial Services, Dennis Bastas

This report presents Council with the reviewed Sale of Land and Buildings Policy for adoption.

The reviewed Sale of Land and Policy also incorporates the Tree Reserves Policy.

The Sale of Land and Buildings Policy has been endorsed for Councils' consideration by Council's Audit and Risk Committee at the Audit Committee held 17 December 2020.

RECOMMENDATION

That Council resolve to:

- 1. Adopt the Sale of Land and Buildings Policy as included as Attachment 1 to this report.**
- 2. Revoke the Tree Reserves Policy as it has been incorporated into the Sale and Buildings Policy.**

1. INTRODUCTION

The Sale of Land and Buildings Policy (the policy) is required to be reviewed within three months of the sunset date (12 February 2021).

The policy has been reviewed and was endorsed by the Audit and Risk Committee on 17 December 2020.

The policy has been updated in accordance with the update and transition requirements of the Local Government Act (LGA) 1989 and 2020.

The policy has been updated in consideration with other local government and relevant state government organisations.

When reviewing the policy, current economic, community impact and financial impacts have been assessed.

2. DISCUSSION

The policy incorporates the changes or transition from the LGA 1989 to LGA 2020.

The policy has been revised to consider the strategic management of Council's property portfolio for the long-term best interests of the community, rather than only focusing on maximising value from sales. In addition, it now incorporates the Tree Reserves Policy. The Tree Reserves Policy has been incorporated in this policy based on specialist independent property management advice.

Paragraph 6.1 provides new detail regarding outlining the requirement of all sales, exchanges, and transfers, regarding the LGA, LG best practice guidelines and in consideration of current and future needs of the municipality.

Paragraph 6 has also been updated to include an expanded criterion in identifying surplus land and buildings, to include and consider the following:

- Change in service needs;
- Building condition; and

- Intergenerational needs.

Paragraph 12 provides for regulation regarding proceeds from the sale of land and buildings.

Paragraph 14 establishes the criteria to sell a tree reserve. For a request to be approved, it must be demonstrated that the sale will result in a net community benefit (e.g. facilitate a major community facility or employment generator).

3. CONSULTATION

Amendments to the policy has been prepared in review of policies adopted by other Victorian Local Governments and relevant Victorian State Government literature and guidelines.

Consultation internally has been driven by feedback received by Council officers when applying the policies to current operational activities.

Other changes are administrative in nature.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no anticipated issues associated with the policy.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed amendments and revisions to the policy are not anticipated to impact Council budgets or the local community and economy.

6. SOCIAL IMPLICATIONS

The proposed amendments and revisions to the policy are anticipated to promote consideration of social economic impacts within the municipality.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

That Council adopts the Sale of Land and Buildings Policy.

That Council resolve to revoke the Tree Reserves Policy as it has been incorporated into the Sale and Buildings Policy.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Manager, Business and Financial Services, Dennis Bastas

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Attachment 1 - Sale of Land and Buildings Policy [**10.2.1** - 5 pages]



Sale of Land and Buildings Policy

Policy Number:	2004/06	Directorate:	CEO
Approval by:	Council	Responsible Officer:	Manager Business and Financial Services
Approval Date:	12 February 2018	Version Number:	5
Review Date:	12 February 2021		

1. Purpose

- 1.1 The purpose of this policy is to:
- 1.1.1 Optimise the value of property assets to the community, including the evaluation of unused or redundant assets and realising the funds tied up in these assets in order to acquire, develop or improve other assets.
 - 1.1.2 To guide the strategic management of its property portfolio for the long-term best interests of the community.
 - 1.1.3 Define the process for identifying and proceeding with the sale of any Council owned land (with or without improvements) and to identify how the proceeds from land sales are to be allocated.

2. Context

- 2.1 The process for the sale, exchange and transfer of Council land is subject to comprehensive Government Guidelines and requirements of the Local Government Act. This Policy reflects those Guidelines and statutory requirements.

3. Scope

- 3.1 This Policy applies to any land owned and identified as surplus by Council that is being considered for sale or transfer.

4. References

- 4.1 Community & Council Plan 2017-2021
- Goal 8 – We have confidence in decision making
- 4.2 Relevant Legislation
- Local Government Act 1989 (proposed rescinded date July 2021)
 - Local Government Act 2020 (proposed effective date July 2021)
 - Planning and Environment Act 1987
 - Subdivision Act 1988
 - Sale of Land Act 1962
 - Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land 2009



- 4.3 Charter of Human Rights
- This policy has been assessed against and complies with the Charter of Human Rights.
- 4.4 Related Council Policies
- Community Engagement Policy (2007/10)
 - Sale of Council Owned Tree Reserves Policy (2003/20)
 - Knox Affordable Housing Action Plan 2015-2021
 - Knox Open Space Plan 2012-2022
- 4.5 Related Council Procedures
- Sale of Land and Buildings Procedure (2006/11)
 - Sale or Access Over Council Owned Tree Reserves Procedure (2003/23)

5. Definitions

Council	means Knox City Council.
Council Owned Land	means land that is owned or vested in Council, excluding when Council is the Committee of Management of Crown Land.
Land and Buildings	means land of any tenure, and buildings or parts of buildings (including facilities and other structures) (whether the division is horizontal, vertical or made in any other way) and any other corporeal hereditaments; and also an undivided share in land and any estate or interest in land.
Public Open Space	means land set aside in a plan, or land in a plan zoned or reserved under a planning scheme: <ul style="list-style-type: none"> • for public recreation or public resort; or • as parklands, or • for similar purposes • as defined in the Subdivision Act 1988.
Public Process	means the sale of any land by way of public auction, public tender or registration of expression of interest.
Tree Reserve	an area of land created by subdivision or by other means to act as a buffer between roads and other land to restrict crossover access and/or provide opportunities for landscaping, recreation and/or community infrastructure (e.g. shared pathways).
Value	means financial, social and environmental outcomes provided to the community and/or Council.

6. Council Policy – Sale of Council Owned Land and Buildings

- 6.1 Sale of Land Principles
- 6.1.1 All sales, exchanges and transfers of land are required to comply with the provisions of the Local Government Act. Council also complies with the Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land 2009 which is a government guideline for Victorian Councils providing information on the practices used when transacting land.
- 6.1.2 The decision to sell Council owned land is made carefully, considering the current and future needs of the municipality, and maximising public value (both financial and non-financial).



Council land must be assessed against the following principles, which provide the rationale for sale and transfer of Council Land and Buildings.

Table 1: Sale of Land and Buildings Principles

Component	Principle
Economic	Council evaluation of surplus property will consider the value of the land as well as the cost of retaining the land; utilities and any foregone revenue; as well as any potential return available from sale for alternative purposes.
Change in Service(s) Delivery Needs	Does not or will not support, facilitate or contribute to current or future service delivery outcomes as identified in the Council Plan.
Building Condition	Council will consider the current building asset condition, maintenance, renewal and upgrade considerations.
Environment	Council will consider the sale of surplus land where retention will not enhance or protect its environmental value.
Physical Works	Council will consider the sale of surplus land where it has not been identified in the Council Plan for the development of new assets or the improvements of existing assets.
Recreation	Council will consider the sale of surplus land where it is not required by the Council Plan for recreational purposes.
Land Use Planning	Council will consider the sale of surplus land where there are no compelling land use planning grounds for retention.
Social	Council will consider the sale of surplus land where alternative social uses have not been identified.
Intergenerational needs (future needs)	Council will consider social, environmental and economic future needs of the asset (10-year and 20-year impacts) by considering how the land sale today benefits current and future generations in the municipality.
Heritage and Cultural Value	Council will consider the assets heritage and cultural values to the community.
Risk	Identify and assess risks associated with holding or disposing of the asset.

Table 1

7. Other Considerations Prior to the Sale of Land

- 7.1 Prior to the sale of any land, Council will take appropriate steps to address or remove restrictions or any encumbrances from the title so that the ultimate use of the land is determined by that zone and the highest possible return is achieved.
- 7.2 Prior to the sale of any land, optimum development of the land must be considered, including subdivision, in order to enhance the return.

8. Council Decision

- 8.1 Council will consider a report addressing the principles outlined in Table 1 to ensure that any proposed disposition of land is in the best interests of Council and the community prior to resolving to proceed with the public consultation process to sell land.



9. Public Notification and Consultation Process

- 9.1 Following Council's resolution to set the asset aside and commence the statutory process, Council will conduct a public advertising and submissions process in accordance with the requirements set out in the Local Government Act.

10. The Sale Process

- 10.1 The sale of land will occur through a public process (public auction, public tender or an expression of interest process) unless Council resolves that circumstances exist that justify an alternate method of sale, and in accordance with Local Government Best Practice Guideline for the Sale, Exchange and Transfer of Land 2009.
- 10.2 The public process selected will be determined by the Chief Executive Officer on recommendation from the appropriate Director and based on achieving the optimum return to Council and the community.
- 10.3 Proposals for the exchange of land will be considered by Council on a case-by-case basis and will be subject to the principles established in Table 1.
- 10.4 This Policy does not prevent Council from determining to sell small parcels of land directly to abutting landowners on the best terms achievable.

11. Value of Land

- 11.1 Council must sell Council owned land at a price that is not less than the current market value as assessed by an independent valuer, unless Council can justify the circumstances to sell the land at less than market value. Council comply with all valuation requirements as set out in the Local Government Act.

12. Proceeds from Sale of Land

- 12.1 Net proceeds from the sale of Public Open Space land are subject to the requirements of the Subdivision Act 1988 and must be held in Council's Open Space Reserve. Replacement land may be identified prior to the sale of any Public Open Space land.
- 12.2 Net proceeds from the sale of all other land that is not Public Open Space land are to be treated as consolidated revenue. These funds may be allocated to capital projects within the municipality or the retirement of debt as part of the annual budget process and in accordance with Council's strategic priorities of the day.
- 12.3 Council may, by resolution, determine that net proceeds from the sale of other land that is not Public Open Space land are to be allocated to a specific program or infrastructure project.

13. Council Policy - Sale of Council Owned Tree Reserves

- 13.1 The following principles and guidelines shall apply when considering requests for the sale of all or part of Council Tree Reserves.
- 13.1.1 It is Council policy that Tree Reserves should be protected and retained for the purpose that they were originally established for.



- 13.1.2 Land forming part of the tree reserves will not be sold unless the sale is considered to result in net community benefit and the criteria below are satisfied.

14. Criteria for the Sale (part or all) of Tree Reserves

- 14.1 For a request to be approved, it must be demonstrated that the sale will result in a net community benefit (e.g. facilitate a major community facility or employment generator).
- 14.2 For a request to be approved, it must also satisfactorily address the following issues:
- 14.2.1 Public safety and security issues – e.g. will it result in the creation of ‘blind areas’ not visible to the public? Will it sever a shared pathway? Will it result in increased natural surveillance?
- 14.2.2 Traffic management – e.g. do VicRoads object to access? Will it create traffic safety issues? Is the reserve required for a future road widening? Will it result in additional crossovers? Consider access issues it could introduce.
- 14.2.3 Neighbourhood Character – Would it allow development that supports the preferred neighbourhood or ‘bush boulevard’ streetscape character?
- 14.2.4 Open space – e.g. what is the current role or potential of the land to contribute towards a public open space network?
- 14.2.5 Street trees – What is the significance of any street trees located within the reserve? Are there native vegetation or net gain/offset issues?
- 14.2.6 Existing infrastructure – e.g. will it result in additional infrastructure (footpaths, drains) or maintenance costs for Council?
- 14.2.7 Potential or proposed future infrastructure – e.g. How does it support or hinder potential or proposed future infrastructure such as shared pathways, drainage, landscaping etc? Does it impact on infrastructure that runs through the reserve, below ground or above?
- 14.2.8 Flora and fauna – e.g. does it involve the potential loss of significant vegetation and/or fauna habitat?
- 14.2.9 Council strategies, policies and plans – e.g. is it consistent with and assist in the implementation of relevant Council policies and plans, including any structure plan, zone or overlay, and all Related Documents in Section 6 (as relevant)?
- 14.2.10 Existing access – e.g. is the current level of road access to the site to benefit from the proposed purchase of the tree reserve already adequate?

15. Administrative Updates

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

10.3 Loan Borrowing Policy

SUMMARY: Acting Manager, Business and Financial Services, Dennis Bastas

This report presents Council with the reviewed Loan Borrowing Policy for adoption.

The Loan Borrowing Policy has been endorsed for Councils' consideration by Council's Audit and Risk Committee at the Audit Committee held 17 December 2020.

RECOMMENDATION

That Council adopts the Loan Borrowing Policy as included as Attachment 1 to this report.

1. INTRODUCTION

The Loan Borrowing Policy (the Policy) is due to lapse on 12 February 2021.

The policy was reviewed and endorsed by the Audit and Risk Committee on 17 December 2021.

The policy has been updated in accordance with the update and transition requirements of the Local Government Act (LGA) 1989 or 2020.

The policy has been updated and developed in consideration with other local government and relevant state government organisations.

When reviewing the policy, current economic, community impact and financial impacts have been assessed.

2. DISCUSSION

The policy incorporates the changes or transition from the LGA 1989 to LGA 2020. This policy subject to a state government rating review, yet to be delivered by state government.

The changes of the policy are administrative in nature and has been reviewed in consideration of the recent learnings from the application for Council to borrowing money to service its approved capital works for 2020-21.

Section 104 of the LGA 2020 provides councils the power to borrow subject to the borrowings being included in the budget or revised budget.

Section 101 of the LGA 2020 outlines the Financial Management Principles that Council must abide by.

Loan borrowing is a legitimate and responsible financial management tool when used to finance major projects.

There were no other significant updates to this policy.

3. CONSULTATION

Amendments to the policy has been prepared in review of policies adopted by other Victorian Local Governments and relevant Victorian State Government literature and guidelines.

Consultation internally has been driven by feedback received by Council officers when applying the policy to current operational activities.

Other changes are administrative in nature.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no anticipated issues associated with either policy.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed amendments and revisions to the policy are not anticipated to impact Council budgets or the local community and economy.

6. SOCIAL IMPLICATIONS

The proposed amendments and revisions to the policy are anticipated to promote consideration of social economic impacts within the municipality.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

That Council adopts the reviewed Loan Borrowing Policy.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Manager, Business and Financial Services, Dennis Bastas

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Attachment 1 - Loan Borrowing Policy [**10.3.1** - 3 pages]



Loan Borrowing

Policy Number:	2007/07	Directorate:	Chief Executive Officer
Approval by:	Council	Responsible Officer:	Manager Business & Financial Services
Approval Date:	12 February 2018	Version Number:	5
Review Date:	12 February 2021		

1. Purpose

The purpose of this policy is to establish Council's position in relation to the undertaking of loan borrowings.

2. Context

Section 104 of the Local Government Act 2020 provides councils the power to borrow subject to the borrowings being included in the budget or revised budget. Section 101 of the Local Government Act 2020 outlines the Financial Management Principles that Council must abide by. Council recognises loan borrowing is a legitimate and responsible financial management tool when used to finance major projects.

3. Scope

This Policy applies to all new borrowings undertaken by Council as well as existing borrowings that may be subject to refinancing.

4. References

- 4.1 Community & Council Plan 2017-2021
 - Goal 8 – We have confidence in decision making
- 4.2 Relevant Legislation
 - Local Government Act 2020
 - Local Government (Planning and Reporting) Regulations 2020
- 4.3 Charter of Human Rights
 - This policy has been assessed against and complies with the Charter of Human Rights.
- 4.4 Related Council Policies
 - Procurement Policy (2009/08)
- 4.5 Related Council Procedures
 - Nil



5. Definitions

Asset Renewal Works	means the refurbishment or replacement of an existing asset (or component of) that does not extend the service level output of the asset.
Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Emergency Situation	means an event or circumstance that requires Council to undertake the expenditure of funds to alleviate or address a situation that has caused, or is likely to cause, a danger or damage to the community or a community asset that was not foreseeable and may have occurred through a man-made or natural event or disaster. Such events include, but are not limited to, unprecedented flash flooding, bushfire, earthquake, major infrastructure destruction and unforeseeable major infrastructure deterioration.
Recurrent Expenditure	means ongoing operational expenditure for services, both existing or new.

6. Council Policy

This Policy establishes the principles to ensure a structured approach to the borrowing of funds.

- 6.1 Council may undertake borrowings for the following:
 - 6.1.1 Funding new or significantly upgraded major assets that provide a broad community benefit.
 - 6.1.2 Funding the expenditure for one-off works in an emergency situation that is causing a danger or damage, or is likely to cause danger or damage, to the community or community infrastructure.
 - 6.1.3 Funding an externally imposed financial liability over which Council has not control over, for example calls for funding of Employee Defined Benefits Superannuation entitlements.
- 6.2 Council will not undertake any borrowings for recurrent expenditure or for asset renewal works on the basis that it aims to meet these annual requirements from annual funding sources.
- 6.3 The minimum loan threshold is \$1.0 million.
- 6.4 The loan term must not exceed twenty (20) years.
- 6.5 Council retains the option to refinance loans following the completion of the initial loan term.
- 6.6 The impact of any proposed new borrowings must be assessed against the following financial indicators:
 - 6.6.1 Total Debt Servicing (interest expense) to be below 5.0% of Total Revenue; and
 - 6.6.2 Total Indebtedness to be below 80% of Annual Rate Revenue; and
 - 6.6.3 Working Capital Ratio (Current Assets/Current Liabilities) must remain in excess of 100% or 1.0.
- 6.7 Where the indicators established in 6.6 are not satisfied, a report to Council detailing the impact of any new proposed borrowings and the financial plan to return within these indicators within five years must be presented. This may form part of the business case for loan borrowings.
- 6.8 All anticipated loan borrowings must be incorporated in the Adopted Budget or Revised Budget, where applicable.



- 6.9 New loan borrowings, including refinancing, must be procured in accordance with the principles of Council's Procurement Policy. It is noted loan borrowings are exempt from the need to procure by way of public tender.

7. Administrative Updates

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

10.4 Payment Assistance Policy

SUMMARY: Acting Manager, Business and Financial Services, Dennis Bastas

This report presents Council with the reviewed Payment Assistance Policy for adoption.

The Payment Assistance Policy has been endorsed for Council's consideration by Council's Audit Committee at the Audit Committee meeting held on 17 December 2020.

RECOMMENDATION

That Council adopts the Payment Assistance Policy as Attachment 1 to this report.

1. INTRODUCTION

The Payment Assistance Policy (the policy) is due to lapse on 12 February 2021.

The policy was reviewed and endorsed by the Audit and Risk Committee on 17 December 2020.

The policy has been updated in accordance with the update and transition requirements of the Local Government Act (LGA) 1989 or 2020.

The policy has been updated and developed in consideration with other local government and relevant state government organisations.

When reviewing the policy, current economic, community impact and financial impacts have been assessed.

2. DISCUSSION

The policy does not incorporate the changes or transition from the LGA 1989 to LGA 2020, as the policy is subject to a state government rating review, yet to be delivered by state government.

The purpose of this policy is to provide Council with a framework to make available payment assistance. This policy provides details of the assistance available to those currently experiencing, or at the risk of experiencing, financial hardship.

Part 8 Division 1 of the LGA 1989 establishes the power of Council to declare Rates and Charges.

Sections 170-172 of the Act discusses the deferment and waiver provisions when considering financial hardship.

The Payment Assistance Policy now includes financial thresholds for the waiving of interest (per property in a financial year) as recommended by an internal audit review in 2019 and are proposed as follows:

- a. Up to \$300.00 - Coordinator Rates and Valuations
- b. Up to \$750.00 - Manager Business and Financial Services
- c. Up to \$1,000.00 - CEO

Other changes are considered administrative in nature.

The Knox Payment Assistance Policy – Addendum (COVID-19) Pandemic Payment Relief, will be reviewed and updated on or before 31 March 2021, or as otherwise required as Victoria recovers from the pandemic.

3. CONSULTATION

Amendments to the policy have been prepared in review of policies adopted by other Victorian Local Governments and relevant Victorian State Government literature and guidelines.

Consultation internally has been driven by feedback received by Council officers when applying the policy to current operational activities.

Other changes are administrative in nature.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no anticipated issues associated with either policy.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed amendments and revisions to the policy are not anticipated to impact Council budgets or the local community and economy.

6. SOCIAL IMPLICATIONS

The proposed amendments and revisions to the policy are anticipated to promote consideration of social economic impacts within the municipality.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

9. CONCLUSION

That Council adopts the Payment Assistance policy.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Manager, Business and Financial Services, Dennis Bastas

Report Authorised By: Chief Executive Officer, Tony Doyle

Attachments

1. Attachment 1 - Payment Assistance Policy [**10.4.1** - 8 pages]



Payment Assistance Policy

Policy Number:	2007/04	Directorate:	Office of the CEO
Approval by:	Council	Responsible Officer:	Manager- Business and Financial Services
Approval Date:	24 August 2020	Version Number:	9
Review Date:	12 February 2021 (Addendum to be reviewed on or before 1 March 2021)		

1. Purpose

The purpose of this policy is to provide Council with a framework to make available payment assistance. This Policy provides details of the assistance available to those currently experiencing, or at the risk of experiencing, financial hardship. Council is committed to assisting the community in meeting their financial obligations to Council by providing payment support, including arrangements, for property and service based debts.

The Policy includes a special addendum (addendum 1) in response to the 2020 COVID-19 pandemic; to provide assistance to those in the Knox community experiencing financial hardship due to the impacts of the Coronavirus pandemic.

2. Context

Part 8 Division 1 of the Local Government Act 1989 (the Act) establishes the power of Council to declare Rates and Charges. Sections 170-172 of the Act discusses the deferment and waiver provisions when considering financial hardship.

Whilst Rates and Charges are the largest source of Council's income, payment assistance may be sought for other fees and charges including the request for payment arrangements.

3. Scope

This Policy applies to balances outstanding from ratepayers and sundry debtor customers who are currently, or are at risk of, experiencing financial hardship.

4. References

- 4.1 Community & Council Plan 2017-2021
 - Goal 8- We have confidence in decision-making
- 4.2 Relevant Legislation
 - Local Government Act 1989 – (Section 170,171, 171A & 172) Conflict and Interest Provisions
- 4.3 Charter of Human Rights
 - This policy has been assessed against and complies with the charter of Human Rights



- 4.4 Related Council Policies
 - Payment Assistance Addendum COVID-19 Pandemic Payment Relief
- 4.5 Related Council Procedures
 - Nil
- 4.6 Other Guidance
 - Hardship Policy Guidelines (November 2013) – Municipal Association of Victoria

5. Definitions

Council	Knox City Council
Deferment	the postponement of payment in total or in part for a specified period and subject to any conditions. When Rates and Charges are deferred payment is not required until the Council issues a Notice requiring payment, the property is sold, there is a change in ownership or there is a change in ratepayer. Deferred Rates and Charges remain a charge on the property.
Deferment Interest Rate	the official 180 day bank bill rate from Council's contracted banking services provider as at 1 July each year and will be the net penalty interest rate levied against overdue amounts where Rates and Charges have been deferred, rounded to 1 decimal place.
Waiver	the relinquishment or the removal of the liability to pay and may include the whole or part of any Rate and Charges, interest charge, fee or other charge.

6. Council Policy

Council, in applying this policy, will ensure that wherever possible, all outstanding debts will eventually be recovered.

6.1 Rates and Charges

Rates and Charges, including interest and legal costs, are a charge on the property.

Interest and Interest Waivers

6.1.1 Unless otherwise specified in this Policy, penalty interest will be charged on overdue rates and charges in accordance with Section 172 of the Local Government Act 1989. Penalty interest is calculated at the annual fixed rate as declared by the Attorney General under Section 2 of the Penalty Interest Rate Act 1983.

6.1.2 Interest charges may be waived, in part or in full, under the following circumstances:

6.1.2.1 Administrative Waiver –in the event of an administrative issue, error or omission which caused or significantly contributed to the failure to pay rates and charges by the due date.

6.1.2.2 Waiver on Compassionate Grounds –where the ratepayer has demonstrated compassionate grounds for the late payment of rates and charges.



6.1.2.3 Waiver of Interest due to Financial Hardship – ratepayers experiencing financial hardship may apply to have interest charges waived subject to the following conditions:

- a) The ratepayer must be experiencing undue financial hardship. Ratepayers who are eligible pensioners or who can prove temporary unemployment may apply for current year rates and charges to be paid within 12 months from the date of issue of the Rates Notice, interest free. Such interest free arrangements only remain in place while agreed payments are being received. Applications should be directed to the Coordinator Rates and Valuations.
- b) All other ratepayers (not eligible pensioner ratepayers or unable to prove temporary unemployment) may apply by emailing/writing to the Coordinator Rates and Valuations at knoxcc@knox.vic.gov.au detailing the circumstances affecting the ratepayer's ability to pay current rates and charges by the due date. If approved, the waiver of interest in full or in part will not exceed a period of 12 months from the date of issue of the Rates Notices.

Financial thresholds for the waiving of interest (per property in a financial year) are as follows:

- a) Up to \$300.00 - Coordinator Rates and Valuations
- b) Up to \$750.00 - Manager Business and Financial Services
- c) Up to \$1,000.00 - CEO

Payment of Rates and Charges by Arrangement

6.1.3 Any ratepayer may request to pay outstanding rates and charges by way of a payment arrangement. Payment arrangements will attract penalty interest on outstanding balances but allow ratepayers additional time to make payments. Council will not take any legal action to recover rates and charges provided conditions of the payment arrangement are honoured.

Payment arrangements generally provide support to settle current rates and charges within 12 months. Payment arrangements beyond 12 months require approval of the Coordinator Rates and Valuations.

Deferral of Rates and Charges

6.1.4 The deferral of rates and charges and/or interest is available to Residential and Retirement Village property owners only. Rates and charges will not be deferred for Commercial, Industrial, Vacant Land or Cultural and Recreational Land properties.

6.1.4.1 Residential and Retirement Village property owners may apply to have rates and charges and/or interest in full or in part, deferred. Rates and charges including interest will continue to be levied. Applications for deferral will only be considered under the following circumstances:

- a) The ratepayer must be experiencing, and be able to demonstrate, undue and unavoidable hardship; and



- b) The ratepayer is either an eligible pensioner or a current recipient of unemployment benefits for at least 3 consecutive months; or
- c) The ratepayer is able to supply evidence of severe financial hardship as certified by an assessment carried out by a financial counsellor; and
- d) The ratepayer is both the legal owner of, and resides in, the property; and
- e) The total amount of rates and charges, including any interest, to be deferred should not exceed 10% of the capital improved value of the subject property.

6.1.4.2 Interest charged on overdue rates and charges that are deferred will be charged at the Deferment Interest Rate rather than the penalty interest rate. The Deferment Interest Rate only applies after the approval of the deferment. Previous interest charged at the penalty interest rate remain.

6.1.4.3 Deferrals may be offered for a period of up to three (3) years, at which time the ratepayer may apply for a further deferral subject to the assessment of personal circumstances prior to the continuation of any deferral agreement.

6.1.4.4 All deferral agreements must be approved by the Manager Financial Services.

Waiver of Rates and Charges

6.1.5 Rates and charges will not generally be waived. This is to ensure that payment assistance offered to one ratepayer does not have a redistribution effect on Council's rate base.

The Local Government Act 1989 is specific in relation to the grounds for the consideration of waiving rates and charges under financial hardship. The Local Government Act 1989 will be the basis for the consideration of any application for waiver.

Applications for the waiver of rates and charges must be addressed to the Chief Executive Officer. Applications must be supported by evidence of necessitous circumstances causing or likely to cause financial hardship. The waiver of rates and charges must be approved by Council.

Termination of Payment Assistance

6.1.6 Payment assistance support is terminated in the event of the sale or transfer of ownership of the subject property afforded payment support provided in 6.1.1 through 6.1.5 inclusive.

6.2 Sundry Debtor

The principles of this Policy will apply to sundry debtors. Requests for the waiver of a fee or charge must be submitted to the Manager of the relevant service for consideration. Recommendations for the waiver of fees and charges in full or in part must be forwarded to the Manager Financial Services for approval and processing.

Requests for payment arrangements for Sundry Debtor accounts should be submitted to the Manager Financial Services. Payment arrangements will generally not exceed a period of 12 months from the date of the original invoice. Penalty interest may be charged on overdue amounts during the payment arrangement period.



6.3 All information provided in accordance with this Policy will remain confidential.

7. Administrative Updates

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

Policy updated 18 November 2020.

Addendum 1 to Policy updated 24 August 2020.



Knox Payment Assistance Policy – Addendum

COVID-19 Pandemic Payment Relief

Policy Number:	2007/04	Directorate:	City Development – Finance and Governance
Approval by:	Council	Responsible Officer:	Manager- Business and Financial Services
Approval Date:	24 August 2020	Version Number:	2
Review Date:	1 March 2021		

1. Purpose

The purpose of this policy addendum is to provide Council with a framework to make available payment assistance to individuals, businesses and other community members currently experiencing, or at the risk of experiencing, financial hardship as a result of impacts from the COVID-19 pandemic

2. Context

Part 8 Division 1 of the Local Government Act 1989 (the Act) establishes the power of Council to declare Rates Council recognises that the effects of social distancing and Australia’s response to Coronavirus will, and already has, led to significant impacts on the entire community including local businesses and households. Some of these impacts include people losing their jobs, people being employed for reduced hours, businesses shutting down and businesses reducing their operations.

Part 8 Division 1 of the Local Government Act 1989 (the Act) establishes the power of Council to declare Rates and Charges. Sections 170-172 of the Act discusses the deferment and waiver provisions when considering financial hardship.

Rates and charges are a critical source of revenue that Council uses to deliver services to the community. In addition, other service charges being, fees, licensing and lease income are also an important source of revenue.

Council is constantly assessing the impact of the COVID-19 and will be reviewing its approach to how it supports the community through the pandemic regularly. This policy addendum provides the framework for how Council implements these decisions with regard to payment assistance.

3. Scope

To provide direction to Council’s Officers when collecting and providing for debts owed and ensure Council takes into consideration the financial hardship on debtors caused by COVID-19.

Council will provide assistance to those in financial hardship in accordance with the Local Government Act 1989, while ensuring it does not jeopardise the funding of its operations.



This policy addendum will be guided by the principles of transparency, efficiency, capacity to pay and equity by treating all debtors consistently and in a fair manner.

4. References

Refer to the Knox Payment Assistance Policy above 2007/04.

5. Definitions

Review Date means on or before 1 March 2021

6. Council Policy

Council, in applying this addendum policy, will ensure that wherever possible, all outstanding debts will be recovered.

6.1 Financial Hardship – Rates and other services including, fees charges, licenses, leases

Financial hardship is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary.

This policy addendum is to address temporary financial hardship due to impacts of COVID-19.

Who can apply for hardship?

Any individual, business or community member that has or will experience a loss (or reduced income) of employment or a decrease in sales revenue because of COVID-19 can apply for a payment plan.

People must request assistance from Council **in writing**, providing full details of the circumstances preventing them from meeting their financial obligations to Council.

6.2 Payment Plans

If the individual, business or community member is unable to enter into a payment plan, Council will defer the debt accumulated during the COVID-19 pandemic and will hold interest on this debt from 31 March 2020 to 31 March 2021 to allow time for the debt to be paid without interest.

Ratepayers will have the ability to enter into zero payment plans for the period 31 March 2020 to 31 March 2021.

If any debt is still outstanding at 1 April 2021, Council's Payment Assistance Policy may apply.

6.3 Zero Interest

Interest will not be charged on overdue debts effective from Monday, 31 March 2020, until 31 March 2021. Interest already accrued and charged prior to 31 March 2020 for overdue debts will remain.



Financial thresholds for the waiving of interest (per payment plan or arrangement) are as follows:

- d) Up to \$250.00 - Coordinator Rates and Valuations
- e) Up to \$500.00 - Manager Business and Financial Services
- f) Up to \$750.00 - Director City Development, Interim Finance and Governance d) Up to \$1,000.00 - CEO

6.4 Debt Recovery

Council will make a reasonable attempt to contact debtors during the term of the Addendum, to reassess COVID-19 applications for financial hardship.

During the COVID-19 pandemic, Council will hold off on all legal action for the collection of debts.

7. Monitoring, Evaluation and Review

Council officers will monitor Council's cash flow position and will include this report in the monthly finance paper to Executive Management Team and Council.

In the event that the State of Emergency is extended beyond the review date, Council will reassess financial relief and this addendum updated accordingly and/or when Council's cash flow position has been compromised; whichever is the earliest event.

All personal information provided in accordance with this Policy will remain confidential.

8. Administrative Updates

Nil.

11 Items for Information

11.1 ICT Capital Works Report

SUMMARY: Acting Manager Information and Communications Technology, Paul Barrett

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as 20 January 2021.

RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at as 20 January 2021.

1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2020/2021 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of as 20 January 2021 is attached in Confidential Attachment 1. Highlights of the Works Report as at 20 January 2021 include:

1242 - Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development

The project build stage continues on schedule, vendor Bliss Digital delivered the first development sprint / showcase of features pre-Christmas 2020, and are now at the end of the second development sprint. The change request re-baselining the project launch date was endorsed by ICT Steering Committee mid-December. This aligns with recruitment of specialist digital team to manage the website once launched.

812 - Asset Management System

The overall Project Implementation timelines remain on schedule, even though the first stage of the Project Implementation phase is progressing slightly behind schedule by 2 to 3 weeks.

All Interface and Data transfer specification workshops are completed and signed-off for Pathway, Computron, Knox Explorer and IntraMaps. Contracts Manager/ProjectsPro and Priava Booking system interface also finalised and signed-off, ready to forward to vendor for interface development quotation.

Computron Interface development work completed, with Pathway development work scheduled for completion by 29 January 2021. Data Validation and Interface Configuration progressing to schedule.

System Administrator training well underway, with User Acceptance testing by Project team (Research & Mapping and Asset Strategy Business Analysts) for the first asset classes completed.

Project Implementation timelines remain on schedule for staged Go Live in late May 2021

1036 – HR System Enhancement

The third team is scheduled to go live with Humanforce on 18th January. Business engagement and training continues for the remaining groups. The rollout of Humanforce is planned to be complete by 30 April 2021 and PageUp performance will be released to staff in March 2021. The project remains within budget.

1034 - Business Intelligence

Sprint 2 for Finance in progress and scheduled to be completed mid Jan. Sprints planning in progress for Family Children Service, Customer Service and City Futures. Training calendar shared with stakeholders for upcoming sprints. Project on schedule and budget.

1031 – ICT Spatial Capability

Existing GIS systems have all been successfully upgraded in June 20, with the business users now taking advantage of improved functionality for Intramaps and QGIS. The project is in hiatus until January 2021, whilst the most effective outcome delivery approach is agreed ahead of commencing the second stage of delivery.

1369 – Master Data Management

In December, MDM consulting partner Pario Solutions prepared the draft recommendations report, this followed an extensive user engagement and research stage which concluded early December. Key findings and recommendations were first presented to key staff and executive at a showcase, and the report followed the week of 21 December. The report has now been circulated to the MDM working group for review and comment. Aiming to gather all feedback and finalise the report by the end of January 2021. The scoping phase will follow the MDM engagement in February.

1371 – Community Engagement Participation Platform

Platform configuration by vendor Harvest Digital Planning delivered December 2020. Training for frequent project creators and KCC site administrators completed 10/12/20. Platform user acceptance testing to be completed late January 2021. Community and Council Plan identified as proof of concept. On track for Go Live late February 2021.

2. CONFIDENTIALITY

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Sections 3 and 66 of the Local Government Act 2020 as the information relates to contractual matters; and the premature disclosure of the information could be prejudicial to the interests of Council or other persons.

The information also meets the definition of confidential information under the Local Government Act 2020 on the basis that the information includes:

- Council business information the disclosure of which may prejudice the Council's position in commercial negotiations; and/or
- Private commercial information that may unreasonably expose a business, commercial or financial undertaking to disadvantage if disclosed; and/or

- Information which has been previously been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

Report Prepared By: **Acting Manager Information and Communications Technology,
Paul Barrett**

Report Authorised By: **Executive Manager Strategy, People & Culture, Interim Information
Technology and Transformation (Change/Lean), Sam Stanton**

Attachments

1. ICT Status Report # 9 [**11.1.1** - 3 pages]
Confidential Attachment 1 is circulated under separate cover

Knox City Council Project Status Report

20-Jan-2021

Project Number	Project Name
789	Facilities Booking Solution
All Wards	User Acceptance testing of the new system is well advanced with Communications and Deployment activities about to commence. Go Live date delayed due to protracted UAT and handover to new Project Manager. Targeting early Dec Go Live
812	Asset Management Information System
All Wards	The overall Project Implementation timelines remain on schedule, even though the first stage of the Project Implementation phase is progressing slightly behind schedule by 2 to 3 weeks.
	All Interface and Data transfer specification workshops are completed and signed-off for Pathway, Computron, Knox Explorer and IntraMaps. Contracts Manager/ProjectsPro and Priava Booking system interface also finalised and signed-off, ready to forward to vendor for interface development quotation.
	Computron Interface development work completed, with Pathway development work scheduled for completion by 29 January 2021. Data Validation and Interface Configuration progressing to schedule.
	System Administrator training well underway, with User Acceptance testing by Project team (Research & Mapping and Asset Strategy Business Analysts) for the first asset classes completed.
	Project Implementation timelines remain on schedule for staged Go Live in late May 2021.
827	Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal & Integration
All Wards	This phase will expand on earlier delivery of the program, with the implementation of a secure portal to Knox staff, a Knox business hub, and fully integrate with Knox systems. The phase will commence 2021.
977	Pathway Program
All Wards	Completed in November: Planning Written Advice applications online is now live, enabling customers to submit enquiries on requirements to apply for a planning application for proposed work to property. This will significantly reduce timeframes for processing enquiries and customers will receive a written response from council via email to complete the digital process.
	Project work has commenced on general Street Trading permits online, with target to go live in December. This will enable current and new business customers to submit applications online to place signage, chairs, tables and/or display of goods on footpaths, removing the paper form process.
	Regarding Municipal Building Permits online, update to the test online system has progressed in November, with testing to be completed and is expected to go live in December.
	Scoping of work has commenced on extending the current payment options for post-lodgement Planning fees and charges including Bonds and Open Space, by way of introducing BPAY payments. This will provide Knox with improved tracking of large-scale payments, and customers with the flexibility to pay using a bank account who were reluctant to utilise other online credit card options.
	Late with Low Impact - Internal Building Maintenance Requests (Sports Clubs) – re-initiation of the project has been delayed due to business lead capacity, and a further update on the status of this work will be provided in December.

Knox City Council Project Status Report

20-Jan-2021

Project Number	Project Name
1031	Spatial Capability
All Wards	Existing GIS systems have all been successfully upgraded in June 20, with the business users now taking advantage of improved functionality for Intramaps and QGIS. The project is in hiatus until January 2021, whilst the most effective outcome delivery approach is agreed ahead of commencing the second stage of delivery.
1034	Business Intelligence
All Wards	Sprint 2 for Finance in progress and scheduled to be completed mid Jan. Sprints planning in progress for Family Children Service, Customer Service and City Futures. Training calendar shared with stakeholders for upcoming sprints. Project on schedule and budget.
1036	HR System
All Wards	The third team is scheduled to go live with Humanforce on 18th January. Business engagement and training continues for the remaining groups. The rollout of Humanforce is planned to be complete by 30 April 2021 and PageUp performance will be released to staff in March 2021. The project remains within budget.
1037	Project Management Office - ICT Governance
All Wards	Tracking as planned
1242	Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development
All Wards	The project build stage continues on schedule, vendor Bliss Digital delivered the first development sprint / showcase of features pre-Christmas 2020, and are now at the end of the second development sprint. The change request re-baselining the project launch date was endorsed by ICT Steering Committee mid-December. This aligns with recruitment of specialist digital team to manage the website once launched.
1245	Corporate Reporting Solutions
All Wards	This project has funding available to commence in FY20/21, the target date will be agreed at ICT Governance Committee in December 2020.
1257	Project Management Office
All Wards	Project Management Office oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.
1368	Data Integration
All Wards	Data integration review kicking off in FY20/21 to ensure solutions and data are effectively connected to deliver ICT community and staff outcomes.

Knox City Council Project Status Report

20-Jan-2021

Project Number	Project Name
1369	Master Data Management
All Wards	In December, MDM consulting partner Pario Solutions prepared the draft recommendations report, this followed an extensive user engagement and research stage which concluded early December. Key findings and recommendations were first presented to key staff and executive at a showcase, and the report followed the week of 21 December. The report has now been circulated to the MDM working group for review and comment. Aiming to gather all feedback and finalise the report by the end of January 2021. The scoping phase will follow the MDM engagement in February.
1371	Participation Platform
All Wards	Platform design and branding phase complete, including development of 'Have Your Say' logo. Platform configuration by Harvest Digital Planning in progress to meet KCC requirements, with expected delivery mid-December. Platform Administrators and Super Users training to be conducted w/c 8/12/20. Testing scheduled for mid-late December. Proof of concept to be commenced January 2021.
1373	Active Aging System Platform
All Wards	In consultation with the sponsoring business, this initiative has been re-prioritised on the ICT Roadmap V5 to commence in July 2021, and this decision has been endorsed by the March 2020 ICT Governance Committee. This decision reflects the business readiness to commence given competing priorities and operating decisions.
1374	Early Years Platform
	The Transformation team are currently working with Family and Children's Services Early Years to to implement activities which will create the additional capacity required to commence the ICT Project. Project commencement date is to be confirmed in November 2020.
1376	Digital Customer Channels Transformation - DCCT Ph2
All Wards	Phase 2 - Deliver a new staff Intranet and a secure portal for residents within our new website, as well as continued rollout of services. Will commence end of 2020.
1377	Cloud Solutions
All Wards	Project waiting to be scheduled
1379	Customer Relationship Management (CRM)
All Wards	This project is due to commence in late FY 20/21

12 Notices of Motion

13 Supplementary Items

14 Urgent Business

15 Questions Without Notice

16 Confidential Items