KNOX CITY COUNCIL
AGENDA

Ordinary Meeting of Council

To be held at the
Civic Centre
511 Burwood Highway
Wantirna South
On

Tuesday 26 June 2012
KNOX CITY COUNCIL

AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD AT THE
CIVIC CENTRE, 511 BURWOOD HIGHWAY, WANTIRNA SOUTH
ON
TUESDAY 26 JUNE 2012 AT 7.00 P.M.

BUSINESS:  

1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

2. DECLARATIONS OF CONFLICT OF INTEREST

3. CONFIRMATION OF MINUTES

   3.1 Confirmation of Minutes of Special Meeting of Council held on Thursday 24 May 2012

   3.2 Confirmation of Minutes of Ordinary Meeting of Council held on Tuesday 29 May 2012

   3.3 Confirmation of Minutes of Strategic Planning Committee Meeting held on Tuesday 12 June 2012

4. PETITIONS AND MEMORIALS

5. REPORTS BY COUNCILLORS

   5.1 Committees & Delegates

   5.2 Ward Issues

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

   All Wards

   6.1 Report Of Planning Applications Decided Under Delegation (160/1/06)
6. CONSIDERING AND ORDERING UPON OFFICERS’ REPORTS WITHIN THE CITY DEVELOPMENT GROUP (cont’d)

Chandler Ward
6.2 Application To Develop The Land For A Two Storey Apartment Building Containing Eleven (11) Dwellings And Associated Car Parking At 66 Boronia Rd, Boronia, Melway Ref. 65 B9 And B10 (Application No. P2011/7014)

Baird Ward
6.3 Application To Develop The Land For A Three Storey Apartment Building (Three Levels Above Ground) Containing 17 Dwellings, Associated Semi-Basement Car Parking And Alteration To Access On A Road Zone Category 1 At 196 Boronia Road, Boronia, Melway Ref. 64 J9 (Application No. P2011/6618)

Chandler Ward
6.4 Application To Develop The Land For A Two (2) Storey Apartment Building Containing Eleven (11) Dwellings At 1/27 Chandler Road And 2A Rangeview Road, Boronia, Melway Ref. 65 A8/9 (Application No. P2011/6938)

Friberg Ward
6.5 Application To Develop The Land For The Construction Of Eight (8) Double Storey Dwellings And Creation Of Access To A Road Zone Category 1 At 1686 Ferntree Gully Road, Ferntree Gully Melway Ref. 73 D5 (Application No. P2011/6908)

Baird Ward
6.6 Application To Develop The Land For The Construction Of Three (3) Double Storey Dwellings At 15 Woodmason Road, Boronia Melway Ref. 64 K6 (Application No. P2011/6825)

Tirhatuan Ward
6.7 Application For Three (3) Lot Subdivision (Restructure Existing Title Layout) And Removal Of Easements At 2 Emmeline Row, Rowville Melway Ref. 72 G/H11 (Application No. P2012/6169)

All Wards
6.8 Update On Heritage Matters In Knox Proposed Amendment C117 & C118

Dobson Ward
6.9 Friends Of Glenfern Green Wedge Group Inc Proposal For New Public Land At 157-173 Glenfern Road, Upper Ferntree Gully

All Wards
6.10 Proposed Amendment C74 Rezone Jenkins Orchard High Street Road

All Wards
6.11 Access For All To Business Premises
7. **PUBLIC QUESTION TIME**

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

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

**Dinsdale Ward**

8.1 Bayswater Shopping Centre – Review Of Parking Restrictions

**Taylor Ward**

8.2 Liberty Avenue – Petition To The Isolated Traffic Treatment Program

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

**All Wards**

9.1 Knox Multicultural Advisory Committee Terms Of Reference Review June 2012

**All Wards**

9.2 Community Development Fund (CDF) Policy And Terms Of Reference

**All Wards**

9.3 Fire Safety And Vegetation Management

**All Wards**

9.4 Breach Of Seasonal Tenancy Agreement For Sporting Clubs

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

**All Wards**

10.1 Strategic Resource Plan 2012-13 TO 2016-17

**ALL Wards**

10.2 Review Of Council’s Caretaker Policy

**Tirhatuan Ward**

10.3 Proposed Discontinuance And Sale Of Road Between 17 And 19 Avalon Road, Rowville (Melway Ref: 81 H2)
11. ITEMS FOR INFORMATION

11.1 Ward Contingency Fund Allocations For The Period 1 January 2012 – 31 March 2012

11.2 Supplementary Valuations

11.3 Works Report As At 12 June 2012

11.4 Assemblies of Councillors

12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

13. SUPPLEMENTARY ITEMS

14. URGENT BUSINESS

14.1 Urgent Business

14.2 Call Up Items

15. QUESTIONS WITHOUT NOTICE

GRAEME EMONSON
CHIEF EXECUTIVE OFFICER
5. REPORTS BY COUNCILLORS

5.1 Committees & Delegates

5.2 Ward Issues
6.1 REPORT OF PLANNING APPLICATIONS DECIDED UNDER DELEGATION

SUMMARY: Manager – City Planning (Paul Dickie)

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

RECOMMENDATION

That the planning applications decided under delegation report (between 1 May to 31 May 2012) be noted.

REPORT

Details of planning applications decided under delegation from 1 May to 31 May 2012 are attached. The applications are summarised as follows:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Extensions:  Residential</td>
<td>11</td>
</tr>
<tr>
<td>Building Extensions:  Other</td>
<td>5</td>
</tr>
<tr>
<td>Units</td>
<td>12</td>
</tr>
<tr>
<td>Tree Removal/Pruning</td>
<td>21</td>
</tr>
<tr>
<td>Subdivision</td>
<td>21</td>
</tr>
<tr>
<td>Sign</td>
<td>2</td>
</tr>
<tr>
<td>Dwelling</td>
<td>3</td>
</tr>
<tr>
<td>Change of Use</td>
<td>4</td>
</tr>
<tr>
<td>Fence</td>
<td>2</td>
</tr>
<tr>
<td>Outdoor Liquor Licence &amp; Car Parking Deispensation</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>82</td>
</tr>
</tbody>
</table>

Report Prepared By: Manager – City Planning (Paul Dickie)

Report Authorised By: Director – City Development (Angelo Kourambas)
## Knox City Council

**Planning Applications Decided by Responsible Officer**

1 May 2012 to 31 May 2012

<table>
<thead>
<tr>
<th>Ward</th>
<th>No/ Type</th>
<th>Address</th>
<th>Description</th>
<th>Decision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baird</td>
<td>2012/6157</td>
<td>5 Narcissus Avenue BORONIA VIC 3155</td>
<td>The subdivision of the land into six (6) lots (Approved unit site)</td>
<td>10/05/2012 Approved</td>
</tr>
<tr>
<td>Baird</td>
<td>2011/6978</td>
<td>23 Rowson Street BORONIA VIC 3155</td>
<td>The subdivision of the land into two (2) lots</td>
<td>29/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Baird</td>
<td>2012/6316</td>
<td>4 Murene Court BORONIA VIC 3155</td>
<td>Removal of two Eucalyptus cephalocarpa and the pruning of two Eucalyptus cephalocarpa</td>
<td>2/05/2012 Approved</td>
</tr>
<tr>
<td>Baird</td>
<td>2012/6283</td>
<td>47 Paton Crescent BORONIA VIC 3155</td>
<td>Removal of six trees (nos. 6, 11, 16, 17, 19 &amp; 19A) and prune three trees (nos. 9, 12 &amp; 15).</td>
<td>11/05/2012 Approved</td>
</tr>
<tr>
<td>Baird</td>
<td>2011/6890</td>
<td>52 Linda Crescent FERNTREE GULLY VIC 3156</td>
<td>Double storey dwelling to the side of the existing dwelling and two lot subdivision</td>
<td>15/05/2012 Approved</td>
</tr>
<tr>
<td>Baird</td>
<td>2012/6108</td>
<td>10 Rose Avenue BORONIA VIC 3155</td>
<td>The subdivision into two (2) lots (Approved Unit Site)</td>
<td>7/05/2012 Approved</td>
</tr>
<tr>
<td>Baird</td>
<td>2011/6733</td>
<td>163 Dorset Road BORONIA VIC 3155</td>
<td>The construction of three double storey dwellings on the lot</td>
<td>8/05/2012 Refused</td>
</tr>
<tr>
<td>Baird</td>
<td>2012/6205</td>
<td>7 Dunlop Court BAYSWATER VIC 3153</td>
<td>Extension to existing factory and associated car parking dispensation.</td>
<td>1/05/2012 Approved</td>
</tr>
<tr>
<td>Baird</td>
<td>2012/6383</td>
<td>23 Haering Road BORONIA VIC 3155</td>
<td>The removal of one (1) Eucalyptus viminalis (MannaGum)</td>
<td>24/05/2012 Approved</td>
</tr>
<tr>
<td>Baird</td>
<td>2012/6311</td>
<td>8 Gordon Crescent BORONIA VIC 3155</td>
<td>The Subdivision of the Land into Two (2) Lots (Approved Unit Site)</td>
<td>23/05/2012 Approved</td>
</tr>
<tr>
<td>Baird</td>
<td>2011/6502</td>
<td>29 Springfield Road BORONIA VIC 3155</td>
<td>Development of the land for a single storey dwelling to the rear of the existing dwelling</td>
<td>24/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Baird</td>
<td>2011/6848</td>
<td>19 Nerissa Street FERNTREE GULLY VIC 3156</td>
<td>Development of a single storey dwelling to the rear of the existing dwelling</td>
<td>23/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Baird</td>
<td>2011/7010</td>
<td>15 Aubrey Grove BORONIA VIC 3155</td>
<td>Development of a single storey dwelling to the rear of the existing dwelling</td>
<td>4/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6344</td>
<td>60 Olive Grove BORONIA VIC 3155</td>
<td>Removal of one Eucalyptus obliqua</td>
<td>4/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6373</td>
<td>159 Forest Road BORONIA VIC 3155</td>
<td>Removal of one (1) Eucalyptus obliqua</td>
<td>21/05/2012 Approved</td>
</tr>
<tr>
<td>Ward</td>
<td>No/ Type</td>
<td>Address</td>
<td>Description</td>
<td>Decision:</td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
<td>--------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6104</td>
<td>249 Forest Road BORONIA VIC 3155</td>
<td>The construction of a dwelling on the land</td>
<td>8/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6249</td>
<td>6 Timewell Crescent BORONIA VIC 3155</td>
<td>The removal of one (1) Eucalyptus radiata tree</td>
<td>9/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2011/660</td>
<td>207 Basin-Olinda Road SASSAFRAS VIC 3787</td>
<td>The construction of a double storey dwelling and variation to Covenant PS543867C (alteration to building envelope)</td>
<td>10/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6382</td>
<td>43 McDonald Crescent BORONIA VIC 3155</td>
<td>Removal of one (1) Liquidambar styraciflua tree</td>
<td>11/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2011/6919</td>
<td>2/29 Stewart Street BORONIA VIC 3155</td>
<td>Construction of a single storey Dwelling</td>
<td>11/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6211</td>
<td>26 Elsie Street BORONIA VIC 3155</td>
<td>Replacement and extension of Decking and Construction of Verandah</td>
<td>15/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6377</td>
<td>140 Basin-Olinda Road THE BASIN VIC 3154</td>
<td>Removal of eight (8) dead Eucalyptus Trees &amp; several large indigenous shrubs &amp; the pruning of three (3) Eucalyptus obliqua (Messmate), one (1) Eucalyptus radiata (Narrow leaf Peppermint) and one (1) Corymbia citriodora (Lemon scented Gum)</td>
<td>16/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6343</td>
<td>11 Bellevue Court BORONIA VIC 3155</td>
<td>Removal of one Acacia melanoxyon and the pruning of a Corymbia citriodora, Banksia marginata, Photinia serrulata, Syzygium paniculatum and Ceratopetalum apetalum.</td>
<td>2/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2011/6045</td>
<td>1290-1298 Mountain Highway THE BASIN VIC 3154</td>
<td>Buildings &amp; Works to Existing Temple</td>
<td>4/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6363</td>
<td>Units 1-12/15 Chandler Road BORONIA VIC 3155</td>
<td>The removal of one (1) Eucalyptus cephalocarpa tree</td>
<td>8/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6114</td>
<td>365 Forest Road THE BASIN VIC 3154</td>
<td>The Subdivision of the Land into Two (2) Lots (Approved Unit Site)</td>
<td>16/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6300</td>
<td>69A Mount View Road BORONIA VIC 3155</td>
<td>Construction of Covered Deck to Existing Dwelling</td>
<td>30/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6354</td>
<td>4 Basin-Olinda Road THE BASIN VIC 3154</td>
<td>Buildings and works (construction of a garage and deck)</td>
<td>31/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6375</td>
<td>1 Lyndon Road BORONIA VIC 3155</td>
<td>Removal of one (1) Alnus acuminata (Evergreen Alder)</td>
<td>18/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2011/6408</td>
<td>1413 Mountain Highway THE BASIN VIC 3154</td>
<td>Buildings and Works (Addition to dwelling)</td>
<td>15/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6341</td>
<td>25 Stewart Street BORONIA VIC 3155</td>
<td>The removal of Two Eucalyptus obliqua trees</td>
<td>01/05/2012 Approved</td>
</tr>
<tr>
<td>Ward</td>
<td>No/ Type</td>
<td>Address</td>
<td>Description</td>
<td>Decision:</td>
</tr>
<tr>
<td>------------</td>
<td>------------------</td>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Chandler</td>
<td>2011/6928</td>
<td>42 Bambury Street</td>
<td>Development of the land for three (3) double storey dwellings &amp; vegetation removal</td>
<td>25/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6307</td>
<td>1029-1033 Mountain Highway</td>
<td>Buildings and Works (Alterations and Extension to existing Building)</td>
<td>18/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2011/6977</td>
<td>12 Golden Grove THE BASIN</td>
<td>Buildings and Works (Second storey addition to existing dwelling)</td>
<td>30/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6325</td>
<td>7 Rangeview Road</td>
<td>Addition to existing dwelling (verandah)</td>
<td>2/05/2012 Approved</td>
</tr>
<tr>
<td>Chandler</td>
<td>2012/6119</td>
<td>21 Marland Road</td>
<td>The subdivision of the land into two (2) lots (Approved unit site)</td>
<td>7/05/2012 Approved</td>
</tr>
<tr>
<td>Collier</td>
<td>2012/6057</td>
<td>1/13 AND 2/13 Michellan Court</td>
<td>Warehouse alterations and additions and car parking dispensation for three spaces</td>
<td>15/05/2012 Approved</td>
</tr>
<tr>
<td>Collier</td>
<td>2012/6348</td>
<td>25 Stokes Road</td>
<td>The removal of one Eucalyptus viminalis (Manna Gum)</td>
<td>9/05/2012 Approved</td>
</tr>
<tr>
<td>Collier</td>
<td>2011/6974</td>
<td>25 Linsley Way</td>
<td>Development of the land for 3 double storey dwellings</td>
<td>25/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Dinsdale</td>
<td>2012/6279</td>
<td>13 Elm Street</td>
<td>The subdivision of the land into three (3) lots (approved development site)</td>
<td>23/05/2012 Approved</td>
</tr>
<tr>
<td>Dinsdale</td>
<td>2012/6206</td>
<td>24 Parkhurst Drive</td>
<td>Change of Use (Coffee Roastery) and Dispensation of Car Parking</td>
<td>24/05/2012 Approved</td>
</tr>
<tr>
<td>Dinsdale</td>
<td>2012/6099</td>
<td>13 Ash Grove</td>
<td>The Subdivision of the Land into Three (3) Lots (Approved Unit Site)</td>
<td>2/05/2012 Approved</td>
</tr>
<tr>
<td>Dinsdale</td>
<td>2011/6740</td>
<td>1/652 Mountain Highway</td>
<td>The construction of a three storey apartment building containing five (5) dwellings and creation of access to a road in Road Zone Category 1</td>
<td>3/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Dinsdale</td>
<td>2012/6305</td>
<td>743 Mountain Highway</td>
<td>Construction of Fencing and Installation of Roller Door</td>
<td>18/05/2012 Approved</td>
</tr>
<tr>
<td>Dinsdale</td>
<td>2012/6117</td>
<td>19 Wadhurst Drive</td>
<td>Mezzanine floor within existing building</td>
<td>11/05/2012 Approved</td>
</tr>
<tr>
<td>Dinsdale</td>
<td>2012/6286</td>
<td>Stage 11, 431 Dorset Road</td>
<td>Change of Use (Marital Arts, Fitness and Personal Training) and associated signage</td>
<td>24/05/2012 Approved</td>
</tr>
<tr>
<td>Dobson</td>
<td>2012/6288</td>
<td>1140 Burwood Highway</td>
<td>Illuminated and Non Illuminated Business Identification Signage.</td>
<td>11/05/2012 Approved</td>
</tr>
<tr>
<td>Dobson</td>
<td>2012/6124</td>
<td>1/27 The Glen</td>
<td>Alteration/Addition to existing Dwelling and construction of a detached garage</td>
<td>15/05/2012 Approved</td>
</tr>
<tr>
<td>Ward</td>
<td>No/ Type</td>
<td>Address</td>
<td>Description</td>
<td>Decision</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Dobson</td>
<td>2011/6793</td>
<td>5 Bales Street FERNTREE GULLY VIC 3156</td>
<td>Development of a single storey dwelling to the rear of the existing dwelling</td>
<td>2/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Dobson</td>
<td>2012/6353</td>
<td>2/22 Veronica Street FERNTREE GULLY VIC 3156</td>
<td>To Remove large Pine Oak Tree</td>
<td>3/05/2012 Approved</td>
</tr>
<tr>
<td>Dobson</td>
<td>2012/6337</td>
<td>7 Rona Street FERNTREE GULLY VIC 3156</td>
<td>Buildings and Works (construction of a verandah/deck &amp; shed)</td>
<td>17/05/2012 Approved</td>
</tr>
<tr>
<td>Dobson</td>
<td>2011/6803</td>
<td>1154 Burwood Highway UPPER FERNTREE GULLY VIC 3156</td>
<td>Change of Use (Personal training and ancillary uses)</td>
<td>24/05/2012 Approved</td>
</tr>
<tr>
<td>Dobson</td>
<td>2012/6356</td>
<td>2 Rollings Road UPPER FERNTREE GULLY VIC 3156</td>
<td>The removal of nine trees (Pittosporum eugenioides 'Variegatum', Pinus patula, Eucalyptus cinerea, Allocasuarina sp x 2 trees, Sophora tetrapetra, Cedrus deodara, Acacia prominens, Photinia serrulata) and the pruning of three trees (Eucalyptus salignus, Q</td>
<td>8/05/2012 Approved</td>
</tr>
<tr>
<td>Dobson</td>
<td>2011/6992</td>
<td>20 Hunter Street FERNTREE GULLY VIC 3156</td>
<td>Garage</td>
<td>8/05/2012 Approved</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6093</td>
<td>6/1809 Ferntree Gully Road FERNTREE GULLY VIC 3156</td>
<td>Change of Use - Car Hire Outlet &amp; associated Advertising Signage</td>
<td>4/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Friberg</td>
<td>2011/6829</td>
<td>848 Burwood Highway FERNTREE GULLY VIC 3156</td>
<td>Buildings and Works and New Outdoor Licensed Area &amp; Car Parking Dispensation</td>
<td>18/05/2012 Approved</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6378</td>
<td>88 Kathryn Road KNOXFIELD VIC 3180</td>
<td>Removal of Eucalyptus botryoides.</td>
<td>11/05/2012 Approved</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6376</td>
<td>121 Windermere Drive FERNTREE GULLY VIC 3156</td>
<td>Timber paling front fence</td>
<td>22/05/2012 Approved</td>
</tr>
<tr>
<td>Friberg</td>
<td>2011/6843</td>
<td>90 David Street North KNOXFIELD VIC 3180</td>
<td>Development of the land for one (1) double storey and two (2) single storey dwellings</td>
<td>16/05/2012 Notice of Decision</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6145</td>
<td>18 David Street KNOXFIELD VIC 3180</td>
<td>The subdivision into two (2) lots (approved development site)</td>
<td>10/05/2012 Approved</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6194</td>
<td>98 Adele Avenue FERNTREE GULLY VIC 3156</td>
<td>The subdivision of the land into two (2) lots (approved development site)</td>
<td>30/05/2012 Approved</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6302</td>
<td>1664 Ferntree Gully Road KNOXFIELD VIC 3180</td>
<td>Advertising Signage</td>
<td>22/05/2012 Approved</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6036</td>
<td>33 Elton Road, FERNTREE GULLY VIC 3156</td>
<td>The subdivision of the land into two (2) lots (Approved Unit Site)</td>
<td>30/05/2012 Approved</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6338</td>
<td>26 Ferguson Court FERNTREE GULLY VIC 3156</td>
<td>The pruning of one (1) Eucalyptus obliqua (Messmate) and one (1) Eucalyptus macrorhyncha (Red Stringybark)</td>
<td>4/05/2012 Approved</td>
</tr>
<tr>
<td>Ward</td>
<td>No/ Type</td>
<td>Address</td>
<td>Description</td>
<td>Decision:</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Friberg</td>
<td>2012/6070</td>
<td>3 &amp; 5 Kathryn Road KNOXFIELD VIC 3180</td>
<td>The subdivision of the land into nine (9) lots (approved development site)</td>
<td>7/05/2012 Approved</td>
</tr>
<tr>
<td>Scott</td>
<td>2010/6239</td>
<td>440 Stud Road WANTIRNA SOUTH VIC 3152</td>
<td>The Subdivision of the land into fifteen (15) Lots (approved development site)</td>
<td>7/05/2012 Approved</td>
</tr>
<tr>
<td>Scott</td>
<td>2011/6945</td>
<td>5 Mariposa Court WANTIRNA SOUTH VIC 3152</td>
<td>The construction of a double storey dwelling to the rear of the existing</td>
<td>28/05/2012 Approved</td>
</tr>
<tr>
<td>Taylor</td>
<td>2012/6367</td>
<td>5A Reservoir Crescent ROWVILLE VIC 3178</td>
<td>Removal of several Pittosporum undulatum (Sweet Pittosporum) and several Pinus radiata (Radiata Pine)</td>
<td>15/05/2012 Approved</td>
</tr>
<tr>
<td>Taylor</td>
<td>2012/6226</td>
<td>23 Camphor Close LYSTERFIELD VIC 3156</td>
<td>Workshop/shed</td>
<td>3/05/2012 Approved</td>
</tr>
<tr>
<td>Taylor</td>
<td>2012/6126</td>
<td>39 Salerno Way ROWVILLE VIC 3178</td>
<td>The subdivision of the land into two (2) lots</td>
<td>10/05/2012 Approved</td>
</tr>
<tr>
<td>Taylor</td>
<td>2012/6352</td>
<td>11 Cornish Road LYSTERFIELD VIC 3156</td>
<td>Buildings and works (construction of a deck)</td>
<td>31/05/2012 Approved</td>
</tr>
<tr>
<td>Taylor</td>
<td>2011/6960</td>
<td>318 Dandelion Drive ROWVILLE VIC 3178</td>
<td>The subdivision into two lots (approved unit development)</td>
<td>4/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6321</td>
<td>3 Mindara Avenue ROWVILLE VIC 3178</td>
<td>Removal of one (1) Eucalyptus camaldulensis (River Red Gum)</td>
<td>2/05/2012 Refused</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6106</td>
<td>525 Stud Road WANTIRNA SOUTH VIC 3152</td>
<td>The subdivision of the land into four (4) lots (Approved development site)</td>
<td>22/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6141</td>
<td>1 Watson Close ROWVILLE VIC 3178</td>
<td>The subdivision of the land into two (2) lots (approved development site)</td>
<td>10/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6163</td>
<td>23 Stamford Crescent ROWVILLE VIC 3178</td>
<td>The subdivision of the land into four (4) lots (approved development site)</td>
<td>16/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6426</td>
<td>15 Tetragona Quadrant ROWVILLE VIC 3178</td>
<td>Pruning of one (1) Eucalyptus cephalocarpa (Silver leaf Stringybark)</td>
<td>31/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6103</td>
<td>525 Stud Road WANTIRNA SOUTH VIC 3152</td>
<td>The subdivision of the land into thirteen (13) lots (Approved development site)</td>
<td>22/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6161</td>
<td>39 Laser Drive ROWVILLE VIC 3178</td>
<td>The subdivision of the land into two (2) lots (existing warehouse development)</td>
<td>10/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6389</td>
<td>78 Timbertop Drive ROWVILLE VIC 3178</td>
<td>Pruning of two (2) Eucalyptus cephalocarpa (Silver leaf Stringybark)</td>
<td>17/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2012/6107</td>
<td>525 Stud Road WANTIRNA SOUTH VIC 3152</td>
<td>The subdivision of the land into five (5) lots (Approved development site)</td>
<td>22/05/2012 Approved</td>
</tr>
<tr>
<td>Tirhatuan</td>
<td>2011/6771</td>
<td>9 Second Avenue ROWVILLE VIC 3178</td>
<td>The construction of a double storey dwelling to the rear of the existing dwelling</td>
<td>23/05/2012 Notice of Decision</td>
</tr>
</tbody>
</table>

**TOTAL: 82**
6.2 APPLICATION TO DEVELOP THE LAND FOR A TWO STOREY APARTMENT BUILDING CONTAINING ELEVEN (11) DWELLINGS AND ASSOCIATED CAR PARKING AT 66 BORONIA RD, BORONIA, Melway Ref. 65 B9 AND B10 (Application No. P2011/7014)

1. SUMMARY:

Land: 66 Boronia Rd, Boronia
Applicant: Peter Brown Architects Pty Ltd
Proposed Development: Development of a two storey apartment building containing eleven (11) dwellings and associated car parking
Existing Land Use: Single Dwelling
Area/Density: 1,018 m² / 1:92 m²
Zoning: Residential 1 Zone
Overlays: Vegetation Protection Overlay (Schedule 3)
          Significant Landscape Overlay (Schedule 2)
          Design and Development Overlay (Schedule 7)
Local Policy: Municipal Strategic Statement
              Dandenong Foothills Policy
              Boronia Major Activity Centre Policy
              Housing Policy
Application Received: 20 December 2011
Number of Objections: 474 objections and 2 letters of support
PCC Meeting: 20 March 2012

Assessment:

The subject site is located within the Boronia Structure Plan area as identified in the Knox Planning Scheme and defined in the Design and Development Overlay Schedule 7.

The proposal generally complies with the Residential 1 Zone, Municipal Strategic Statement, Dandenong Foothills Policy and Housing Policy. Subject to minor modifications, the proposal will comply with ResCode, including exceeding visitor parking requirements.

The proposal will achieve an outcome consistent with the Design and Development Overlay (Schedule 7), Vegetation Protection Overlay (Schedule 3) and Significant Landscape Overlay (Schedule 2).

On balance it is considered that, subject to modifications, the proposal responds well to State and Local Planning Policies. It is recommended that Council issue a Notice of Decision to Grant a Planning Permit subject to conditions.
6.2 66 Boronia Rd, Boronia (cont’d)

2. BACKGROUND

2.1 Subject Site and Surrounds

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

- The subject site is generally rectangular in shape, located at the south eastern corner of the intersection between Boronia Road and Marie St in Boronia. The site has an overall area of 1,018m² with a frontage to Boronia Road of 17 metres and frontage to Marie St of 45 metres. A single storey brick dwelling and associated outbuildings currently exist on the site.

- Adjoining properties are used for residential purposes. Dwellings in the immediate area largely contain single storey dwellings on a range of lot sizes. The subject site is located within the Boronia Activity Centre, with the Business 1 Zones within the Activity Centre located less than 180 metres walking distance to the west.

- No restrictions are registered on title. An application to remove a restrictive covenant on title which prohibited more than one dwelling on the lot was refused by Council in 2006. The covenant was removed from the title via an order of the Supreme Court on 9 August 2010.

- No significant vegetation is contained onsite.

2.2 The Proposal

(Refer to attached plans at Appendix B)

The application proposes to construct 11 dwellings within a two storey apartment building with associated car park. Details of the proposed development are as follows:

- Eleven (11) dwellings in total, comprising four (4) one bedroom dwellings at ground level and seven (7) two bedroom dwellings at the upper level. Dwellings are provided with an open plan kitchen/living area, balcony and single bathroom. A communal courtyard is located at the eastern boundary at ground level, and a communal terrace above this at the upper level.

- A car park largely constructed at ground level, accessed via a double crossover to Marie St at the western boundary and containing 11 resident car spaces and two (2) visitor spaces. Waste storage and bicycle parking spaces are also located within the carpark.

- The building has a height of 7.5 metres at its highest point. The building has a contemporary design including a skillion roof, clerestory windows, and a mix of render, timber and brickwork to walls.
6.2 66 Boronia Rd, Boronia (cont’d)

- Small to medium trees along the street frontages are proposed to be retained.
- Deletion of the existing single crossover to Boronia Road.

3. CONSULTATION

3.1 Advertising

The application was advertised by mail to surrounding owners and occupiers and signs were displayed on both street frontages for a period of 14 days. At the time this report was prepared 474 written objections and two (2) letters in support were received to the application. The objections can be summarised as follows:

Double storey height and built form inconsistent with neighbourhood character - including that of the Bowling Green Estate, Dandenong Foothills and Boronia Structure Plan

- The proposed built form is consistent with Council’s preferred neighbourhood character for this area, as detailed in the Design and Development Overlay (Schedule 7) for the Boronia Major Activity Centre. Council policy supports increased residential density within the Boronia Major Activity Centre.

The height, density and bulk of the proposed development are consistent with the future development anticipated within the Boronia Structure Plan.

Density of development

- The density of the development is determined by its compliance with the relevant Council policies and ResCode. The assessment of the application has demonstrated that the proposal complies with Council policies and ResCode objectives, therefore the proposal is not considered to be an overdevelopment of the land.

Over-supply of unit developments / Dwelling diversity

- The development proposes a mix of one and two bedroom dwellings, in accordance with the direction of Knox’s Housing Policy at Clause 22.10 to provide a greater diversity in dwelling types and forms.

Distance to commercial areas/public transport within Boronia Activity Centre

- The site is located within the Boronia Activity Centre, at a convenient distance of 180 metres from the edge of Business 1 Zones and 650 metres from the Boronia Railway Station.
6.2 66 Boronia Rd, Boronia (cont’d)

Overlooking and overshadowing impacts to adjoining properties

- As described at Section 4.3 below, the development complies with ResCode overshadowing and overlooking standards, subject to minor modifications.

Vegetation removal and opportunities for landscaping

- Council’s Arborist has inspected the site and determined that there is no significant vegetation onsite. Tree root exploratory works will be required by conditions on any permit issued to ensure protection of neighbouring trees to the south and east.

Impact of development on existing drainage system

- Council’s Drainage Engineer has not raised any concern with the impact of the development on the existing drainage system. A standard condition on any permit to issue will require an Engineering Plan to detail engineering requirements to ensure that stormwater runoff is appropriately managed.

Internal amenity for occupants

- As assessed at Section 4.3 below, the development complies with ResCode internal amenity standards, subject to minor modifications.

Increase in noise and pollution

- Permit conditions discussed at Section 4.3 will require an increase in height to the southern boundary fence to reduce noise or pollution impacts from the car parking area. Beyond this minor modification, there is nothing to suggest that this development, if constructed, will create any more noise or pollution to adjoining properties or the surrounding area other than that normally encountered within a residential context.

Energy efficiency

- The design of the development is sufficiently energy efficient, including allowing for direct northern solar access to all but one of the 11 dwellings. A Sustainable Design Assessment will be required as a condition of any permit issued.

Removal of covenant

- The removal of a single dwelling covenant from the property falls outside of the assessment of this planning application.
6.2 66 Boronia Rd, Boronia (cont’d)

Loss of family environment

- The type of housing proposed will contribute to housing diversity within Boronia and the wider municipality of Knox, consistent with the Boronia Structure Plan and Knox Housing Policy. A community courtyard and terrace are available for residents’, including families’, recreation, and there is nothing to suggest that this type of housing will directly lead to a loss of the family environment of the area.

Traffic issues – Congestion and motorists’ and pedestrian safety

- As detailed at Section 3.3 below, no concerns have been raised by Council’s Traffic Engineer regarding traffic congestion or loss of on-street parking in the area, subject to minor modifications to the carpark and access layout.

Traffic issues - Number of car spaces provided and loss of on-street parking

- The proposal provides car parking in accordance with ResCode, with a total of 13 car spaces (one space for each one and two bedroom dwelling and two (2) visitor parking spaces). Therefore the number of car parking spaces provided complies with ResCode.

In addition, as discussed at Section 3.2, the developer has agreed to provide a further two (2) visitor spaces onsite by relocating storage facilities within the car parking area. This will be placed as a condition on any permit issued.

Waste collection from the site

- A Waste Management Plan will be a requirement of any permit issued, to detail the collection of waste from the site.

Property values

- This is not a valid planning consideration.

3.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held at the Civic Centre on 20 March 2012. 66 members of the public were in attendance. Objectors expressed the following main concerns with the proposal (no additional concerns were raised during the meeting):
6.2 66 Boronia Rd, Boronia (cont’d)

Traffic

- Potential increase in traffic congestion and on street car parking
- Traffic and pedestrian safety
- Vehicle access onto Marie St
- Waste collection from the site
- Number of car spaces provided

Design and layout

- Built form out of character and inconsistent with the Bowling Green Estate (entry to the estate).
- Built form inconsistent with Dandenong Foothills Policy and Boronia Structure Plan.
- Density of development and dwelling diversity
- Distance to commercial areas/public transport within Boronia Activity Centre
- Overshadowing of adjoining properties
- Overlooking of adjoining properties
- Vegetation removal and opportunities for landscaping
- Impact of development on existing drainage system
- Internal amenity for occupants

Other

- Increase in noise and pollution
- Removal of covenant
- Loss of family environment
- Over-supply of unit developments
- Property values

In response to the concerns raised, the applicant agreed to the following design alterations which will be placed as conditions on any permit issued:

- Provision of an additional two (2) car spaces onsite if storage facilities to dwellings are reduced or relocated.
6.2 66 Boronia Rd, Boronia (cont’d)

- Removal of security gates to allow visitor access to onsite parking spaces.
- Rubbish bins will be stored within the car parking area onsite and will be pulled out and emptied by the private waste contractor.
- Provision of an external colours and materials schedule.
- Boundary fences to be acoustic type fences.

A traffic count and analysis was requested by the Chairperson. The outcome of this survey is detailed at Section 3.3 below.

A subsequent on-site discussion was held between the Chairperson, Ward Councillor, Council officers and the applicant regarding traffic concerns raised at the PCC Meeting. The applicant is willing to fund the provision of two (2) indented parking spaces within the Marie Street nature strip immediately adjacent to the site.

Indented parking is not recommended to be required as a condition on any permit issued. Furthermore, as discussed at Section 3.3 below, provision of indented parking spaces is considered to be inconsistent with Council’s Knox Liveable Streets Plan (29 May 2012) which states the following in Section 5.4 – General Guidelines:

“The community place great importance on the value of the nature strip as it makes a significant contribution to Knox’s ‘green and leafy’ image. As such indented parking should only be considered where there is a significant net community benefit such as the provision of on-streets cycle lanes … Existing street trees and planting should not be removed for indented car parking.”

3.3 Referrals

The application has been referred to VicRoads and internal departments for comment. No objection has been raised; the following is a summary of relevant advice:

VicRoads

- No objection to the removal of a vehicle crossing to Boronia Road, subject to a condition on any permit issued regarding removal of the redundant crossing.

Traffic Engineer

- Modifications to the car park and ramp layout to be required as conditions on any permit issued.
6.2 66 Boronia Rd, Boronia (cont’d)

- Traffic surveys were carried out in front of the property in May 2012 and demonstrate that:
  - Residential traffic along Marie Street is well within acceptable volumes.
  - Speeds at the entrance of Marie Street are understandably low as vehicles will have just entered from Boronia Rd.
  - Speeds further along Marie Street are average for a local residential street, and appeared to have dropped since a previous traffic count in February 2011 which showed higher speeds (85th percentile speed of 60 km/h) that led to Council requesting police surveillance to enforce the 50 km/h limit in the area.
  - Council’s Traffic Engineers have no speed or volume concerns regarding Marie Street.

- In response to the alternative proposal put forward by the applicant for two (2) indented parking bays immediately adjacent to the apartment development along Marie Street:
  - Although the Retrofitting of additional on-street parking infrastructure on narrow residential streets policy (25 October 2011), does not apply to streets in Activity Centres; it is considered that this proposal would not accord with the policy because the street is greater than 7.2 metres wide, and there is opportunity to park vehicles on the street without impeding through traffic – in these cases the policy states no consideration will be given to indented bays.
  - The 7.3 metre width of Marie Street and sight distances are considered adequate to allow motorists to slow down and give way to oncoming vehicles if there are vehicles parked on the street. Council’s Traffic Engineers see no major issues with allowing parking on both sides of Marie Street.

  Provision of indented parking may in fact exacerbate speed issues as a wider expanse of road may encourage motorists to increase their speed along Marie Street.

  As such, an indented parking proposal would likely require speed treatment by narrowing this section of Marie Street to 6 metres width.

  - The proposal would not accord with the Design Guidelines in the Knox Liveable Streets Plan (29 May 2012), as a loss of the nature strip would be contrary to the community’s main preference for green, leafy streets.
6.2 66 Boronia Rd, Boronia (cont’d)

Drainage Engineer

- Standard conditions to be included on any permit issued.

Arborist

- None of the vegetation on the subject site is significant.
- Exploratory works are required to locate the roots of trees on neighbouring properties.

Strategic and Economic Development

- The proposal is consistent with the DDO7 and the discretionary two storey (7.5 metre) height limit.

Parks Services

- The Eucalyptus street tree to the north of the proposed crossover can be removed upon receipt of the relevant fee from the developer.

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 Residential 1 Zone. Within the Residential 1 Zone (R1Z) a planning permit is required to construct more than one dwelling on a lot.

4.1.2 Overlays

Vegetation Protection Overlay (Schedule 3)

The VPO3 seeks to preserve remnant overstorey native vegetation and requires the issue of a permit for the removal of large native trees greater than 8 metres in height and with a trunk diameter of 300mm or more.

- The permit requirements of the VPO3 are not triggered by this application.
6.2 66 Boronia Rd, Boronia (cont’d)

Significant Landscape Overlay (Schedule 2)

The site is located within the Significant Landscape Overlay 2 (SLO2) relating to the Dandenong Foothills: Foothills Backdrop and Ridgeline Area. Within the SLO2, a planning permit is required to construct a building and to carry out works to remove, destroy or lop a tree if the circumference of the trunk is more than 0.5 metre or the height of the tree is 5 metres or more. This does not apply to weed species listed in the schedule.

- No significant vegetation onsite will be affected by the development. Council’s Arborist has identified that neighbouring trees protected by the SLO2 may be affected, and has required tree root exploration works which will be placed as a condition on any permit issued to ensure retention of the trees.

- The proposed building and works are considered to be consistent with the decision guidelines of the SLO2. The development at a height of 7.5 metres will not impact upon views to the Dandenongs and will not penetrate above the tree canopy. A condition on any permit issued will require a materials and colours schedule indicating the use of non reflective materials and colours in muted tones.

Design and Development Overlay (Schedule 7)

The site is affected by the Design and Development Overlay (Schedule 7) which implements the Boronia Structure Plan. Under the provisions of the Overlay, a permit is required for buildings and works.

To achieve the design objectives in the Schedule, any proposed development must meet the requirements contained within the Schedule. These include preferred and mandatory building heights, design standards, materials and colours, landscape design and signage.

- The site is located within a 7.5 metre (two storey) maximum building height area. The proposal for a double storey building with a maximum height of 7.5 metres complies with the maximum building height.

- The proposed double storey built form and scale of the building is consistent with the design standards in the Schedule.

- An external material and colours schedule will be required to be submitted as part of any permit issued, and will ensure that the external appearance of the development reinforces the naturalistic theme of the local area.
6.2 66 Boronia Rd, Boronia (cont’d)

- There are opportunities for planting within the front setback and along the boundaries of the site. A landscape plan to the satisfaction of the Responsible Authority would be a requirement of any permit to issue, and also subject to minimum replanting requirements.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

Key Policies:

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

- The design of the development will not dominate the streetscape or adjoining properties. The two storey built form and height is consistent with the maximum 7.5 metre height limit in the Design and Development Overlay (Schedule 7). There are areas for planting and landscaping, sustainable design features, and architectural elements such as a green wall and varied built form that will contribute positively to the preferred urban character.

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

- The density of the development contributes to the consolidation of urban development being located within reasonable distance to urban services and transport. A Sustainable Design Assessment would be a requirement of any permit issued.
6.2 66 Boronia Rd, Boronia (cont’d)

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

- Neighbourhood character - *This is discussed in a later section of the report (Section 4.2.2).*

- Housing choice – *The proposed development provides a different form of housing to that provided in the area and provides a range of dwelling sizes which will contribute to housing choice.*

- Existing infrastructure – *The site is located within a fully serviced area.*

- Energy efficiency – *This has been discussed above under Clause 15.02.*

- Location – *The site is located within the Boronia Major Activity Centre.*

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

- *The site is located within 30 metres walking distance of a bus stop on Boronia Road, which is serviced by bus route No. 755.*

- *Route No. 755 provides access between Bayswater and Knox City via Boronia and operates between 5.53am and 9.27pm Monday to Friday at 20 minute intervals; between 7.51am and 9.18pm Saturdays at 60 minute intervals and between 8.55am and 9.21pm Sundays at 60 minute intervals.*

- *Additionally, the site is within 650 metres of Boronia railway station and bus interchange, providing further connection to the municipality and Melbourne.*

4.2.2 Local Planning Policy Framework

Clause 21.05-2 Municipal Strategic Statement (MSS) The MSS seeks to reduce the prevalence of infill housing development in dispersed locations as a major form of housing development by promoting activity centres and key redevelopment strategic sites as the preferred location.

- *The site is located in a Major Activity Centre.*
6.2 66 Boronia Rd, Boronia (cont’d)

The MSS further seeks to manage the need for more housing and maintaining the valued qualities of identified areas of environmental and character significance. The MSS supports development that respects the existing or preferred residential neighbourhood character.

- The proposed development is considered to be consistent with the preferred future character for the area, as determined by the Boronia Structure Plan and the Design and Development Overlay (Schedule 7) which indicates a maximum height limit of two storeys (7.5 metres) for this area.

Clause 22.01 Dandenong Foothills – Dandenong Foothills, Foothills Backdrop & Ridgeline Area – The objectives of the Dandenong Foothills policy are to ensure that the design and siting of buildings, works and landscaping protects and enhances the visual dominance of vegetation, including canopy trees and native understorey plants.

It is policy that:

The design and siting of buildings, works and landscaping protects and enhances the visual dominance of vegetation, including canopy trees and native understorey plants, to ensure that:

- There is a continuous vegetation canopy across residential lots and roads.
- Development blends with vegetation on the hillsides to maintain and enhance the appearance of the area as an extension of the Dandenong Ranges National Park.
- There is effective screening of development and use of suitable colours and materials to maintain distant views and the appearance of a heavily vegetated natural hillside.
- Development does not rise above the tree canopy height to maintain the significant landscape character of the area and near and distant view lines.
- The significant landscape character of the area is protected and enhanced by retaining existing vegetation and planting indigenous canopy and understorey vegetation.
- Buildings and works located on sites at high points and along ridges are designed, finished and sited so that they are not highly visible from the valley area below.
- The development will allow for canopy tree planting within the front and side setbacks; however, does not allow for a continuous vegetation canopy across the allotment. This is considered an appropriate balance given the location of the site within the Boronia Activity Centre.
6.2  66 Boronia Rd, Boronia (cont’d)

- In accordance with both Clause 22.01 and the Design and Development Overlay (Schedule 7), the maximum height of the proposed development will remain below the 7.5 metre height limit, which will result in the development not rising above the tree canopy height and intruding on near and distant view lines of the Foothills area.

Indigenous trees and understorey vegetation be retained and protected.

- No indigenous vegetation will be affected.

A minimum of 80% of all new vegetation (both canopy trees and understorey) be indigenous.

- Should a permit be issued, conditions will require that 80% of new vegetation be indigenous species.

Building height does not exceed 7.5 metres.

- As discussed throughout this report, the proposed maximum building height complies with the 7.5 metre (two storey) limit of both Clause 22.01 and the Design and Development Overlay (Schedule 7) and is considered appropriate.

Clause 22.06 Boronia Major Activity Centre Local Policy: This policy seeks to address a lack in availability of a variety of housing types within the Boronia Major Activity Centre, and identifies opportunities for higher density development within the centre to benefit from close proximity to social services and infrastructure.

The site is located within a “Established Residential” area within the Land Use Framework Plan. Within this area, it is policy to ensure that infill development in ‘established residential environs’ provides a positive contribution to the local area.

- The proposal will contribute to the availability of a variety of housing types within the Activity Centre, will achieve a design outcome consistent with the Design and Development Overlay (Schedule 7) and ResCode, and therefore will contribute positively to the local area.

Clause 22.10 Housing: The Housing Policy at Clause 22.10-1 recognises that the population of Knox will grow by 12,000 persons and 15,000 households to 2030.
6.2 66 Boronia Rd, Boronia (cont’d)

In response to this forecast, the Housing Policy directs the provision of a diversity of housing types and forms; housing that meets the needs of all groups within the community; accessible housing that is well designed and responsive to the local character and environment; and housing that recognises that the environment and landscape significance of the Dandenong Foothills outweighs the need for urban consolidation in the Foothills.

Before deciding on an application, the responsible authority will consider, as appropriate, whether:

Where an approved structure plan or urban design framework exists for an activity centre listed above, then the location and design of high and medium density housing is guided by the plan or framework.

- The site is located within the Boronia Activity Centre. As discussed at Section 4.1.2, the development complies with the Boronia Structure Plan and the Design and Development Overlay (Schedule 7).

The proposed development will contribute to a diversity of housing in Knox.

- The proposed development proposes one and two bedroom dwellings as an option for a smaller households with balcony private open space, which will contribute to a diversity of housing within Knox.

There is access to frequent public transport services between 6.00am and 11.00pm daily, seven days a week.

- The site does not have access to public transport that operates between 6.00am and 11.00pm daily, seven days a week.

The proposed development is consistent with a relevant endorsed structure plan or urban design framework.

- The development, at a maximum height of 7.5 metres, is considered to be consistent with the preferred character and building heights for the area, as directed by the Design and Development Overlay (Schedule 7) which implements the Boronia Structure Plan. Setbacks to the northern and western boundaries will allow for landscaping.
6.2 66 Boronia Rd, Boronia (cont’d)

The development site graduates in height from the site boundaries to respect prevailing building height patterns.

- The proposed double storey (7.5 metre) built form is consistent with the height patterns envisaged in the Boronia Structure Plan and Design and Development Overlay (Schedule 7).

The development and building design response addresses any potential impact on adjoining development where there is a residential interface with respect to amenity, overlooking, overshadowing, height and bulk, views and vistas.

- The strategic direction of the Boronia Activity Centre Policy to promote higher density within the Activity Centre area will result in redevelopment of a height and bulk that is uncharacteristic when compared to existing residential development. It is expected that there will be an impact as a result of this change to the existing residential character.

However, the proposed development is generally compliant with ResCode amenity standards, with only minor modifications to be required as part of any permit issued.

The proposed building design incorporates a variety of colours and materials and articulates the built form to address the impact of the double storey height and bulk, ensuring that any impact is reasonable within an area that has been identified for significant change.

For larger key strategic redevelopment sites, a variety of architectural styles and forms are provided.

- The site has not been identified as a key strategic redevelopment site.

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

The proposal generally complies with the provisions of Clause 55 of the Knox Planning Scheme, an assessment of the key criteria; including any areas of non-compliance are considered below:

Neighbourhood Character and Infrastructure

Neighbourhood Character – Complies, refer to Section 4.2.2 above.
6.2 66 Boronia Rd, Boronia (cont'd)

Site Layout and Building Massing

Street Setback – Does not comply with Standard, however, can comply with the objective subject to permit conditions.

The proposed 7.1 metre front setback to Boronia Road is less than the 9 metre setback required by the Standard. It is considered that a larger front setback of at least 7.5 metres which provides a more useable landscaping area could be gained by rearranging the balconies to Units 1, 2 and 3 to extend along the front of these dwellings. This increased front setback distance will reflect the site’s location within the Boronia Activity Centre, while maximising opportunities for substantial canopy planting to provide a transition to the Dandenong Foothills landscape.

Building Height – Complies

Site Coverage – Can comply, subject to permit conditions to reduce the 61% site coverage to the maximum 60% allowable under the Standard.

Permeability – Complies

Energy Efficiency – Complies, a condition on any permit issued will require the submission of a Sustainable Design Assessment to the satisfaction of the Responsible Authority.

Open Space – Complies

Safety – Complies

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

Access – Complies

Parking Provision and Location – Complies

Amenity Impacts

Side and rear setbacks – Complies, subject to permit conditions to bring the following setbacks into compliance with the Standard: upper level stairwells at the eastern elevation setback at least 1.9 metres from the eastern boundary (currently setback 1 metre); Bedroom 2 to Unit 11 setback between 1.57 and 1.63 metres from the eastern boundary (currently setback 1.5 metres); and the balcony and planter boxes to Unit 11 setback at least 1 metre from the eastern and southern boundaries of the site.
6.2 66 Boronia Rd, Boronia (cont’d)

Walls on boundaries – Complies, subject to the carpark wall constructed on the eastern boundary having a maximum average height of 3 metres.

Daylight to existing windows/north facing windows – Complies.

North-facing Windows – Complies

Overshadowing open space – Complies.

Overlooking – Can comply subject to conditions. Conditions on any permit to issue can require details of all screening measures to ensure compliance with Clause 55.04-6 (overlooking objective) of the Knox Planning Scheme (screening to a minimum height of 1.7 metres from finished floor level in accordance with ResCode).

Internal views – Complies.

Noise Impacts – Can comply, subject to a condition to require provision of minimum 1.8 metre fencing along the southern boundary to provide a barrier for vehicle and resident noise from the car parking area.

On-Site Amenity and Facilities

Accessibility – Complies

Daylight to new windows – Complies

Private Open Space – Complies

Solar access – Complies

Storage – Complies, subject to annotation of storage facilities to each dwelling as having a minimum capacity of 6 cubic metres.

Detailed Design

Design Detail – Complies

Common Property – Complies

Site Services – Complies

Front fence – N/A
6.2 66 Boronia Rd, Boronia (cont’d)

5. CONCLUSION

Clause 11 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the development is appropriate given the following:

- The proposed development is generally consistent with Clause 15 (Built Environment and Heritage), Clause 22.01 (Dandenong Foothills), Clause 22.06 (Boronia Major Activity Centre Local Policy), Clause 21.07 (Municipal Strategic Statement), Clause 22.10 (Housing), the Significant Landscape Overlay (Schedule 2) and the Vegetation Protection Overlay (Schedule 3) of the Knox Planning Scheme.

- As highlighted above, the proposal, subject to modifications that could be conditioned on any permit, can be considered consistent with the design themes of the Design and Development Overlay (Schedule 7) in terms of architectural quality, ecologically sustainable design principles, building height and landscaping.

- The development is generally compliant with ResCode (Clause 55 of the Knox Planning Scheme) subject to minor modifications that could be conditioned on any permit issued.

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit to develop the land for the development of a two storey apartment building containing eleven (11) dwellings and associated car parking at 66 Boronia Road, Boronia, subject to the following conditions:

Amended plans

1. Prior to the commencement of any buildings or works, or certification of any plans, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

1.1 The setback to the front boundary increased to at least 7.5 metres. This can be achieved by rearranging the balconies to Units 1, 2 and 3 to extend along the front of these dwellings.
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

1.2 Provision of an additional two (2) visitor parking spaces and relocation of storage facilities to result in a minimum of 6 cubic metres of storage space to each dwelling, or otherwise approved by the Responsible Authority.

1.3 Site coverage by buildings reduced to a maximum of 60%.

1.4 Side and rear setbacks to be in accordance with ResCode Standard B17.

1.5 Details of all measures to ensure compliance with ResCode Standard B22, particularly to screen potential views from the following areas: views from the upper level communal terrace towards the east and views from the balcony to Unit 11 towards the south and east. Overlooking is to be measured from 1.7 metres above finished floor levels.

1.6 Provision of a minimum 1.8 metre high acoustic fence or other acoustic treatment along the southern boundary of the carpark.

1.7 Details of the allocation of car parking and storage facilities to individual dwellings.

1.8 The wall to the carpark constructed on the eastern boundary having a maximum average height of 3 metres.

1.9 Grade transitions for the crossovers and driveways to satisfy those specified in Council’s Standard Drawings to prevent vehicles scraping their undercarriage.

1.10 Driveway grades to be in accordance with AS2890.1 Clause 2.6.2 and 3.3 and designed to provide adequate sight distance for pedestrian traffic before the vehicle encroaches onto the footpath. A minimum grade of 1:20 is required on approach to a footpath for the first 6 metres.

1.11 Removal of the security gates to the car park or provision of an intercom system to provide access for visitor and resident vehicles.

1.12 Visitor parking spaces and any intercom system clearly identified by signage at the street frontages and car park entrance, and by signage and linemarking within the car park.
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

1.13 Where car parking is provided undercover or underneath the building, the location of columns should comply with AS2890.1 section 5 and/or a 300mm clearance should be provided between the column and the side of the car parking space. This is to ensure adequate clearance for car doors and access to parking bays. The columns should also be protected against damage by vehicles.

1.14 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.

1.15 Correction of plans to delete reference to a street tree within the footpath adjacent to the south west corner of the site.

1.16 Drainage plans in accordance with Condition 2.

1.17 Landscaping plans as described in Condition 3.

1.18 A Sustainable Design Assessment in accordance with Condition 6.

1.19 A Waste Management Plan in accordance with Condition 8.

1.20 A materials and colours schedule in accordance with Condition 10.

1.21 Any alteration to the development resulting from tree root investigations in accordance with Condition 11.

1.22 Relocation of the street tree immediately to the north of the crossover, in accordance with Condition 12.

To the satisfaction of the Responsible Authority.

Drainage plans –

2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:

2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

2.2 The internal drains of the dwellings to be independent of each other.

2.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.

2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.

2.5 Provision of adequate clearance for the overland flow path through the property to Council’s satisfaction.

2.6 The use of water quality improvement systems, such as rainwater tanks, bioretention systems and vegetated swales.

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

To the satisfaction of the Responsible Authority.

Landscape plans

3. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:

3.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.

3.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council’s Landscape Guidelines for Planning Permits).

3.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.

3.4 Details of the surface finishes of pathways and driveways.

3.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.

3.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

3.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).

3.8 The plans must also show the provision of at least four (4) additional indigenous or native canopy trees and at least forty additional large shrubs chosen from Appendix 4 or 5 of Council’s Landscape Guidelines for Planning Permits. These canopy trees must be a minimum two metres tall when planted and are to be located in open areas of the site.

3.9 A minimum of 80% of all new vegetation (both canopy trees and understorey) is to be indigenous species.

To the satisfaction of the Responsible Authority.

4. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

5. The landscaping shown on the endorsed plan must be maintained to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

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

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

Waste Management Plan

8. Before the development commences, an amended waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area and collection of hard waste.
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

9. Garbage and recyclables 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.

Materials and Colours

10. Before the development starts, a schedule of materials, external finishes and colours to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the schedule will be endorsed and will then form part of the permit.

Tree Root Investigation

11. Prior to the commencement of any buildings or works, the roots of the following trees located on neighbouring properties must be located using Air Knife or Hydro Excavation:

- A Beech (Tree protection zone radius 3.8 metres) located to the east of the Living Room to Unit 1. Exploratory works are required to locate the roots of the tree which may grow within the building footprint.
- A Silver Birch and Japanese Maple located to the east of parking spaces nos. 1 and 2. Exploratory works are required to locate roots which may grow along the eastern boundary of the subject site.
- Two (2) Callistemons, a Pin Oak and a Melaleuca located to the south of the development. Exploratory works are required to locate tree roots which may grow along the proposed site cut at the southern boundary.

Should any significant roots be found, alternative methods of construction may have to be used or the development altered to the satisfaction of Council’s Arborist. The applicant must contact Council’s Arborist on 9298 8125 when undertaking the investigations.

Street Tree Removal

12. All works associated with the removal and replacement of the street tree/s must be undertaken by Council and the owner/developer must bear all costs associated with these works. The owner/developer must pay all costs to Council prior to the commencement of any works approved under this permit.
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

Stormwater

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

Fencing

14. Prior to the occupancy of the development all fencing shall be in a good condition to the satisfaction of the Responsible Authority.

15. All fencing costs are to be borne by the developer/owner.

Car parking and Traffic

16. Before the new dwellings are occupied, driveways and car parking areas must be fully constructed in accordance with plans submitted to and approved by the Responsible Authority.

17. The driveway and carparking areas associated with the proposed dwelling as shown on the endorsed plan must be fully constructed and properly formed to such levels that they can be used in accordance with the plans. Construction using any alternative hardstanding sealed surface is subject to detailed plans to be submitted to and approved by the Responsible Authority.

18. The redundant vehicle crossing must be removed and the footpath and kerbing reinstated at no cost to VicRoads and to the satisfaction of the Responsible Authority prior to the commencement of the use of the buildings or works hereby approved.

19. Any redundant crossovers must be removed and reinstated with kerb and channel to the satisfaction of the Responsible Authority.

20. 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.

General

21. All development must be in accordance with the endorsed plans.
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

22. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

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

24. 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.

25. Walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Tree Protection

26. 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.

Amenity

27. Upon commencement and until conclusion of the development, the developer shall ensure that the development does not adversely affect the amenity of the area in any way, including:

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
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

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.

Permit Expiry

28. This permit will expire if one of the following circumstances applies:

28.1 The development is not started within two years of the date of this permit.

28.2 The development is not completed within four years of the date of this permit.

28.3 The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

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 request), 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.

- For all Tc and Tso calculations, please contact Council’s Drainage Department on telephone number 9298 8147.

- 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.
6.2 66 Boronia Rd, Boronia (cont’d)

Recommendation (cont’d)

Other Notes:

- A building permit must be obtained before development is commenced.

- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.

- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.

- For details regarding the cost of and arranging the timing of the removal and replacement of the street tree/s please contact Council’s Parks Service Team on (03) 9298 8423.

- 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.

- Raised concrete slabs on the existing footpath fronting the site should be grounded.

- A road opening permit is required for any works within or affecting the road reserve.

Report Prepared By:  Planner (Jayna Liew)

Report Authorised By:  Director – City Development
                      (Angelo Kourambas)
APPENDIX B/5
6.3 APPLICATION TO DEVELOP THE LAND FOR A THREE STOREY APARTMENT BUILDING (THREE LEVELS ABOVE GROUND) CONTAINING 17 DWELLINGS, ASSOCIATED SEMI-BASEMENT CAR PARKING AND ALTERATION TO ACCESS ON A ROAD ZONE CATEGORY 1 AT 196 BORONIA ROAD, BORONIA, Melway Ref. 64 J9 (Application No. P2011/6618)

1. SUMMARY:

Land: 196 Boronia Road, Boronia
Applicant: Peter Brown Architects Pty Ltd
Proposed Development: The construction of a three storey apartment building (three levels above ground) containing 17 dwellings, associated semi-basement car parking and alteration to access on a Road Zone Category 1

Existing Land Use: Single Dwelling
Area/Density: 978m² / 1:57m²
Zoning: Residential 1 Zone
Overlays: Design and Development Overlay (Schedule 7)
Local Policy: Municipal Strategic Statement
Housing Policy
Application Received: 9 August 2011
Number of Objections: 35 objections and 1 petition
PCC Meeting: 21 February 2012

Assessment:

The subject site is located within the Boronia Structure Plan area as identified in the Knox Planning Scheme and defined in the Design and Development Overlay Schedule 7.

The proposal generally complies with the Residential 1 Zone, Municipal Strategic Statement and Housing Policy. Subject to modifications, the proposal will comply with ResCode.

The proposal will achieve an outcome consistent with the Design and Development Overlay Schedule 7.
6.3 196 Boronia Road, Boronia (cont’d)

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

2. BACKGROUND

2.1 Subject Site and Surrounds

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

- The subject site is rectangular in shape, located on the southern side of Boronia Road, in Boronia. The site has an overall area of 978m² with a considerable fall of approximately 3 metres from the north to south (rear). The land is developed with a single storey brick dwelling and various outbuildings. Vehicle access is gained on the western side.

- The surrounding area is characterised by single and double storey dwellings with multi-dwelling developments common in the surrounding area. Front setbacks are consistent with a variety of shrubs and trees within front and rear gardens. High front fencing is typical along Boronia Road.

- The site contains mature vegetation including an Eucalyptus radiata located in the front yard, a Corymbia ficifolia and a Eucalyptus goniocalyx located in the rear yard. There are also a variety of weeds, deciduous trees and shrubs throughout the rear yard. There are no trees within the nature strip.

2.2 The Proposal

(Refer to attached plans at Appendix B)

The applicant proposes to construct a three storey apartment building (three levels above ground) containing 17 dwellings, associated semi-basement car parking and alteration to access on a Road Zone Category 1 generally in accordance with the plans submitted on 23 December 2011. Details are as follows:

- The existing dwelling is to be removed. A new crossover located on the eastern boundary will lead to the semi-basement which will accommodate 20 car spaces including 3 visitor spaces. Also located within the basement will be a lift, staircases, bin enclosure and storage. Secure pedestrian access is provided via a small foyer on the eastern side.

- The maximum building height is 10.4 metres. The building will contain twelve (12) two (2) bedroom dwellings and five (5) one (1) bedroom dwellings. Each dwelling also provides living areas, kitchen, bathroom, laundry and a balcony.
6.3 196 Boronia Road, Boronia (cont’d)

- The building style is contemporary with a variety of materials and finishes including concrete with render, aluminium window frames, glass balustrading and natural timber.

- The Eucalyptus radiata within the front setback is to be retained. All other existing vegetation is to be removed.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. Thirty five (35) objections and 1 petition containing thirty-four (34) signatures have been received and can be summarised as follows:

Inconsistent with neighbourhood character of the street

- The proposed built form is consistent with Council’s preferred neighbourhood character for this area, as detailed in the Design and Development Overlay (Schedule 7) for the Boronia Major Activity Centre. Council policy supports increased residential density within the Boronia Major Activity Centre.

- The height and bulk of the proposed development is consistent with the future development anticipated within the Boronia Structure Plan, subject to modifications that can be conditioned on any permit to issue.

Overdevelopment

- The development capacity of the site is determined by compliance with the relevant Council policies and compliance with ResCode. The assessment of the application has demonstrated that the proposal generally complies with Council policies and ResCode objectives, therefore the proposal is not considered to be an overdevelopment of the land.

Pedestrian / traffic safety

- The proposal is not expected to create any safety concerns. The development is secure, provides surveillance of the street and all vehicles will be able to exit in a forward direction from the basement.

Overlooking

- There is potential for overlooking to the residential properties to the east, west and south. Conditions on any permit to issue will require details of all screening measures to ensure compliance with Clause 55.04-6 (overlooking objective) of the Knox Planning Scheme (screening to a minimum height of 1.7 metres from finished floor level in accordance with ResCode). This is discussed in more detail at Section 4.3 of the report.
6.3 196 Boronia Road, Boronia (cont’d)

Traffic and parking congestion / inadequate parking spaces

- The proposal provides car parking in accordance with ResCode, with a total of 20 spaces (one space for each one and two bedroom dwelling), including three (3) visitor parking spaces. Therefore the number of car parking spaces provided complies with ResCode.

- While there will be an increase in traffic generated, Boronia Road has capacity to absorb this additional traffic. Council’s Traffic Engineer’s and VicRoads as the road authority have not raised any concern with traffic generation on Boronia Road or any connecting road as a result of this proposal.

Increased residential noise

- There is nothing to suggest that this development, if constructed, will create any more noise to adjoining properties other than that normally encountered within a residential context.

Waste management

- A Waste Management Plan will be a requirement of any permit to issue, to detail the private collection of waste from the site.

Impact on views

- There are no rights to a view, particularly when reliant on private property to provide that view. Also, there are no specific controls within the Knox Planning Scheme that protect views from private property.

Impact on property values

- This is not a valid planning consideration.

Impact on infrastructure and potential flooding

- Council’s Drainage Engineer requires upgrades to Council’s drainage system to ensure that the proposed development does not create any overland flow or flooding issues. A standard condition on any permit to issue will require an Engineering Plan to detail the engineering requirements to ensure that stormwater runoff is detained to peak pre-development flows.

Adverse social impacts

- The type of housing proposed will contribute to a housing diversity within Boronia and the wider municipality of Knox, consistent with the Boronia Structure Plan and Knox Housing Policy.

- There is no evidence to suggest that this type of housing would directly lead to adverse social impacts.
6.3 196 Boronia Road, Boronia (cont’d)

Removal of vegetation

- *Existing vegetation within the property will need to be removed to facilitate the development. A large tree within the front setback is to be retained and appropriate tree protection will be included as a condition on any permit to issue. A landscape plan to show suitable re-planting would be a requirement of any permit to issue.*

Amenity during construction

- *There will be an increase in noise during construction, however this is a temporary disturbance and regulated by the EPA. Also Council’s standard amenity during construction condition will be included on any permit to issue.*

3.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held at the Civic Centre on 20 March 2012. Objectors expressed the following main concerns with the proposal (no additional concerns were raised during the meeting):

- Neighbourhood character, height and density
- Traffic and parking congestion
- Safety
- Infrastructure impacts and flooding
- Loss of vegetation
- Overlooking, overshadowing and noise
- Loss of views

There were no negotiated outcomes or changes to the application as a result of the meeting.

3.3 Referrals

The application has been referred to internal departments, VicRoads and Public Transport Victoria for comment. No objection has been raised, the following is a summary of relevant advice:

Traffic Engineer

- *In accordance to AS 2890.1, Clause 2.4.1 (b) and 5.2, 300mm needs to be added to car space No. 7 as a wall restricts the door opening.*
6.3  196 Boronia Road, Boronia (cont’d)

- Columns adjacent to car spaces No. 10 & 11 protrude into the parking spaces. In accordance with AS 2890.1, Clause 2.4.2 (c), the spaces needs to be a minimum 2.7m. As such, the column widths need to be reduced from 0.3m to 0.2m.

- Visitor space No. 3: in accordance with Australian Standards, wheelstops needs to be located at 820mm from the front of the space to ensure that a B99 vehicle will not overlap onto the area for bicycle access.

- The measured accessway width on the plan is generally only 6.3m with a 6m accessway width opposite space 14. The applicant needs to amend the plans to indicate a minimum 6.4m wide accessway.

- In accordance with AS2890.1, Clause 2.5.2, two-way ramps (minimum width of 5.5m) with a barrier higher than 150mm and closer than 300mm from the edge of the ramp are required to be widened by a minimum of 300mm on the side of the obstruction. As such, the ramp is required to be widened to at least 6.1m.

- Standard conditions to be included on any permit issued.

Drainage Engineer

- A Permissible Site Discharge of 3.0L/s can be applied provided the Council system is upgraded to a 300mm diameter drain.

- Standard conditions to be included on any permit issued.

Arborist

- The Eucalyptus radiata (Narrow leaf Peppermint) (H: 15m x 14m x 280cms TPZ radius 10.7 metres) is an indigenous tree and it has a significant impact on the aesthetic amenity along this section of Boronia Road. The trunk bifurcates at 1 metre height and has developed into a compression ‘fork’ (wood fibers of each stem compressing where they meet). The tree is a healthy specimen in good condition. The northern side of the tree has been pruned to maintain the HV/LV power line clearances. Root investigations works are required to locate the number, size and depth of roots.

Waste Management Department

- A condition on any permit issued will require a Waste Management Plan to the satisfaction of the Responsible Authority.
6.3 **196 Boronia Road, Boronia (cont’d)**

**Strategic and Economic Development**

- *The proposal is consistent with the strategic intent of the site and will contribute positively to the diversity of housing types and sizes in Knox.*

**VicRoads**

- *No objection subject to conditions to be included on any permit issued.*

**Public Transport Victoria**

- *The proposed crossover is within proximity to a bus shelter, and therefore was referred to PTV. They had no objection to the application subject to conditions to be included on any permit issued.*

### 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 Residential 1 Zone. Within the Residential 1 Zone (R1Z) a planning permit is required to construct more than one dwelling on a lot.

**4.1.2 Design and Development Overlay (Schedule 7)**

The site is affected by the Design and Development Overlay (Schedule 7) which implements the Boronia Structure Plan. Under the provisions of the Overlay, a permit is required for buildings and works.

To achieve the design objectives in the Schedule, any proposed development must meet the requirements contained within the Schedule. These include preferred and mandatory building heights, design standards, materials and colours, landscape design and signage.

- *The site is located within an 11 metre (three storey) discretionary building height area. The proposal for a three (3) storey building with a maximum height of 10.39 metres complies with the maximum building height.*
6.3 196 Boronia Road, Boronia (cont’d)

- The proposed three (3) storey built form and therefore scale of the building is consistent with the design standards in the Schedule. The emerging character for the Boronia Activity Centre as identified in the Design and Development Overlay Schedule 7 will result in a built form that will create amenity impacts that must be managed to ensure that a reasonable outcome is achieved. Therefore it is imperative that building bulk and mass be softened through articulation and a variety of materials and colours. Setbacks to boundaries must be carefully considered and overlooking/overshadowing must comply with the relevant ResCode Standard. The proposal has addressed the majority of these core amenity impacts, however these can be improved through permit conditions on any permit issued as discussed in Section 4.3 of this report.

- Variation to the western and eastern elevations through materials, colours, contrast and texture are required to improve the visual interest. Materials and colours must be nominated that would reinforce the emerging contemporary natural character of the area and soften building bulk and mass.

- There are opportunities for planting within the front setback including retention of a large tree. Minimal opportunities are provided along the side boundaries due to the constraint of the semi-basement car park. Modifications will need to be made to the western walkway to allow this area to be a landscaped garden area. A landscape plan to the satisfaction of the Responsible Authority would be a requirement of any permit to issue, and also subject to minimum replanting requirements.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

Key Policies:

Clause 15 Built Environment and Heritage – Encourages high quality architecture and urban design outcomes that reflect the particular characteristics, aspirations and cultural identity of the community; enhances liveability, diversity, amenity and safety of the public realm; and promotes attractiveness of towns and cities within broader strategic contexts.
6.3 196 Boronia Road, Boronia (cont’d)

- The site is within the Boronia Activity Centre where significant change is anticipated.
- The proposed three storey built form and height is consistent with the discretionary 11 metre height limit in the Design and Development Overlay (Schedule 7).
- Subject to further consideration of materials and colours to improve visual interest, contrast and texture to the western and eastern elevations, it is considered that the built form is consistent with that envisaged in the Design and Development Overlay (Schedule 7).

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

- The density of the development contributes to the consolidation of urban development being located within reasonable distance to urban services and transport. A Sustainable Design Assessment would be a requirement of any permit to issue.

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

- Neighbourhood character - this is discussed in a later section of the report (Section 4.2.2).
- Housing choice – The proposed development provides a different form of housing to that provided in the area and provides the option of dwellings on smaller lots which will contribute to housing choice.
- Existing infrastructure – the site is located within a fully serviced area.
- Energy efficiency – this has been discussed above under Clause 15.02.
- Location – The site is located within the Boronia Major Activity Centre.
6.3 196 Boronia Road, Boronia (cont’d)

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

- The site is located within walking distance of bus stops on Boronia Road, which are serviced by Bus Routes No. 745B, 737 and 753.
- Route No. 745B from Bayswater to Boronia operates two services between 2.45pm and 6.40pm Monday to Friday.
- Route No. 737 from Croydon to Monash University via Boronia, Knox City Shopping Centre and Glen Waverley operates between 6.14am and 10.04pm Monday to Friday at 25 minute intervals. Saturday services run every 45 minutes from 6.30am to 10.21pm. Sunday services operate every 45 minutes from 8.41am to 10.02pm.
- Route No. 753 from Glen Waverley to Boronia Station via Knoxfield operates at various intervals from 6.23am to 9.03pm Monday to Friday with peak times being every 15 minutes. Saturday services run hourly from 7.51am to 4.19pm. Sunday services operate hourly from 8.51am to 5.48pm.
- Additionally, the site is approximately 800 metres of Boronia Railway Station and bus interchange, providing further connection to the municipality and Melbourne.

4.2.2 Local Planning Policy Framework

Clause 21.05-2 Municipal Strategic Statement (MSS) The MSS seeks to reduce the prevalence of infill housing development in dispersed locations as a major form of housing development by promoting activity centres and key redevelopment strategic sites as the preferred location.

- The site is located in a Major Activity Centre.

The MSS further seeks to manage the need for more housing and maintaining the valued qualities of identified areas of environmental and character significance. The MSS supports development that respects the existing or preferred residential neighbourhood character.

- The proposed development is considered to be consistent with the preferred future character for the area, as determined by the Boronia Structure Plan and the Design and Development Overlay (Schedule 7) which indicates a mandatory maximum height limit of 9 metres for this area.
6.3 196 Boronia Road, Boronia (cont’d)

Clause 22.06 Boronia Major Activity Centre Local Policy: This policy seeks to address a lack in availability of a variety of housing types within the Boronia Major Activity Centre, and identifies opportunities for higher density development within the centre to benefit from close proximity to social services and infrastructure.

The site is located within a “Dispersed Infill Residential” area within the Land Use Framework Plan. Within this area, it is policy to ensure that infill development in ‘established residential environs’ provides a positive contribution to the local area.

- The proposal will contribute to the availability of a variety of housing types within the Activity Centre and will achieve a design outcome consistent with the Design and Development Overlay (Schedule 7) and ResCode subject to conditions on any permit to issue, and therefore will contribute positively to the local area.

Clause 22.10 Housing – Apartment style residential development: The Housing Policy at Clause 22.10-1 recognises that the population of Knox will grow by 12,000 persons and 15,000 households to 2030.

In response to this forecast, the Housing Policy directs the provision of a diversity of housing types and forms; housing that meets the needs of all groups within the community; accessible housing that is well designed and responsive to the local character and environment; and housing that recognises that the environment and landscape significance of the Dandenong Foothills outweighs the need for urban consolidation in the Foothills.

Before deciding on an application, the responsible authority will consider, as appropriate, whether:

Where an approved structure plan or urban design framework exists for an activity centre listed above, then the location and design of high and medium density housing be guided by the plan or framework.

- The site is located within the Boronia Activity Centre. As such, any development will be guided by the Boronia Structure Plan and the Design and Development Overlay (Schedule 7). See Section 4.1.2 for this discussion.

The proposed development will contribute to a diversity of housing in Knox.

- The proposed development proposes one and two bedroom dwellings as an option for a smaller household with balcony private open space, which will contribute to a diversity of housing within Knox.
6.3 196 Boronia Road, Boronia (cont’d)

There is access to frequent public transport services between 6.00am and 11.00pm daily, seven days a week.

- The site does not have access to public transport that operates between 6.00am and 11.00pm daily, seven days a week.

The proposed development is consistent with a relevant endorsed structure plan or urban design framework.

- The development, at a maximum height of 10.39 metres, is considered to be consistent with the preferred character and building heights for the area, as directed by the Design and Development Overlay (Schedule 7) which implements the Boronia Structure Plan.

The development site graduates in height from the site boundaries to respect prevailing building height patterns.

- The proposed three (3) storey built form is consistent with the height patterns envisaged in the Boronia Structure Plan and Design and Development Overlay (Schedule 7).

The development and building design response addresses any potential impact on adjoining development where there is a residential interface with respect to amenity, overlooking, overshadowing, height and bulk, views and vistas

- The proposed development is generally compliant in terms of overlooking and overshadowing.

- The strategic direction of the Boronia Activity Centre Policy to promote higher density within the Activity Centre area will result in redevelopment of a height and bulk that is uncharacteristic when compared to existing residential development. The area has been identified for significant change and it is expected that there will be an impact as a result of this change to the amenity of adjoining properties. A design that incorporates a variety of colours and materials and articulation of the built form will limit the impact of the height and bulk. As such, further consideration must be given to the colours and materials proposed to improve visual interest and soften the bulk and mass.

For larger key strategic redevelopment sites, a variety of architectural styles and forms are provided.

- The site has not been identified as a key strategic redevelopment site.
6.3 196 Boronia Road, Boronia (cont’d)

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

The proposal generally complies with the provisions of Clause 55 of the Knox Planning Scheme, an assessment of the key criteria; including any areas of non-compliance are considered below:

Neighbourhood Character and Infrastructure

Neighbourhood Character – Complies, refer to Section 4.2.3 above.

Site Layout and Building Massing

Street Setback – Complies with the objective, however does not meet the Standard. The minimum front setback to Boronia Road to comply with the Standard would be 6.45 metres. The proposal is for a minimum front setback of 6 metres. Considering the site’s location within the Boronia Activity Centre and balancing Council policy encouraging re-development within this area, the minor encroachment into the minimum front setback is considered appropriate. It is considered that the proposed minimum front setback of 6 metres will ensure an outcome consistent with the outcomes to be achieved in the Boronia Structure Plan.

Building Height – Complies.

Site Coverage – Complies with the objective to achieve the preferred neighbourhood character, however does not meet the Standard. The total site coverage proposed is 78.03%, which exceeds the maximum site coverage of 60% to meet the Standard. The amount of site coverage is mainly as a result of the semi-basement car park, which is to be constructed along the western boundary and within 1 metre of the eastern boundary. The semi-basement is setback a minimum 1.83 metres to the southern boundary. At the first and second floors the setbacks are increased. This will allow for landscaping along all boundaries. To achieve the strategic direction for higher density development as envisaged in the Boronia Structure Plan and the Design and Development Overlay Schedule 7, an increase in site coverage is expected, particularly to accommodate basement car parking, and the proposed building bulk is not unreasonable or unexpected in this context.

Permeability – Complies with the objective, however does not meet the Standard. The total permeability proposed is 16.61%, which is less than the minimum of 20% to meet the Standard. Subject to conditions on any permit to issue in relation to upgrading the drainage system and minimum detention requirements, the proposal will meet the objective.
6.3 196 Boronia Road, Boronia (cont’d)

Energy Efficiency – Complies subject to a condition that requires modification to the roof form above Dwellings 13 and 14 to provide northern access to the living areas. In addition, a condition on any permit issued will require the submission of a Sustainable Design Assessment to the satisfaction of the Responsible Authority.

Open Space – Complies.

Safety – Complies.

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

Access – Can comply subject to conditions on any permit to issue requiring modifications to the semi-basement layout and ramp width to ensure access is safe, convenient and functional.

Parking Provision and Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies with the objective, however does not meet the Standard.

There are encroachments into the minimum side and rear setbacks. On the first floor and second floor the lift and staircase encroaches into the minimum setback to the western boundary. The staircase and lift area are located adjacent the driveway of the adjoining property which is not a sensitive interface with the subject site. As such, it is considered that this encroachment will not create unreasonable amenity impacts and will be an appropriate outcome considering the site’s location within the Boronia Structure Plan where significant change is anticipated.

On the first floor the setback of Dwelling 13 encroaches into the minimum setback to the eastern and southern boundary. Subject to conditions, the setback of Dwelling 13 can comply with the minimum setbacks, which will require minor modifications. As this part of the building is located within proximity to adjoining private open space areas, it is considered unreasonable to encroach into the minimum setbacks.

Where a planter box has been used to prevent overlooking, these will need to comply with the minimum side/rear setbacks or be replaced with a screen to limit overlooking.
Walls on boundaries – Complies.

There are considerable retaining walls proposed to be constructed on the western boundary adjacent the driveway to the adjoining property. These retaining walls protrude a minimum 500mm and maximum 2 metres above the natural ground level at the boundary. A new 1.7 metre high fence is to be constructed above this retaining wall. The highest section of retaining wall/fence is opposite an existing garage on the boundary which will comply with the Standard.

The extent and height of the combined retaining walls and fencing along the western boundary is excessive and would create a commercial interface with the adjoining residential property. Therefore the retaining wall opposite car spaces 3 to 10 (apart from adjacent the garage) must be setback 150mm to allow the retention of a boundary fence. A free standing screening can be installed to prevent overlooking. Also, the walkway must be designed to accommodate planting which will soften this section of the building.

Daylight to existing windows/north facing windows – Complies.

North-facing Windows – Complies.

Overshadowing open space – Complies.

Overlooking – Can comply subject to conditions. A condition on any permit will require details of all screening measures to ensure compliance with Clause 55.04-6 (Overlooking objective) of the Knox Planning Scheme (screening to a minimum height of 1.7 metres from finished floor level in accordance with ResCode) to be shown. This would apply to any external window screens and planter boxes.

The fence along the western boundary is to be replaced with a 1.7 metre high fence above a retaining wall. This will need to be a 1.8 metre high fence to prevent overlooking and comply with the Standard. To the rear of the garage located on No. 198A Boronia Road the fence will need to be replaced with a 2.1 metre high paling fence to limit overlooking.

The rear boundary fence is to be replaced with a minimum 2.5 metre high paling fence adjoining No. 3/2 Narcissus Avenue (to address the specific concern of an objector), with the remaining part of the fence to be a minimum 2.1 metres to prevent overlooking.

The private open space of No.1/194 Boronia Road is raised and while the existing boundary fence is 1.9 metres as measured from the subject site, it is considerably lower from the adjoining property. The private open space for No. 2 and 3/194 Boronia adjoins the common boundary.
6.3 196 Boronia Road, Boronia (cont’d)

To provide privacy and amenity to the adjoining properties, it is recommended that the entire eastern boundary fence be replaced with a new 2.1 metre high fence and a free standing screen with a maximum 25% transparency be installed adjacent the boundary fence so that there is a minimum 2.1 metre high screen as measured from the adjoining properties private open space areas.

Internal views – Complies.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Due to the re-arrangement of Dwelling 2 (to satisfy VicRoads concerns), the internal amenity of this dwelling is particularly poor. Private open space is provided as elongated balcony directly above the ramp access to the semi-basement, which is accessed via a single door. Added to the internal amenity concerns of this dwelling is the gallery kitchen, which has no direct access to natural light. As such, it is recommended that this dwelling be deleted and the floor space absorbed into the remaining dwellings. This will allow improvements to be made to the layout of these dwellings, particularly Dwelling 3 which can be modified to ensure that the entrance is not directly through the kitchen.

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies, subject to a condition that requires modifications to the western and eastern elevation to provide improved visual interest through a variation to the materials/colours and provision of quality finishes and materials to soften the building bulk and mass. Materials and colours must reflect the emerging contemporary natural character of Boronia.

Common Property – Complies.

Site Services – Complies.

Front fence – Complies.
6.3 196 Boronia Road, Boronia (cont’d)

4.4 Particular Provisions

Clause 52.29 – Land Adjacent to a Road Zone, Category 1

The purpose of Clause 52.29 is to ensure appropriate access to identified roads. A permit is required to create or alter access to a road in a Road Zone, Category 1 (Burwood Highway).

- The application has been referred to VicRoads in accordance with this Clause. No objection has been raised concerning the proposal and the effect on the operation of the road and public safety. The conditions imposed by VicRoads will be included on any permit to issue.

5. CONCLUSION

Clause 11 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the development is appropriate given the following:

- The proposed development is consistent with Clause 15 (Built Environment and Heritage), Clause 21.07 (Municipal Strategic Statement) and Clause 22.10 (Housing) of the Knox Planning Scheme.

- The built form and height of the proposed development is consistent with the intent of the Boronia Structure Plan and Design and Development Overlay (Schedule 7).

- The proposed development is consistent with the Housing Policy. As discussed above, the overall design of the development is considered to be consistent with key design objectives of the Boronia Structure Plan and therefore considered to be consistent with Clause 22.10 of the Knox Planning Scheme.

- Subject to modifications, the proposed development will comply with ResCode (Clause 55 of the Knox Planning Scheme) and is consistent the purpose and objectives of the Residential 1 Zone. The proposal will not result in unreasonable amenity impacts to adjoining properties.

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.
6.3 196 Boronia Road, Boronia (cont’d)

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit to develop the land for the development of a three storey apartment building (three levels above ground) containing 16 dwellings, associated semi-basement car parking and alteration to access on a Road Zone Category 1 at 196 Boronia Road, Boronia, subject to the following conditions:

Amended plans

1. Prior to the commencement of any buildings or works, or certification of any plans, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted on 23 December 2011 but modified to show:

1.1 For pedestrian safety, on-site access lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS:1158.

1.2 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.

1.3 The location and design of the combined electricity supply meter boxes, letter box structure and fire hydrant.

1.4 That part of the western boundary fence extending from the southern side of the garage to No. 198A Boronia Road, to the southern boundary fence to have a minimum height of 2.1 metres.

1.5 A new paling fence along the southern (rear) boundary fence adjoining No. 3/2 Narcissus Avenue to have a minimum height of 2.5 metres. The remaining boundary fence to be replaced with a new paling fence with a minimum height of 2.1 metres.
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

1.6 A new paling fence with a minimum height of 2.1 metres along the eastern boundary. Where the height of the paling fence does not achieve a height of at least 2.1 metres as measured from the private open space of the adjoining property, a free standing screen must be installed along the common boundary to achieve the minimum height of 2.1 metres. The screen must be free standing and constructed in a sustainable timber in vertical slats or similar attractive materials/construction and provide no more than 25% transparency.

1.7 Details of all measures to ensure compliance with Clause 55.04-6 (Overlooking objective) in the Knox Planning Scheme (overlooking from habitable room, stairway and corridor windows, balconies and communal open space to be measured from 1.7 metres above finished floor levels).

1.8 Deletion of Dwelling 2 and associated balcony with this floor space to be absorbed into Dwellings 1, 3 and 4 to 5. When rearranging the internal layout of Dwelling 3 the entrance must not be provided directly through the kitchen. If this rearrangement results in a three bedroom dwelling, the additional car space must be allocated to that dwelling. Otherwise, the additional space is to be converted to a visitor space.

1.9 Modifications to the western and eastern elevations to provide improved visual interest through a variation to the materials/colours, texture, contrast and provision of quality finishes. Materials and finishes must also soften the building bulk and mass. Colours and materials to reflect the emerging contemporary natural character of the area.

1.10 The pathway leading from the frontage to the waste hoist to be constructed with a permanent permeable material above the natural grade.

1.11 The enclosure to the waste hoist to be constructed with a sustainable timber in vertical slats or similar attractive material/construction to allow transparency and to blend in with the building façade.

1.12 The setback of Dwelling 13 to the southern and eastern boundary to be increased to comply with Clause 55.04-1 (side and rear setbacks) of the Knox Planning Scheme.
6.3 **196 Boronia Road, Boronia (cont’d)**

**Recommendation (cont’d)**

1.13 Where a planter box encroaches into the minimum side or rear boundary setback, this is to be replaced with a 1.7 metre high external screen to prevent overlooking, or the setback is to be increased to comply with Clause 55.04-1 of the Knox Planning Scheme (the minimum 8sqm balcony area must not be reduced).

1.14 The Tree Protection Zone for the *Eucalyptus radiata* located within the front setback (TPZ = 10.7 metres). Tree Protection notes to be annotated on the plan in accordance with Conditions 22 to 29 of this Permit.

1.15 Root investigation works to be carried out for the *Eucalyptus radiata* in accordance with Condition 6 of this Permit. Any modifications to the location, depth and construction methods/materials of the driveway to be shown.

1.16 Car spaces No. 10 & 11 to be a minimum 2.7 metres wide or the columns reduced to 200mm in accordance with AS 2890.1, Clause 2.4.2 (c).

1.17 The wheelstop to Visitor Space No. 3 to be located at 820mm from the front of the space.

1.18 The accessway width opposite car spaces 1-17 to be a minimum 6.4 metres wide.

1.19 The ramp to be a minimum width of 6.1 metres in accordance with AS2890.1, Clause 2.5.2.

1.20 The retaining wall adjacent car spaces 3 to 10 along the western boundary to be constructed 150mm from the boundary (apart from adjoining the existing garage wall) to enable the provision of a new 2.1 metre high fence on the boundary. Where a retaining wall is to constructed on the boundary, these are to be rendered to blend in with the building.

1.21 A free standing screen constructed in a sustainable timber in vertical slats or similar attractive material/construction to provide no more than 25% transparency is to be installed along the western boundary to a height of 1.8 metres above any section of the walkway where the new 2.1 metre high boundary fence is inadequate to prevent overlooking.
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

1.22 The walkway on the western side to be converted to a landscaped garden area with stepping stones or similar for access (rather than a concrete path). The semi-basement will need to be appropriately engineered to ensure that a landscaping area can be supported along this section.

1.23 Access to the rear easement to be provided with a minimum clearance height of 2.4 metres and minimum width of 1.5 metres. Access is also to be provided to the rear/side landscaping areas and building for maintenance purposes.

1.24 The west facing bathroom window of Dwelling 1 shown with the correct dimensions on the elevation plan.

1.25 Modification to the roof form above Dwelling 13 and 14 to provide northern solar access to the living areas (such as with a clerestory window).

1.26 Drainage plans in accordance with Condition 2 of this Permit and any modifications required to the development plans.

1.27 Landscaping plans as described in Condition 3 of this Permit and any modifications required to the development plans.

1.28 A Waste Management Plan in accordance with Condition 9 of this Permit and any modifications required to the development plans.

1.29 A Sustainable Design Assessment in accordance with Condition 7 of this Permit and any modifications required to the development plans.

1.30 A Materials and Colours Schedule in accordance with Condition 11 of this Permit and any modifications required to the development plans. Colours and materials to reflect the emerging contemporary natural character of the area.

To the satisfaction of the Responsible Authority.

Drainage plans

2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.

2.2 The internal drains of the dwellings to be independent of each other.

2.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.

2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.

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

2.6 The existing 100mm stormwater pipe upgraded to a 300mm stormwater pipe from the pit at the front of 2/192 Boronia Road to the pit at the front of 12 Narcissus Avenue.

2.7 Stormwater is to be directed to a new pit in the south-east corner of the property via a new 225mm stormwater pipe in the rear easement to the pit at the front of 2/192 Boronia Road.

2.8 A total Permissible Site Discharge of 3L/s for the property including all dwellings to the upgraded Council drainage system for a 5 year ARI event.

To the satisfaction of the Responsible Authority.

Landscape plans

3. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:

3.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and/or removed.

3.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council’s Landscape Guidelines for Planning Permits).
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

3.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.

3.4 Details of the surface finishes of pathways and driveways.

3.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.

3.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.

3.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).

3.8 Details of the driveway construction within the Tree Protection Zone of the Eucalyptus nicholli.

To the satisfaction of the Responsible Authority.

4. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

5. The landscaping shown on the endorsed plan must be maintained to the satisfaction of the Responsible Authority.

Tree Root Investigations

6. Air knife, hydro-excavation or hand digging by spade shall be used to verify the location of roots of the Eucalyptus radiata to determine: the size, location and depth of any roots; the maximum depth of any excavation for the driveway; location and depth of any trenching and irrigation system: and, location and depth of any bridging or foundations where applicable, for the driveway. Council’s Arborist must be contacted on 9298 8125 to enable inspection of the root investigation work.
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

Sustainable Design Assessment

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

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

Waste Management Plan

9. Before the development commences, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area.

10. Garbage and recyclables 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.

Materials and Colours

11. Before the development starts, a schedule of materials, external finishes and colours to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Colours and materials to reflect the emerging contemporary natural character of the area. When approved, the schedule will be endorsed and will then form part of the permit.

Fencing

12. Prior to the occupancy of the development all fencing shall be in a good condition to the satisfaction of the Responsible Authority.

13. All fencing costs are to be borne by the developer/owner.
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

Car parking and Traffic

14. Before the new dwellings are occupied, driveways and car parking areas must be fully constructed in accordance with plans submitted to and approved by the Responsible Authority.

15. The driveway and carparking areas associated with the proposed dwelling as shown on the endorsed plan must be fully constructed and properly formed to such levels that they can be used in accordance with the plans. Construction using any alternative hardstanding sealed surface is subject to detailed plans to be submitted to and approved by the Responsible Authority.

16. Any redundant crossovers must be removed and reinstated with kerb and channel to the satisfaction of the Responsible Authority.

General

17. All development must be in accordance with the endorsed plans.

18. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

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

20. 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.

21. Walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Tree Protection

22. 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.
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

23. 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.

24. 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.

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

26. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.

27. 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.

28. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:

   • Construction activities.
   • Dumping and/or storage of materials, goods and/or soil.
   • Trenching or excavation.
   • Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.

29. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

Amenity

30. Upon commencement and until conclusion of the development, the developer shall ensure that the development does not adversely affect the amenity of the area in any way, including:

30.1 The appearance of building, works or materials on the land
30.2 Parking of motor vehicles
30.3 Transporting of materials or goods to or from the site
30.4 Hours of operation
30.5 Stockpiling of top soil or fill materials
30.6 Air borne dust emanating from the site
30.7 Noise
30.8 Rubbish and litter
30.9 Sediment runoff

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.

Public Transport Victoria

31. The existing bus stop and all associated infrastructure on Boronia Road must not be altered without the prior consent of Public Transport Victoria. Any alterations including temporary works or damage during construction must be rectified to the satisfaction of Public Transport Victoria and at the cost of the permit holder.

32. The permit holder must take all reasonable steps to ensure that disruption to bus operation along Boronia Road is kept to a minimum during construction of the development. Forseen disruptions to bus operations and mitigation measures must be communicated to Public Transport Victoria fourteen days (14) prior.

VicRoads

33. The crossover and driveway are to be constructed at no cost to VicRoads and to the satisfaction of the Responsible Authority prior to the use of the development.
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

34. Prior to the use of the development, the access driveway, crossover and associated works must be provided and be available for use and be:

34.1 Formed to such levels and drained so that they can be used in accordance with the plan.

34.2 Treated with all-weather seal or some other durable surface.

35. The driveway must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise the operational efficiency of the road or public safety (eg. by spilling gravel onto the roadway).

36. The disused or redundant vehicle crossing must be removed and the footpath and kerbing reinstated at no cost to VicRoads and to the satisfaction of the Responsible Authority Prior to the use of the development.

Permit Expiry

37. This permit will expire if one of the following circumstances applies:

37.1 The development is not started within two years of the date of this permit.

37.2 The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

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 request), 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.
6.3  196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

- Applicant is to direct all stormwater to a new pit in the south-east corner of the property to the drain in Narcissus Avenue 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 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, eg 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 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.
6.3 196 Boronia Road, Boronia (cont’d)

Recommendation (cont’d)

- 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.

VicRoads Note:

- The proposed development requires construction and reinstatement of crossovers to kerb and channel. Separate approval under the Road Management Act for this activity is required from VicRoads.

Report Prepared By: Planner (Renee Haddock)

Report Authorised By: Director – City Development (Angelo Kourambas)
APPENDIX A/1
APPENDIX B/4
CHANDLER WARD

6.4 APPLICATION TO DEVELOP THE LAND FOR A TWO (2) STOREY APARTMENT BUILDING CONTAINING ELEVEN (11) DWELLINGS AT 1/27 CHANDLER ROAD AND 2A RANGEVIEW ROAD, BORONIA, Melway Ref. 65 A8/ 9 (Application No. P2011/ 6938)

1. SUMMARY:

Land: 1/27 Chandler Road and 2A Rangeview Road, Boronia
Applicant: Peter Brown Architects Pty Ltd
Proposed Development: Development of the land for a two (2) storey apartment building containing eleven (11) dwellings
Existing Land Use: Single Dwelling
Area/Density: 1015m² / 1:92.27m²
Zoning: Residential 1 Zone
Overlays: Design and Development Overlay (Schedule 7) Vegetation Protection Overlay (Schedule 3)
Local Policy: Municipal Strategic Statement Boronia Major Activity Centre Policy Housing Policy
Application Received: 21 November 2011
Number of Objections: 46
PCC Meeting: 17 April 2012

Assessment:

The subject site is located within the Boronia Structure Plan area as identified in the Knox Planning Scheme and defined in the Design and Development Overlay Schedule 7.

The proposal generally complies with the Residential 1 Zone, Municipal Strategic Statement and Housing Policy. Subject to modifications, the proposal will comply with ResCode.

The proposal will achieve an outcome consistent with the Design and Development Overlay Schedule 7 and Vegetation Protection Overlay (Schedule 3).

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

2.1 Subject Site and Surrounds

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

- The subject site comprises two allotments and is located on the north-eastern corner of Chandler Road and Rangeview Road in Boronia. The site has an overall area of 1015m² with a fall of approximately 2 metres from north to south. Each allotment is developed with a single storey brick dwelling with vehicle access from Rangeview Road.

- The surrounding area is characterised by single and double storey dwellings with multi-dwelling developments common in the surrounding area including a three storey apartment building on the north-west corner of Chandler and Rangeview Roads. Front setbacks vary with a variety of lawn, shrubs and trees within front and rear gardens.

- The site contains mature vegetation including a Jacaranda and Blackwood, as well as smaller shrubs and weed species. There are no trees within the nature strip.

2.2 The Proposal

(Refer to attached plans at Appendix B)

The applicant proposes to construct a two storey apartment building containing eleven (11) dwellings and at grade car parking. Details are as follows:

- The building has a maximum height of 7.5 metres and will be setback 3 metres along the entire length of Rangeview Road, and 7 metres to Chandler Road. The first floor is to be setback 1.4 and 1.6 metres to the eastern boundary and 1.845 metres to the northern boundary.

- Of the eleven dwellings five (5) will contain one (1) bedroom and six (6) will contain two (2) bedrooms. Each dwelling also comprises open plan kitchen, dining, living, bathroom and laundry. Balcony open space is provided, with outlook to either Chandler Road or Rangeview Road.

- Two double width crossovers will lead to an at grade car parking area containing 13 spaces, storage for each dwelling, bicycle parking and bin storage. Secure pedestrian entry is provided to Rangeview Road, with access to a lift.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

- The building style is contemporary with a variety of materials and finishes including rendered surfaces, timber weatherboards, aluminium panels and glazed surfaces. Transparent perforated metal screens incorporating urban art and a green wall are proposed along the Rangeview Road façade.

- It is proposed to retain vegetation along the frontages, including the Blackwood and Jacaranda. All other existing vegetation is to be removed.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of three signs on the site and notices were sent to adjoining property owners and occupiers. Forty-six (46) objections have been received and can be summarised as follows:

Neighbourhood character, height and density

- The proposed built form and height is consistent with Council’s preferred neighbourhood character for this area, as detailed in the Design and Development Overlay (Schedule 7) for the Boronia Major Activity Centre. Council policy supports increased residential density within the Boronia Major Activity Centre.

- The height, density and bulk of the proposed development are consistent with the future development anticipated within the Boronia Structure Plan.

- The development capacity of the site is determined by compliance with the relevant Council policies and compliance with ResCode. The assessment of the application has demonstrated that the proposal complies with Council policies and ResCode objectives, therefore the proposal is not considered to be an overdevelopment of the land.

Overlooking

- The design of the proposed dwellings has ensured that there is limited potential for overlooking and therefore there is not a reliance on screening to habitable room windows or private open space areas.

- There is potential for overlooking from the balcony to Dwelling 11 into the adjoining private open space. This can be prevented with a screen to 1.7 metres along the northern and part of the western side of the balcony. There is also potential for overlooking from the walkway on the eastern side leading to the entrances to Dwellings 1 to 4. A free standing screen to 1.8 metres will ensure that overlooking is prevented.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Overshadowing

- The shadow diagram plans submitted with the application indicate that overshadowing will occur in the afternoon, affecting the properties on the eastern side. The extent of overshadowing complies with the relevant ResCode Standard.

Traffic and parking congestion / inadequate parking spaces

- The proposal provides car parking in accordance with ResCode, with a total of 13 spaces (one space for each one and two bedroom dwelling), including two (2) visitor parking spaces. Therefore the number of car parking spaces provided complies with ResCode.

- While there will be an increase in traffic generated, Chandler Road and Rangeview Road has capacity to absorb this additional traffic. Council’s Traffic Engineer’s have not raised any concern with traffic generation on either road or any connecting road as a result of this proposal.

- It is not anticipated that this proposal will impact on any traffic associated with the Boronia Primary School.

Pedestrian / traffic safety

- The proposal is not expected to create any safety concerns for pedestrians or traffic. The development is secure, provides surveillance of the street and all vehicles will be able to exit in a forwards direction from the car parking area. Council’s Traffic Engineer’s have not raised any issue with safety and the location of the proposed crossover.

Increased noise and pollution

- There is nothing to suggest that this development, if constructed, will create any more noise or pollution other than that normally encountered within a residential context.

Waste management

- A Waste Management Plan will be a requirement of any permit to issue, to detail the private collection of waste from the site.

Impact on views

- There are no rights to a view, particularly when reliant on private property to provide that view. Also, there are no specific controls within the Knox Planning Scheme that would apply protect a view reliant on private property.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Impact on property values

- *This is not a valid planning consideration.*

Impact on infrastructure and potential flooding

- Council’s Drainage Engineer has not raised any concern with overland flow or flooding issues. A standard condition on any permit to issue will require an Engineering Plan to detail the engineering requirements to ensure that stormwater runoff is detained to peak pre-development flows.

Removal of vegetation/Insufficient landscape opportunities

- The existing vegetation within the property is not significant and Council’s Arborist has recommended the removal of all vegetation due to poor health and unsuitability, apart from the Jacaranda. There are opportunities for substantial canopy tree planting along the Chandler Road frontage. A landscape plan to show suitable canopy tree planting would be a requirement of any permit to issue.

Construction of boundary walls

- The proposed wall to be built on the eastern boundary complies with the relevant ResCode Standard (height and length). The plans indicate that it is to be rendered to match the proposed building. A standard condition on any permit to issue will ensure that walls on boundaries are to be finished and cleaned to the satisfaction of the Responsible Authority.

3.2 Planning Consultative Committee Meeting

A Planning Consultation Committee (PCC) Meeting was held at the Civic Centre on 17 April 2012. Objectors expressed the following main concerns with the proposal and additional concerns were raised:

- Neighbourhood character and density
- Traffic and parking concerns
- Infrastructure impacts and flooding
- Vegetation and landscaping
- Infrastructure impacts
- Overlooking
- Waste collection and bin enclosure
- DDA compliance (additional concern)
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

- Protection of walls on boundaries (additional concern)
- Communal open space (additional concern)

A negotiated outcome was reached in relation to overlooking, the bin enclosure and landscaping. The applicant agreed to extend the balcony screen to Dwelling 11, swap the bin enclosure with the bicycle parking area and provide additional canopy trees along the Chandler Road frontage as part of any landscape plan. These are included in the recommended conditions.

There were no other negotiated outcomes or changes to the application as a result of the meeting.

3.3 Referrals

The application has been referred to internal departments for comment. No objection has been raised; the following is a summary of relevant advice:

**Traffic Engineer**

- Wheelstops need to be installed at the front of car spaces 1 and 5 to prevent vehicular movements onto the pedestrian path of travel.

- In accordance with AS 2890.1, Clause 2.4.2 (c), at the blind aisle, the aisle shall be extended a minimum of 1m beyond the last parking space, the last space also needs to be widened by at least 0.3m if it is bounded by a wall or a fence. Given that a walled storage area and landscaping buffer are proposed adjacent to parking spaces 4, 8 and 13, the parking spaces needs to be widened by 0.3m.

- There may be difficulty in accessing and exiting the last parking space at the end of the parking aisle (i.e. parking spaces 4, 8 and 13). It is recommended that the parking aisles are increased by 500mm via the conversion of the proposed storage area adjacent to car spaces 9-13 into overhead storage areas and removal of the landscaping buffer (as shown on plan).

- The chain mesh fence adjacent to car space 9 will need to be amended to comply with design envelope of a car space as depicted in Figure 5.2 of AS2890.1.

- The proposed crossover is located at an existing parking sign and pole. All relocation of Council infrastructure such as signs and poles must be approved by Council. Consideration will be provided following the submission of plans indicating the proposed relocation of the existing infrastructure. All relocation costs must be borne by the applicant.

- The proposed location of the letterbox shown adjacent to the driveway may obstruct sight distances.

- Standard conditions to be included on any permit issued.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Drainage Engineer

- Standard conditions to be included on any permit issued.

Arborist

- The Jacaranda in the north-west corner of 2A Rangeview Road should be retained. All other vegetation should be removed, either due to poor health, weed species or inappropriate to retain with proposed development.

- The Blackwood will require a Net Gain Offset due to the VPO3.

Strategic and Economic Development

- The proposal is consistent with the strategic intent of the site and will contribute positively to the diversity of housing types and sizes in Knox.

Waste Management Department

- A condition on any permit issued will require a Waste Management Plan to the satisfaction of the Responsible Authority.

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 Residential 1 Zone. Within the Residential 1 Zone (R1Z) a planning permit is required to construct more than one dwelling on a lot.

4.1.2 Design and Development Overlay (Schedule 7)

The site is affected by the Design and Development Overlay (Schedule 7) which implements the Boronia Structure Plan. Under the provisions of the Overlay, a permit is required for buildings and works.

To achieve the design objectives in the Schedule, any proposed development must meet the requirements contained within the Schedule. These include preferred and mandatory building heights, design standards, materials and colours and landscape design.

- The site is located within a discretionary 7.5 metre (two storey) building height area. The proposal for a two (2) storey building with a maximum height of 7.5 metres complies with the discretionary building height.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

- The proposed two (2) storey built form and therefore scale of the building is consistent with the design standards in the Schedule.
- Materials and colours have been nominated that would reinforce the emerging contemporary natural character of the area.
- There are opportunities for substantial planting within the Chandler Road and Rangeview Road setbacks. A landscape plan to the satisfaction of the Responsible Authority would be a requirement of any permit to issue, and also subject to minimum canopy tree plantings.

4.1.3 Vegetation Protection Overlay 3

The VPO3 seeks to protect remnant overstorey vegetation and requires the issue of a permit for the removal of native vegetation with a height of 8 metres or more and trunk diameter of more than 300mm.

- Of the existing vegetation the Acacia melanoxylon (Blackwood) requires a permit for removal. Council’s Arborist has recommended that this tree be removed due to poor health and a Net Gain Offset would be required.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

Key Policies:

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

- The design of the development will not dominate the streetscape or adjoining properties. The two storey built form and height is consistent with the discretionary 7.5 metre height limit in the Design and Development Overlay (Schedule 7). There are areas for canopy tree planting, complimentary colours and materials are proposed and the building will incorporate sustainable design features.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

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

- The density of the development contributes to the consolidation of urban development being located within reasonable distance to urban services and transport. A Sustainable Design Assessment would be a requirement of any permit to issue.

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

- Neighbourhood character - this is discussed in Section 4.1.2 and 4.2.2 of the report.
- Housing choice – The proposed development provides a different form of housing to that provided in the area and provides the option of dwellings on smaller lots which will contribute to housing choice.
- Existing infrastructure – the site is located within a fully serviced area.
- Energy efficiency – this has been discussed above under Clause 15.02.
- Location – The site is located within the Boronia Major Activity Centre.

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

- The site is located within 460 metres of the Boronia Train Station and bus interchange which is serviced by Bus Routes No. 737, 753, 755, 691 and 690. Bus Route 690 operates along Chandler Road.
- The Boronia Station is part of the Belgrave train line which travels directly through the eastern suburbs to Melbourne’s CBD and operates Monday to Saturday, 4.30am to 1.30am at various intervals and Sunday 6.00am to 12.00 am at various intervals.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

- Route No. 690 from Croydon Station to Boronia Station via Kilsyth operates at various intervals from 5.51am to 9.26pm Monday to Friday with peak times being half hourly. Saturday services run hourly from 7.08am to 9.30pm. Sunday services operate hourly from 9.03am to 9.26pm.

- Route No. 737 from Croydon Station to Glen Waverley via Knox City and Monash University operates at various intervals from 6.16am to 9.38pm Monday to Friday with peak times being half hourly. Saturday services run half hourly from 5.55am to 9.35pm. Sunday services operate from half hourly from 8.22am to 9.33pm.

- Route No. 755 from Bayswater to Knox City via The Basin, Boronia, Ferntree Gully operates between 5:42am and 9:14pm Monday to Friday at approximately 25 minute intervals; between 7:50am and 9:30pm on Saturdays at 60 minute intervals and; between 8:54am and 9pm on Sundays at 60 minute intervals.

- Route No. 753 provides direct access between the Glen Waverley and Bayswater activity centres, and operates between 5:42am and 9:14pm Monday to Friday at approximately 25 minute intervals; between 7:50am and 9:30pm on Saturdays at 60 minute intervals and; between 8:54am and 9pm on Sundays at 60 minute intervals.

- Route No. 691 operates between Waverley Garden Shopping Centre and Boronia Railway Station between 5.47am and 8.21pm Monday to Friday at approximately 30 minute intervals and between 7.26am and 7pm Saturdays and Sundays at 40-60 minute intervals.

4.2.2 Local Planning Policy Framework

Clause 21.05-2 Municipal Strategic Statement (MSS) The MSS seeks to reduce the prevalence of infill housing development in dispersed locations as a major form of housing development by promoting activity centres and key redevelopment strategic sites as the preferred location.

- The site is located in a Major Activity Centre.

The MSS further seeks to manage the need for more housing and maintaining the valued qualities of identified areas of environmental and character significance. The MSS supports development that respects the existing or preferred residential neighbourhood character.

- The proposed development is considered to be consistent with the preferred future character for the area, as determined by the Boronia Structure Plan and the Design and Development Overlay (Schedule 7) which indicates a discretionary height limit of 7.5 metres for this area.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Clause 22.06 Boronia Major Activity Centre Local Policy: This policy seeks to address a lack in availability of a variety of housing types within the Boronia Major Activity Centre, and identifies opportunities for higher density development within the centre to benefit from close proximity to social services and infrastructure.

The site is located within a “Dispersed Infill Residential” area within the Land Use Framework Plan. Within this area, it is policy to ensure that infill development in ‘established residential environs’ provides a positive contribution to the local area.

- The proposal will contribute to the availability of a variety of housing types within the Activity Centre and will achieve a design outcome consistent with the Design and Development Overlay (Schedule 7) and ResCode, and therefore will contribute positively to the local area.

Clause 22.10 Housing: The Housing Policy at Clause 22.10-1 recognises that the population of Knox will grow by 12,000 persons and 15,000 households to 2030.

In response to this forecast, the Housing Policy directs the provision of a diversity of housing types and forms; housing that meets the needs of all groups within the community; accessible housing that is well designed and responsive to the local character and environment; and housing that recognises that the environment and landscape significance of the Dandenong Foothills outweighs the need for urban consolidation in the Foothills.

Before deciding on an application, the responsible authority will consider, as appropriate, whether:

Where an approved structure plan or urban design framework exists for an activity centre listed above, then the location and design of high and medium density housing is guided by the plan or framework.

- The site is located within the Boronia Activity Centre. As such, any development will be guided by the Boronia Structure Plan and the Design and Development Overlay (Schedule 7). See Section 4.1.2 for this discussion.

The proposed development will contribute to a diversity of housing in Knox.

- The proposed development proposes one and two bedroom dwellings as an option for a smaller household with balcony private open space, which will contribute to a diversity of housing within Knox.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

There is access to frequent public transport services between 6.00am and 11.00pm daily, seven days a week.

- The site does not have access to public transport that operates between 6.00am and 11.00pm daily, seven days a week.

The proposed development is consistent with a relevant endorsed structure plan or urban design framework.

- The development, at a maximum height of 7.5 metres, is considered to be consistent with the preferred character and building heights for the area, as directed by the Design and Development Overlay (Schedule 7) which implements the Boronia Structure Plan. Setbacks to Chandler Road and Rangeview Road will allow for landscaping.

The development site graduates in height from the site boundaries to respect prevailing building height patterns.

- The proposed two (2) storey built form is consistent with the height patterns envisaged in the Boronia Structure Plan and Design and Development Overlay (Schedule 7).

The development and building design response addresses any potential impact on adjoining development where there is a residential interface with respect to amenity, overlooking, overshadowing, height and bulk, views and vistas:

- The proposed development is compliant in terms of overlooking and overshadowing.

- The strategic direction of the Boronia Activity Centre Policy to promote higher density within the Activity Centre area will result in redevelopment of a height and bulk that is uncharacteristic when compared to existing residential development. It is expected that there will be an impact as a result of this change to the amenity of adjoining properties. The two storey built form of the proposal is consistent with existing development in the surrounding area, and incorporates a variety of colours and materials and articulation of the built form to limit the impact of the building bulk to ensure that any impact is reasonable within an area that has been identified for significant change.

For larger key strategic redevelopment sites, a variety of architectural styles and forms are provided.

- The site has not been identified as a key strategic redevelopment site.
4.3 Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (ResCode)

The proposal generally complies with the provisions of Clause 55 of the Knox Planning Scheme, an assessment of the key criteria; including any areas of non-compliance are considered below:

Neighbourhood Character and Infrastructure

Neighbourhood Character – Complies, refer to Section 4.1.2 and 4.2.2 above.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.

Site Coverage – Does not comply with the Standard however meets the objective. The total site coverage proposed is 60.69%, which exceeds the maximum site coverage by 0.69% (the Standard requires a maximum of 60%). The minor increase in total site coverage is considered acceptable.

Permeability – Complies.

Energy Efficiency – Complies, a condition on any permit issued will require the submission of a Sustainable Design Assessment to the satisfaction of the Responsible Authority.

Open Space – Complies.

Safety – Complies.

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

Access – Complies subject to modifications to the car parking layout which can be included on any permit to issue.

Parking Provision and Location – Complies.

Amenity Impacts

Side and rear setbacks – Does not comply with Standard however meets the objective. The setbacks to the northern and eastern boundary of 1.845 metres and minimum 1.4 metres encroach into the minimum side or rear boundary setback. The encroachment varies between 115mm and 560mm. As the variation to the minimum setback does not result in any unreasonable overshadowing or bulk/mass impacts it is considered to be acceptable.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Walls on boundaries – Complies. A condition on any permit to issue will require any walls on boundaries to be cleaned and finished to the satisfaction of the Responsible Authority.

Daylight to existing windows/north facing windows – Complies.

North-facing Windows – Complies.

Overshadowing open space – Complies.

Overlooking – Can comply subject to conditions. The balcony to Dwelling 11 will need to be screened in accordance with this Standard. The height of boundary fencing is sufficient to ensure overlooking will be limited from ground level habitable areas.

Internal views – Complies.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Complies.

Front fence – Complies.

5. CONCLUSION

Clause 11 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the development is appropriate given the following:
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

- The proposed development is consistent with Clause 15 (Built Environment and Heritage), Clause 21.07 (Municipal Strategic Statement) and Clause 22.10 (Housing) of the Knox Planning Scheme.

- The built form and height of the proposed development is consistent with the intent of the Boronia Structure Plan and Design and Development Overlay (Schedule 7).

- Council’s Arborist has recommended the removal of vegetation protected by the Vegetation Protection Overlay (Schedule 3). However there are areas for meaningful replanting of indigenous species which will achieve an appropriate outcome.

- The proposed development is consistent with the Housing Policy. As discussed above, the overall design of the development is considered to be consistent with key design objectives of the Boronia Structure Plan and therefore considered to be consistent with Clause 22.10 of the Knox Planning Scheme.

- The development demonstrates compliance with ResCode (Clause 55 of the Knox Planning Scheme) and is consistent the purpose and objectives of the Residential 1 Zone.

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit to develop the land for the development of a two storey apartment building containing eleven (11) dwellings, associated car parking and removal of vegetation at 1/27 Chandler Road and 2A Rangeview Road, Boronia, subject to the following conditions:

Amended plans

1. Prior to the commencement of any buildings or works, or certification of any plans, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

1.1 An annotation that on-site access lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS:1158 for pedestrian safety.

1.2 An annotation that 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.

1.3 The maximum height of the letterbox structure; and location and maximum height of the combined electricity supply structure and fire hydrant.

1.4 The bin enclosure to be relocated with the adjacent bicycle parking area and vented into the car parking area. There must be no vents toward the property on the northern side.

1.5 A screen with a minimum height of 1.7 metres and no more than 25% transparency along the northern and part of the western side of the balcony to Dwelling 11 to prevent overlooking into the private open space to the north.

1.6 Where the existing boundary fence height opposite the walkway on the eastern side of the building is insufficient to prevent overlooking into the adjoining private open space, a free standing screen constructed with vertical timber slats or similar material/construction with no more than 25% transparency must be provided.

1.7 Retention of the Jacaranda in the north-west corner of 2A Rangeview Road and removal of all other existing vegetation.

1.8 The new crossovers to be no wider than the accessway width.

1.9 Wheel stops installed at the front of parking spaces 1 and 5 in accordance with Australian Standards.

1.10 Parking spaces 4, 8 and 13 widened by 300mm.

1.11 Parking aisles increased by 500mm via the conversion of the proposed storage area adjacent to car spaces 9-13 into overhead storage areas and removal of the landscaping buffer (as shown on plan).
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

1.12 Alterations to the car parking layout to ensure than vehicles can enter and exit parking spaces 4, 8 and 13 in three or less movements. This may require an increase in the accessway width by 500mm and alterations to the storage and landscape buffers.

1.13 The chain mesh fence adjacent to parking space 9 amended to comply with design envelope of a car space as depicted in Figure 5.2 of AS2890.1.

1.14 Relocation of Council infrastructure such as signs and poles to the satisfaction of the Responsible Authority. The costs of any relocation must be borne by the owner.

1.15 Drainage plans in accordance with Condition 2 of this Permit.

1.16 Landscaping plans in accordance with Condition 3 of this Permit.

1.17 A Waste Management Plan in accordance with Condition 9 of this Permit.

1.18 A Sustainable Design Assessment in accordance with Condition 6 of this Permit.

1.19 A Materials and Colours Schedule in accordance with Condition 10 of this Permit.

1.20 A Net Gain Offset Plan accordance with Condition 30.2 of this Permit.

To the satisfaction of the Responsible Authority.

Drainage plans

2. Prior to commencement of any buildings or works, three copies of drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage is to be in accordance with these plans. The plans must show the following:

2.1 All stormwater drainage discharge from the site connected to a legal point of discharge.

2.2 The internal drains of the dwellings to be independent of each other.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

2.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.

2.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.

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

To the satisfaction of the Responsible Authority.

Landscape plans

3. Prior to the commencement of any buildings or works, a landscape plan to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:

3.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and/or removed.

3.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council’s Landscape Guidelines for Planning Permits).

3.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.

3.4 Details of the surface finishes of pathways and driveways.

3.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.

3.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.

3.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).

3.8 A minimum of 80% of all new vegetation (both canopy trees and understory) must be native or indigenous species.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

3.9 Species within the landscaping bed on the eastern side of the building adjacent to No. 29 Chandler Road must be low level shrubs with non-invasive roots.

3.10 The provision of at least one large native/indigenous canopy tree within the front (south-west) corner and at least three medium native/indigenous trees along the Chandler Road frontage. A variety of native/indigenous small trees, shrubs, grasses and ground covers to be shown along the entire length of the Rangeview Road frontage.

To the satisfaction of the Responsible Authority.

4. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

5. The landscaping shown on the endorsed plan must be maintained to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

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

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

Waste Management Plan

8. Before the development commences, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

9. Garbage and recyclables 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.

Materials and Colours

10. Before the development starts, a schedule of materials, external finishes and colours to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the schedule will be endorsed and will then form part of the permit.

Fencing

11. Prior to the occupancy of the development all fencing shall be in a good condition to the satisfaction of the Responsible Authority.

12. All fencing costs are to be borne by the developer/owner.

Car parking and Traffic

13. Before the new dwellings are occupied, driveways and car parking areas must be fully constructed in accordance with plans submitted to and approved by the Responsible Authority.

14. The driveway and carparking areas associated with the proposed dwelling as shown on the endorsed plan must be fully constructed and properly formed to such levels that they can be used in accordance with the plans. Construction using any alternative hardstanding sealed surface is subject to detailed plans to be submitted to and approved by the Responsible Authority.

15. The vehicle crossing must incorporate the existing Council drain in the road reserve to the satisfaction of the Responsible Authority.

16. Any redundant crossovers must be removed and reinstated with kerb and channel to the satisfaction of the Responsible Authority.

General

17. All development must be in accordance with the endorsed plans.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

18. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

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

20. 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.

21. Walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Tree Protection

22. All works, including excavation, within the critical root zone areas of the Jacaranda 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.

23. Prior to any works commencing on the site, the Jacaranda and 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.

24. 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.

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

26. No temporary removal of the fence or encroachment into the protection zone is permitted without the written consent of the responsible authority.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

27. 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.

28. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:

- Construction activities.
- Dumping and/or storage of materials, goods and/or soil.
- Trenching or excavation.
- Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.

29. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Net Gain Offset

30. The removal of vegetation authorised by this permit requires that a Net Gain Offset be provided in accordance with the principles of the Victorian Native Vegetation Management Framework to compensate for the removal of the vegetation. The Net Gain Offset can be provided by either:

30.1 A financial contribution paid to the Knox City Council Net Gain Reserve. Knox City Council will then be responsible for the planting and maintenance of the offset planting as required by the principles of Net Gain in the Native Vegetation Management Framework.

Should the applicant request Knox City Council to implement the Offset Plan, the total cost of implementation as calculated by Knox City Council must be paid to the Knox City Council Net Gain Reserve prior to the commencement of vegetation removal.

OR

30.2 A Net Gain Offset Plan submitted to and approved by the Responsible Authority. Three copies of the plan must be provided. When approved, the plan will be endorsed and will then form part of this permit. The plan must include details of the:
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

30.2.1 Vegetation to be removed.

30.2.2 Net Gain targets.

30.2.3 Offset(s) to compensate for the vegetation removal.

30.2.4 Details of the implementation (including timing) and monitoring of the Offset Plan.

30.2.5 Details of how the offset areas are protected and maintained in perpetuity.

To the satisfaction of the Responsible Authority.

The Net Gain Offset Plan required by this option must be submitted to and approved by the Responsible Authority prior to the commencement of vegetation removal.

Amenity

31. Upon commencement and until conclusion of the development, the developer shall ensure that the development does not adversely affect the amenity of the area in any way, including:

31.1 The appearance of building, works or materials on the land
31.2 Parking of motor vehicles
31.3 Transporting of materials or goods to or from the site
31.4 Hours of operation
31.5 Stockpiling of top soil or fill materials
31.6 Air borne dust emanating from the site
31.7 Noise
31.8 Rubbish and litter
31.9 Sediment runoff

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.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

Permit Expiry

32. This permit will expire if one of the following circumstances applies:

32.1 The development is not started within two years of the date of this permit.

32.2 The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

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 request), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.

- The total Permissible Site Discharge for the property including all dwellings is 3.5L/s to the existing Council drainage system for a 5 year ARI event.

- 

- Tc and Tso calculations can be obtained from Council’s Engineering Department.

- Applicant is to direct all stormwater to the Council Pit in the front of 1/27 Chandler Road 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.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

- 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, eg 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.
6.4 1/27 Chandler Road and 2A Rangeview Road, Boronia (cont’d)

Recommendation (cont’d)

- 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.

Report Prepared By: Planner (Renee Haddock)

Report Authorised By: Director – City Development (Angelo Kourambas)
APPENDIX A/1
APPENDIX B/1
APPENDIX B/4
6.5 APPLICATION TO DEVELOP THE LAND FOR THE CONSTRUCTION OF EIGHT (8) DOUBLE STOREY DWELLINGS AND CREATION OF ACCESS TO A ROAD ZONE CATEGORY 1 AT 1686 FERNTREE GULLY ROAD, FERNTREE GULLY Melway Ref. 73 D5 (Application No. P2011/ 6908)

1. SUMMARY:

Land: 1686 Ferntree Gully Road, Ferntree Gully
Applicant: Three By Two Project Management Pty Ltd
Proposed Development: Construction of eight (8) double storey dwellings and creation of access to a Road Zone Category 1.
Existing Land Use: Single Dwelling
Area/Density: 2,489 m² / 1:311m²
Zoning: Residential 3 Zone
Overlays: No Overlays
Local Policy: Municipal Strategic Statement, Neighbourhood Character Policy, Housing Policy
Application Received: 11 November 2011
Number of Objections: 1
PCC Meeting: N/A

Assessment:

The proposal does not comply with the Housing Policy or Neighbourhood Character Policy.

The proposal fails to comply with a number of ResCode objectives including Neighbourhood Character, Access, Parking Location and Provision, Landscaping and Private Open Space.

On balance it is considered that the proposal does not respond well to State and Local Planning Policies and it is recommended that a Notice of Refusal be issued.
2. **BACKGROUND**

2.1 **Subject Site and Surrounds**

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

- The site is irregular in shape, splaying from a narrow frontage to a wide rear boundary. The site has a direct frontage to Ferntree Gully Road of 18.3 metres whilst the rear boundary has a width of 49.9 metres. Side boundaries run at an angle to 73.1 metres and 80.5 metres deep respectively. The site is occupied by a single dwelling with a large shed structure located behind the building. A 2 metre wide easement runs along the rear boundary.

- The surrounding properties are zoned for residential use and have been developed accordingly. Development is characterised by single detached dwellings set within open gardens. There is a distinct absence of medium density unit development in the surrounding area however it is noted that a large subdivision on the northern side of Ferntree Gully Road, opposite the subject site has resulted in dwellings on smaller allotments.

- It is relevant to note that the subject site has direct access to Ferntree Gully Road, whereas the surrounding properties are separated from Ferntree Gully Road by a twelve (12) metre wide tree reserve and are accessed from residential side streets in the surrounding area. Consequently the subject site effectively projects forward of the line of adjacent properties by 12 metres.

- There are no significant trees on the site.

- There are no restrictions or agreements on title that impact the development of the land.

2.2 **The Proposal**

(Refer to attached plans at Appendix B)

The application proposes to construct eight (8) double storey dwellings and create access to Ferntree Gully Road. Details are as follows:
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

- Dwellings will comprise of three-bedroom dwellings with open-plan living areas at ground floor with direct access to secluded private open space areas varying between 40m$^2$ and 47m$^2$. Upper floors will generally comprise of two bedrooms with one bathroom.

- Dwellings 1 & 8 are located at the front of the site and have a front setback of six (6) metres. Note that it is the fencelines of the secluded private open space that establish the setback of six metres as both Dwellings 1 and 8 locate their secluded private open space to the front. The building form is setback between 12.5 and 13.3 metres from the front boundary.

- All properties are provided with double garages and two visitors car parking spaces are provided adjacent to Dwelling 2.

- Total site coverage is 40% with total impervious surfaces amounting to 56%.

- All vegetation will be removed to facilitate the development.

3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. One (1) objection was received and is summarised below.

Neighbourhood Character

- The proposal is not considered to be in keeping with the neighbourhood character of the surrounding area and results in an overall built form that is uncharacteristic of the area. Refer to Section 4.2.2 for broader response to neighbourhood character.

Loss of Privacy

- Potential exists for overlooking windows. These windows can be screened in order to comply with the relevant Standards of ResCode.

Scale of Built Form

- The proposal is considered to result in an unduly large and bulky interface to the surrounding properties and is viewed as inappropriate.
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

Noise

- The proposal seeks to develop the land for the purposes of residential dwellings. This would not result in any noise issues that would be unusual within a residential zone.

Loss of Views

- The right to a view is not a planning consideration.

Loss of Amenity

- The proposal does result in an undue impact on the amenity of the surrounding area through the overall extent of development and its poor interface to the surrounding area.

Retention of Sydney Blue Gum at 6 Dairy Lane

- The Sydney Blue Gum has been assessed by Council’s Arborist and will be detrimentally impacted upon by the proposed development. The footprint of Unit 8 will encroach well within the Tree Protection Zone (TPZ) of this tree. This is considered to be an inappropriate impact on the amenity of the adjacent property.

3.3 Referrals

The application has been referred to VicRoads and internal departments for comment. No objection has been raised, the following is a summary of relevant advice:

Traffic Engineer

- Standard conditions to be included on any permit issued.

Drainage Engineer

- Standard conditions to be included on any permit issued.

- Floor levels are to be raised 400mm above natural ground level due to the site’s location within an area of significant overland flow.

Arborist

- A number of problems are raised regarding the proximity of neighbouring trees. The Sydney Blue Gum located along the western boundary of the property will be severely encroached upon by Unit 8. Unit 8 is also in close proximity to a row of
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

Cypress trees running along the boundary. These trees are young and will more than double in size having implication on the structure of Unit 8 in the near future.

- Another Sydney Blue Gum is located along the eastern boundary near Units 2 and 3. Both units result in a minor encroachment into the TPZ of this tree however it is not considered significant enough to affect the health of the tree. Works within the TPZ of this tree are to be supervised by a qualified Arborist and the TPZ area is to be protected by ramping and fencing during construction.

Response: Unit 8 could be redesigned to avoid the TPZ of nearby trees but this would have ramifications for the rest of the development. It is not appropriate in this instance to condition a requirement to modify Unit 8 and the proposal’s impact on neighbouring trees is symptomatic of an overdeveloped site.

VicRoads

- No objection raised subject to condition being included on any permit issued.

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 Overlay

4.1.1 Residential 3 Zone

The land is located within a Residential 3 Zone. Within the R3Z, a planning permit is required to construct two or more dwellings on a lot.

The Schedule to the Residential 3 Zone varies ResCode Standards B28 and B32, pertaining to private open space and front fences. To comply with the varied ResCode Standard B28, private open space must consist of an area of 60 m² with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling with minimum area of 40m² and minimum dimension of 5 metres. The varied ResCode Standard B32 requires a permit for a front fence that exceeds 1.2 metres.

- All dwellings comply with provisions of the Schedule to the R3Z.
- There is no front fence.
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

Key Policies:

Clause 15 Built Environment and Heritage – Encourages high quality architecture and urban design outcomes that 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.

- The proposed development results in an overdevelopment of the site that is not reflective of the amenity and scale of the surrounding residential area. The overall outcome is a dense mass of large-scale dwellings that are haphazardly located across the site to create some separation rather than being more cohesively and thoughtfully designed.

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

- The development generally complies with this objective. Living and open space areas are oriented for northern light where possible and a Sustainable Design Assessment can be included as a condition on any permit issued.

Clause 16.02 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.

- Neighbourhood character – this is discussed in Section 4.2.2 of the report

- Housing choice – the proposal provides for three-bedroom dwellings, generally typical of the configuration of homes in the surrounding area.
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

- Existing infrastructure – no issues have been raised by Council’s Engineers. The site is in a serviced area. Drainage plans would be required as a condition on any permit issued.

- Energy efficiency – this has been discussed at Clause 15.02.

- Location – The proposal is not located within a designated activity centre and has only limited access to public transport and other services.

Clause 18.02 Transport – Ensure that access is provided to all available modes of transport.

The site is located addressing Ferntree Gully Road which is serviced, along this portion, by bus numbers 693 & 755.

- Bus route 693 runs from Belgrave to Oakleigh via Ferntree Gully at various intervals from 5.30am to 9.17pm Monday to Friday with peak times being approximately every twenty minutes. Saturday services run half hourly from 7.50am to 8.50pm on a roughly hourly basis. Sunday services operate half hourly from 8.50am to 9.58pm on a roughly hourly basis.

- Bus route 755 runs from Bayswater to Knox City at various intervals from 5.53am to 9.02pm Monday to Friday with peak times being every thirty minutes. Saturday services run hourly from the 7.50am to 9.01pm. Sunday services operate hourly from 9.04am to 9.05pm.

4.2.2 Local Planning Policy Framework

Clause 21.04 – Municipal Strategic Statement (MSS): Urban Design seeks to ensure that planning and development is undertaken with due consideration given to the local context of key issues such as managing population growth, encouraging sustainable development and having a positive influence on the desired future urban form of Knox. A key aspect of this is ensuring the integration of and development towards achieving major threat to the municipality achieving its long-term sustainability objectives. All development therefore is encouraged within this clause to incorporate Ecologically Sustainable Design (ESD) and Water Sensitive Urban Design (WSUD) principles to ensure that a sustainable urban environment is ultimately achieved.

- The proposal is generally of an energy efficient design with private open space and living areas generally oriented to take advantage of northern aspect. The development outcome however is not in keeping with the desired built form and scale of development that is sought within dispersed residential areas with limited access to services and public transport.
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

Clause 21.05-2 – MSS: Housing The MSS seeks to reduce the prevalence of infill housing development in dispersed locations as a major form of housing development by promoting activity centres and key redevelopment strategic sites as the preferred location.

- The site is not located in a designated activity centre. The site is in a dispersed suburban residential location.

The MSS further seeks to manage the need for more housing and maintaining the valued qualities of identified areas of environmental and character significance. The MSS supports development that respects the existing or preferred residential neighbourhood character.

- The development has been assessed against the Neighbourhood Character Policy and found to not comply. Refer Clause 22.07 below.

Clause 22.07 Neighbourhood Character: Garden Court Precinct 5 – The desired future character of this area is for “Low scale dwellings set within an open landscape with, in some areas, occasional pockets of large native trees.”

The key design objectives are as follows:

To retain the remnant indigenous and other native trees and encourage the new planting of large native trees.

- There are no significant trees on the site however the proposal has a detrimental impact on neighbouring canopy trees. New planting on site can be encouraged through a landscape plan.

To maintain the rhythm of spacing between dwellings.

- The proposal will result in an overall scale of development that is out of balance with the scale and extent of built form exhibited in the surrounding area. The presence of eight (8) double storey dwellings along all boundaries of the site does not respect the site’s need to respond to the low-scale characteristics of the surrounding area. Whilst the buildings provide some physical separation between upper storeys, there is no meaningful breaks created by the small gaps provided between garages at ground level. This separation has negligible effect when the overall extent and scale of the development is considered. The end result is a proposal that expresses itself as an intensely built-out development.
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

To minimise the dominance of buildings from the street.

- **The proposal is considered to present an inappropriate interface to the street.** Built form is located a sufficient distance from Ferntree Gully Road, however the provision of open space to the front of these properties is an inappropriate response and effectively closes off the development to the street.

To minimise loss of front garden space, and dominance of car storage facilities.

- **Car storage facilities will be concealed from the street behind the line of proposed dwellings.** Front garden space will be retained but will be partially fenced.

To maintain the openness of front boundary treatments

- **The proposal does not maintain the openness of front boundary treatments as the private open space for Dwellings 1 & 8 will project forward of the building line into the front garden area.** This results in a fencing treatment that closes off the development and is inappropriate as a front interface.

Clause 22.10 - Housing: Medium Density – The Housing Policy at Clause 22.10-1 recognises that the population of Knox will grow by 12,000 persons and 15,000 households over the 25 years to 2030.

In response to this forecast, the housing policy directs that infill medium density housing in dispersed residential locations respects and complements the desired future residential character objectives of Clause 22.07 Neighbourhood Character policy and Clause 22.01 Dandenong Foothills policy, where relevant.

Before deciding on an application, the responsible authority will consider, as appropriate, whether

The proposed development will contribute to a diversity of housing in Knox.

- **The development provides for a mix of three-bedroom detached and semi-detached dwellings which are a relatively common housing configuration within Knox.** The proposal provides diversity in that the dwellings are located within a multi-unit development and sited on smaller allotments than generally available.
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

The proposed development makes a positive contribution to the desired future urban fabric, amenity and neighbourhood character.

- *The proposal does not result in a positive contribution to the desired future neighbourhood character, failing to result in a development that responds to the low-scale characteristics of the area, minimising visual bulk and providing meaningful and open garden area.*

There is access to frequent public transport services between 6.00am and 11.00pm daily, seven days a week.

- *The site does not have access to public transport that operates between 6.00am and 11.00pm daily, seven days a week.*

The proposed development makes a positive contribution to the desired future neighbourhood character as identified at Clause 22.07 Neighbourhood Character policy or an approved structure plan or urban design framework.

- *The proposal does not provide an appropriate response to addressing the future neighbourhood character as outlined under this report’s response to Clause 22.07 above.*

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

The proposal fails to comply with the provisions of Clause 55 of the Knox Planning Scheme, an assessment of the key criteria; including any areas of non compliance are considered below:

**Neighbourhood Character and Infrastructure**

Neighbourhood Character – *Does not Comply, refer to Officer’s Response to Clause 22.07 above.*

**Site Layout and Building Massing**

Street Setback – *Complies.*

Building Height – Complies.

Site Cover/permeability – *Complies.*

Energy Efficiency – *Complies.*
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

Landscaping – Does not Comply. The proposal results in large amounts of hard-stand surface across the site. Landscaping is provided as small strips between the dwelling walls and the driveway where little significant planting can be located. The internal environment of the development site is dominated by roller doors and driveways and is a poor outcome for a large site. Canopy tree planting opportunities are scattered haphazardly across the site in the private open space areas of each dwelling and are not prolific enough to soften the extensive built form of the development. Similarly, the front setback is partially fenced off, eliminating any sense of openness that should be achieved.

Access – Does not comply. The proposal does not allow for an 85th percentile vehicle to exit all garages and leave the site in a forward direction in two movements. Alterations to allow for this would increase the total amount of hard-stand surfaces and reduce landscaping opportunities which is an unacceptable outcome.

Parking provision and location – Does not Comply. The location of visitor’s parking directly adjacent to Dwelling 2 is considered inappropriate given the potential amenity impacts to Dwelling 2 and the fact that their location associates them with the private property of Dwelling 2 rather than as parking for visitors usage. Furthermore, the parking spaces are of inadequate dimensions as they are bounded on each side by the walls of the Dwelling 1 garage and the Dwelling 2 bedroom.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Complies subject to conditions. Windows overlooking would be required to be screened in accordance with Standard B22 as a condition on any permit issued.

Internal views – Complies subject to condition. Windows overlooking more than 50% of secluded private open space of other dwellings within the development would be required to be screened as a condition on any permit issued.

Noise – Complies subject to condition. Any habitable room windows fronting Ferntree Gully Road will need to be double glazed to reduce the impact of traffic noise on the internal amenity of these rooms.
6.5 1686 Ferntree Gully Road, Ferntree Gully (cont’d)

On-Site Amenity and Facilities

Daylight to new windows – Complies.

Private Open Space – Does not Comply. The provision of secluded private open space to Dwelling 1 and Dwelling 8 is located forward of the dwelling, within the front setback. This is also inconsistent with the neighbourhood character objectives in Clause 22.07 of the Knox Planning Scheme. The design of the development must ensure that the location of the secluded private open space is to the rear or side of the dwellings. The location on a main road with considerable traffic noise is also inappropriate. The secluded private open space for these dwellings should be located to the rear, to allow noise to be limited by the built form, and appropriate seclusion.

Solar access – Complies.

Storage – Complies subject to condition. The provision of storage to each dwelling needs to be more clearly defined on site plans.

Front fence – Complies

4.4 Clause 52.29 – Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road

A permit is required to create or alter access to a Road Zone Category 1. The proposal has been referred to VicRoads for comment and found to provide an appropriate access arrangement to Ferntree Gully Road subject to conditions.

5. CONCLUSION

Clause 11 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the development is inappropriate given the following:

- The proposed development is inconsistent with the State and Local Planning Policy Framework, most pertinently Clause 15 – Built Environment and Heritage, Clause 16 – Housing and Clause 21.04 – Urban Design and Clause 22.07 – Neighbourhood Character.

- The proposed development is inconsistent with Knox’s Housing Policy resulting in an overdevelopment of a dispersed residential location.

6.5  **1686 Ferntree Gully Road, Ferntree Gully (cont’d)**

6. **CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

7. **RECOMMENDATION**

That Council issue a Notice of Refusal to Grant a Planning Permit to develop the land for eight (8) double storey dwellings and the creation of access to a Road Zone Category 1 at 1686 Ferntree Gully Road, Ferntree Gully on the following grounds:

1. The proposed development fails to meet the objectives of the State Planning Policy Framework with particular regard to Clause 15 – Built Environment and Heritage and Clause 16 – Housing. The proposal results in an overdevelopment of the site to a scale inappropriate to its location in a dispersed residential location.

2. The proposed development fails to achieve an appropriate urban design outcome with particular regard to Clause 21.04 – Urban Design and Clause 22.07 – Neighbourhood Character of the Local Planning Policy Framework. The proposal results in an overall extent and scale of built form that is inappropriate to the low-scale nature of surrounding residential buildings area and substantially reduces the landscaping opportunities within and to the front of the site as well as impacting on neighbouring trees.

3. The proposed development is inconsistent with Knox’s Housing Policy described under Clause 21.05 and 22.10 of the Local Planning Policy Framework. The proposal results in an unduly large, bulky and insensitive development within a dispersed residential location.


*Report Prepared By: Urban Planner (Will Priestley)*

*Report Authorised By: Director – City Development (Angelo Kourambas)*
APPENDIX B/2
APPENDIX B/4
6.6 APPLICATION TO DEVELOP THE LAND FOR THE CONSTRUCTION OF THREE (3) DOUBLE STOREY DWELLINGS AT 15 WOODMASON ROAD, BORONIA Melway Ref. 64 K6 (Application No. P2011/ 6825)

1. SUMMARY:

Land: 15 Woodmason Road, Boronia
Applicant: Bruce Paterson
Proposed Development: Development of the land for three (3) double storey dwellings.
Existing Land Use: Single Dwelling
Area/Density: 978 m² / 1:326m²
Zoning: Residential 3 Zone
Overlays: No Overlays
Local Policy: Municipal Strategic Statement, Neighbourhood Character Policy, Housing Policy
Application Received: 12 October 2011
Number of Objections: 15
PCC Meeting: 17 April 2012

Assessment:

The proposed development does not comply with the Housing Policy and Neighbourhood Character Policy.

The proposal fails to comply with a number of ResCode objectives including Neighbourhood Character, Street Setback, Parking Location and Provision, Landscaping, and Energy Efficiency.

On balance it is considered that the proposal does not respond well to State and Local Planning Policies and objectives of ResCode and it is recommended that a Notice of Refusal be issued.
6.6 15 Woodmason Road, Boronia (cont’d)

2. BACKGROUND

2.1 Subject Site and Surrounds

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

- The subject site is rectangular in shape, located on the southern side of Woodmason Road, Boronia. The site has an overall area of 978m² with a frontage to Boronia Road of 19.81 metres. A single storey dwelling and associated outbuildings currently exist on the site. The site is presently accessed via an existing crossover on the north-eastern boundary of the property.

- Adjoining properties and the surrounding area are zoned residential and have been developed accordingly. This has taken the form of a mixture of single detached dwellings on allotments and multi-unit development. Multi-unit development has predominantly taken on a single-storey built form. The site is located outside the Boronia Activity Centre and is approximately 1km north of the retail core of this centre.

- There are no restrictions or covenants on the land that impact the development.

- There is no significant vegetation on the site.

2.2 The Proposal

(Refer to attached plans at Appendix B)

The application proposes to develop the land for three (3) double storey dwellings. Details are as follows:

- The construction of three-double storey dwellings. They will all comprise of three-bedroom dwellings with open plan living areas at ground level directly accessing private open space. Each dwelling will be provided with a double garage for parking accessed via a common property driveway.

- Upper storeys will generally comprise of two bedrooms, bathroom and small landing/lobby area.

- All vegetation will be removed to facilitate the development.
3. CONSULTATION

3.1 Advertising

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. Fifteen (15) objections were received and are summarised below.

Neighbourhood Character

- *The proposal is not considered to be in keeping with the low scale built form of the surrounding neighbourhood. The continuous double storey form across the whole site shows no sympathetic graduation in scale towards the rear of the site, where the boundaries to surrounding properties are most sensitive. Refer to Section 4.2.2.*

Density / Overdevelopment of the Site

- *The proposal’s scale and extent of built form results in an overdevelopment of the site that is not in keeping with the dispersed residential nature of the surrounding area.*

On-site Car Parking

- *The proposal provides the required amount of car parking to satisfy the ResCode Standard.*

Impact on public parking and traffic congestion

- *The proposal of three dwellings on the land is of a scale that the existing road network in the area is capable of providing for.*

Overshadowing


Overlooking/Loss of Privacy / Loss of Amenity

- *All overlooking windows can be appropriately screened to comply with the standards of ResCode.*

Lack of Open Space / Landscaping

- *The proposal results in insufficient landscaping to screen the gun-barrel driveway and the visual bulk of proposed dwellings. Landscaping should more effectively screened the driveway and buildings to soften their presence to the street and adjacent properties.*
6.6 15 Woodmason Road, Boronia (cont’d)

No stipulation of colours/materials

- *Colours are stipulated on the elevation plans in muted tones of beige, brown, crème and grey.*

Existing Views

- *There is no right to an existing view under the planning scheme.*

Devaluation of property

- *The devaluation of a property is not a planning consideration.*

3.2 Planning Consultative Committee Meeting

A Planning Consultative Committee (PCC) Meeting was held at the Civic Centre on 17 April 2012. The concerns of the objectors were expressed. The applicant was not represented at the meeting. Objectors expressed and elaborated upon the concerns raised in their initial objections as well as the further concern noted below:

- No allocation for public open space

There was no ability to negotiate outcomes or changes to the application due to the absence of any representative for the applicant.

3.3 Referrals

The application has been referred to internal departments for comment. No objection has been raised; the following is a summary of relevant advice:

Traffic Engineer

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

Drainage Engineer

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

- *The site is located in a flood prone area according to Council’s data records. All floor levels of habitable buildings are to be 400mm above natural ground level.*
6.6 15 Woodmason Road, Boronia (cont’d)

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 Residential 3 Zone (R3Z)

The land is located within a Residential 3 Zone. Within the R3Z, a planning permit is required to construct two or more dwellings on a lot.

The Schedule to the Residential 3 Zone varies ResCode Standards B28 and B32, pertaining to private open space and front fences. To comply with the varied ResCode Standard B28, private open space must consist of an area of 60 m² with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling with minimum area of 40m² and minimum dimension of 5 metres. The varied ResCode Standard B32 requires a permit for a front fence that exceeds 1.2 metres.

- All dwellings comply with provisions of the Schedule to the R3Z.
- There is no front fence.

4.2 Policy Consideration

4.2.1 State Planning Policy Framework

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

Key Policies

Clause 15 Built Environment and Heritage – Encourages high quality architecture and urban design outcomes that 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.
6.6  15 Woodmason Road, Boronia (cont’d)

- The proposed development results in an overdevelopment of the site that is not reflective of the amenity and scale of the surrounding residential area. The overall outcome is one where built form stretches across the majority of the site with minimal separation between dwellings at ground level. The presence of double storey form across the site is not sympathetic to the site’s more sensitive interfaces to the rear and sides of the property.

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

- The development fails to achieve an acceptable level of environmental energy efficiency most notably with Dwelling 3 having no direct access to northern light in living areas. Similarly, Dwelling 1 & 2 have only limited access to northern light through the provision of only one northern window to each dwelling.

Clause 16.02 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.

- Neighbourhood character – this is discussed in Section 4.2.2 of the report.

- Housing choice – the proposal provides some housing diversity through the provision of three-bedroom dwellings on smaller unit allotments.

- Existing infrastructure – no issues have been raised by Council’s Engineers. The site is in a serviced area. Drainage plans would be required as a condition on any permit issued.

- Energy efficiency – the proposal is not designed in a manner which sufficiently addresses passive energy efficiency. Dwelling 3 is particularly poor in this regard with living areas wholly on the south side of the building.

- Location – The subject site is not located within a designated activity centre and has only limited access to public transport and other services.
6.6 15 Woodmason Road, Boronia (cont’d)

Clause 18.02 Transport – Ensure that access is provided to all available modes of transport.

- The site has no direct access to public transport along Woodmason Road. The nearest bus service (Bus No 737) is 250 metres to the east on Dorset Road. The nearest train station (Boronia Railway Station) is one (1) kilometre to the south.

- Bus route 737 runs from Croydon to Monash University via Knox Shopping Centre from 9.30am to 9.30pm Monday to Friday with peak frequency every thirty minutes. Saturday services run from 6.30am to 9.30pm with peak intervals of 20 minutes but generally every 40 minutes. Sunday services operate from 8.54am to 9.14pm on a roughly 40 minute basis.

4.2.2 Local Planning Policy Framework

Clause 21.04 – Municipal Strategic Statement (MSS): Urban Design seeks to ensure that planning and development is undertaken with due consideration given to the local context of key issues such as managing population growth, encouraging sustainable development and having a positive influence on the desired future urban form of Knox. A key aspect of this is ensuring the integration of and development towards achieving major threat to the municipality achieving its long-term sustainability objectives. All development therefore is encouraged within this clause to incorporate Ecologically Sustainable Design (ESD) and Water Sensitive Urban Design (WSUD) principles to ensure that a sustainable urban environment is ultimately achieved.

- The proposal fails to achieve an appropriate level of ecologically sustainable design with poor orientation of living areas for Dwelling 3, and limited access to northern light for Dwellings 1 & 2. The development overall is not in keeping with the desired built form and scale of development that is sought within dispersed residential areas with limited access to services and public transport.
6.6 15 Woodmason Road, Boronia (cont’d)

Clause 21.05-2 – MSS: Housing The MSS seeks to reduce the prevalence of infill housing development in dispersed locations as a major form of housing development by promoting activity centres and key redevelopment strategic sites as the preferred location.

- The site is not located in a designated activity centre. The site is in a dispersed suburban residential location with limited access to services and public transport.

The MSS further seeks to manage the need for more housing and maintaining the valued qualities of identified areas of environmental and character significance. The MSS supports development that respects the existing or preferred residential neighbourhood character.

- The development has been assessed against Neighbourhood Character Policy and found not to respect the existing neighbourhood character. See Clause 22.07 below.

Clause 22.07 Neighbourhood Character: Garden Suburban Precinct

The desired future character of this area is for “low scale dwellings set within an open landscape with occasional large native trees and in some precincts large stands of native and exotic trees.”

The key design objectives are:

To retain tall trees.

- There are no significant trees on the site. New planting opportunities on the site are minimal due to the large amounts of space occupied by driveway and the continuous built form of the dwellings.

To maintain the continuity of garden character between dwellings.

- The proposal will result in an overall scale of development that is out of balance with the extent of built form exhibited in the surrounding area. The presence of three (3) double storey dwellings running the length of the property does not respect the low-scale characteristics of the surrounding area. Some physical separation exists between upper storeys but there is no meaningful breaks created by the small gaps provided between dwellings at ground level.
6.6 15 Woodmason Road, Boronia (cont’d)

- The double storey dwelling to the rear of the property is particularly imposing due its proximity to the private open space of adjacent dwellings. The end result heavily builds out the site on a scale that is out of character with the more low-scale manner in which multi-unit development has been undertaken in the surrounding area.

To minimise the dominance of buildings from the street.

- The proposal is considered to present an appropriate interface to the street. Double storey at the front of the property is less sensitive than to the rear and is appropriately setback from side boundaries. Landscaping opportunities are reduced through the provision of multiple crossovers to the site.

To minimise loss of front garden space, and dominance of car storage facilities.

- The proposal results in a dominance of hard stand surfaces in the front setback with multiple crossovers to the site. The culmination of a gun-barrel driveway and garage set in the building line with separate crossovers results in concrete and roller doors being the dominant feature when viewing the front setback. This is an inappropriate outcome for a residential development in a dispersed location where front garden space is to be maximised and visibility of car storage minimised. A development arrangement comprising one crossover with parking concealed behind the building line is more appropriate.

Clause 22.10 - Housing: Medium Density – The Housing Policy at Clause 22.10-1 recognises that the population of Knox will grow by 12,000 persons and 15,000 households over the 25 years to 2030.

In response to this forecast, the housing policy directs that infill medium density housing in dispersed residential locations respects and complements the desired future residential character objectives of Clause 22.07 Neighbourhood Character policy and Clause 22.01 Dandenong Foothills policy, where relevant.
6.6  15 Woodmason Road, Boronia (cont’d)

Before deciding on an application, the responsible authority will consider, as appropriate, whether:

The proposed development will contribute to a diversity of housing in Knox.

- The development provides for a mix of three-bedroom semi-detached dwellings which are a relatively common unit housing configuration within Knox. The proposal provides additional housing supply but not necessarily housing diversity.

The proposed development makes a positive contribution to the desired future urban fabric, amenity and neighbourhood character.

- The proposal does not result in a positive contribution to the desired future neighbourhood character, failing to result in a development that responds to the low-scale characteristics of the area, minimising visual bulk and providing meaningful and open garden area.

There is access to frequent public transport services between 6.00am and 11.00pm daily, seven days a week.

- The site does not have access to public transport that operates between 6.00am and 11.00pm daily, seven days a week.

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

The proposal fails to comply with the provisions of Clause 55 of the Knox Planning Scheme, an assessment of the key criteria; including any areas of non compliance are considered below:

Neighbourhood Character and Infrastructure

Neighbourhood Character – Does not Comply, refer to Clause 22.07 above.

Site Layout and Building Massing

Street Setback – Does not Comply. The development proposes a front setback which scales to 6.6 metres. The necessary setback to comply with the Standard is 6.75 metres.

Building Height – Complies.

Site Cover/permeability – Complies.
6.6 15 Woodmason Road, Boronia (cont’d)

Energy Efficiency – Does not Comply. Dwelling 3 has no regard to energy efficiency through the proper orientation of habitable rooms to the northern aspect. Dwellings 1 & 2 have only limited access to northern light through the provision of one northern window only to living areas. This is not viewed as acceptable for a medium density proposal which seeks to provide appropriate housing stock into the future.

Landscaping – Does not Comply. The proposal results in large amounts of hard-stand surface across the site. The prominence of hard surfaces in the front setback due to multiple crossovers reduces the ability for landscaping to the front and the gun-barrel common property driveway is only bounded by narrow landscape strips that do not serve to screen the driveway itself.

Access – Complies subject to condition. In order to provide for safe and efficient vehicle movement vehicles will need to leave the site in a forward direction. Some minor modifications to the proposal need to be undertaken in order to ensure this can occur. A condition can be placed on any permit issued to require these changes.

Parking provision and location – Does not Comply. The west-facing kitchen windows of Dwelling 1 are located 900mm from the common property driveway and their sill height is less than 1400mm, failing to comply with the relevant Standard. Furthermore, the driveway configuration using two crossovers on the site does not minimise hard stand surfaces resulting in a largely concreted front setback.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Complies subject to conditions. Windows overlooking would be required to be screened in accordance with Standard B22 as a condition on any permit issued.

Internal views – Complies.

Noise – Complies.

On-Site Amenity and Facilities

Daylight to new windows – Complies.

Private Open Space – Complies.
6.6 15 Woodmason Road, Boronia (cont’d)

Solar access – Complies.

Storage – Complies

Front fence – Complies.

5. CONCLUSION

Clause 11 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the development is appropriate given the following:

- The proposed development is inconsistent with the State and Local Planning Policy Framework, most pertinently Clause 15 – Built Environment and Heritage, Clause 16 – Housing and Clause 21.04 – Urban Design and Clause 22.07 – Neighbourhood Character.

- The proposed development is inconsistent with Knox’s Housing Policy resulting in overdevelopment of a dispersed residential location.


6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

RECOMMENDATION

That Council issue a Notice of Refusal to Grant a Planning Permit to develop the land for three (3) double storey dwellings at 15 Woodmason Road, Boronia subject to the following grounds:

1. The proposed development fails to meet the objectives of the State Planning Policy Framework with particular regard to Clause 15 – Built Environment and Heritage and Clause 16 – Housing. The proposal results in an overdevelopment of the site to a scale inappropriate to its location in a dispersed residential location.

2. The proposed development fails to achieve an appropriate urban design outcome with particular regard to Clause 21.04 – Urban Design and Clause 22.07 – Neighbourhood Character of the Local Planning Policy Framework. The proposal results in an overall extent and scale of built form that is inappropriate to the low-scale nature of residential buildings in the surrounding area and substantially reduces the landscaping opportunities within and to the front of the site.
6.6 15 Woodmason Road, Boronia (cont’d)

Recommendation (cont’d)

3. The proposed development is inconsistent with Knox’s Housing Policy described under Clause 21.05 and 22.10 of the Local Planning Policy Framework. The proposal results in an unduly large, bulky and insensitive development within a dispersed residential location.


Report Prepared By: Urban Planner (Will Priestley)

Report Authorised By: Director – City Development (Angelo Kourambas)
APPENDIX B/5
APPENDIX B/7
6.7 APPLICATION FOR THREE (3) LOT SUBDIVISION (RESTRUCTURE EXISTING TITLE LAYOUT) AND REMOVAL OF EASEMENTS AT 2 EMMELINE ROW, ROWVILLE. Melway Ref. 72 G/H11 (Application No. P2012/6169)

1. SUMMARY:

Land: 2 Emmeline Row, Rowville 3178  
(970 Stud Road, Rowville)

Applicant: JCA Land Surveyors

Proposed Development: Subdivision of the land into 3 lots and removal of easements.

Existing Land Use: Stamford House, Reserve and wetlands

Area/Density: 44.09ha / 1 Lot per 14.69 hectares

Zoning: Residential 1 Zone  
Public Park and Recreation Zone  
Business 3 Zone  
Urban Floodway Zone

Overlays: Land Subject to Innudation  
Development Plan Overlay 6  
Heritage Overlay 24  
Vegetation Protection Overlay 1

Local Policy: Municipal Strategic Statement

Aboriginal Affairs Victoria: Yes

Application Received: 28 February, 2012.

Number of Objections: None

PCC Meeting: N/A.

Assessment:

Council at its meeting of the 22nd February 2011 resolved to proceed with an application for the subdivision and consolidation of the land at Stamford Park including the removal and variation of easements.

The proposal to subdivide the land to re-structure the layout of the existing titles has been assessed against the following and found to comply: Residential 1 Zone, Public Park and Recreation Zone, Business 3 Zone, Urban Floodway Zone, Development Plan Overlay – Schedule 6 and Heritage Overlay 24.

It is considered that the proposal achieves the objectives of the State and Local Planning Policies. It is recommended that a Planning Permit be issued.
6.7 2 Emmeline Row, Rowville. (cont’d)

2. BACKGROUND

2.1 Subject Site and Surrounds

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

- The purpose of the subdivision is to re-structure the three existing titles owned by Knox City Council which make up the site into a more orderly layout with Stamford House being on one lot, a proposed residential estate being located along the southern boundary of the site and the remaining land being the reserve wetlands on one lot.

- The three existing titles are currently known as:
  - Lot 2 Lakeview Avenue, Rowville – Wetlands with an area of 18.0011sqm.
  - Lot 1 Corhanwarrabul Close, Rowville – Land locked title, rectangular in shape which is currently part of the reserve with an area of 7574.9sqm.

- The land included in the application has a total area of 44.09ha with a frontage to Emmeline Row at the south eastern portion and a secondary frontage to Stud Road at the north eastern portion of the site.

- Melbourne Water have constructed wetlands towards the centre of the site beside the Corhanwarrabul Creek which takes the overflow drainage from the adjoining business estate and the residential area beyond.

- Heritage listed Stamford House is located at the end of Emmeline Row on a large title previously known as 970 Stud Road.

- Land to the north east is zoned Business 3 and developed with a business estates named Enterprise Business Park and Kingsley Close.

- Land to the south is residentially zoned and is developed with single dwellings whilst land to the south east is owned by the Asian Christian Fellowship. Land to the west is zoned special use and developed as the Kingston Links Golf Course.
6.7  2 Emmeline Row, Rowville. (cont’d)

2.2  The Proposal

(Refer to attached plans at Appendix B)

The application is consistent with the approved master plan for Stamford Park and seeks to restructure the three existing titles by a three lot subdivision and to remove any unnecessary easements as follows:

Lot 1  A parks and recreation precinct of approximately 36ha;

Lot 2  A title for a future residential development with an area of 6.35ha to be rezoned to Residential.

Lot 3  A title for Stamford House being a historical precinct with 1.6ha covered by Heritage Overlay 24.

It is proposed to remove drainage, sewerage and water supply easements shown on title which have been investigated and deemed to be unnecessary by the relevant servicing authorities.

3.  CONSULTATION

3.1  Advertising

The application was advertised by way of three signs on the site and notices were sent to adjoining property owners and occupiers including anyone who was a submitter to the previous amendment process. No objections were received.

3.2  Referrals

The application has been referred to the relevant servicing authorities, and internal departments for comment.

South East Water

•  No objection, conditions provided for any permit issued.

United Energy

•  No objection conditions provided for any permit issued.

Multinet Gas

•  No objection.

Telstra

•  No objection.
6.7 2 Emmeline Row, Rowville. (cont'd)

**Melbourne Water**

- No objection, conditions provided for any permit issued. Melbourne Water also require a Section 173 Agreement to be recorded on title of Lot 2 (the proposed residential land) which ensures that the land is filled in accordance with the Water Technology flood assessment report commissioned by Council.

This request is noted by the Panel report to re-zone the land, as appropriate given the proposed removal of the Land Subject to Inundation Overlay.

**Optus**

- No objection.

**Council Drainage Engineer**

- Melbourne Water is the responsible authority for drainage assets in the vicinity of the proposed subdivision. The point of stormwater drainage will be according to Melbourne Water Requirements. Any drainage created should be covered by an easement.

**Council Traffic Engineer**

- The reserve access to Lakeview Avenue should be retained. Any formal access to Stud Road must be referred to Vic Roads for their approval. Access may be granted from Emmeline Row with the future subdivision access being designed in accordance with the requirements of Rescode.

**Officer Comment:**

No change is proposed to the access from Lakeview Avenue as a result of this title re-structure.

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

4.1.1 Residential 1 Zone (Stamford House)

Pursuant to Clause 32.01-2 of the Knox Planning Scheme a permit is required to subdivide land. One of the purposes of the Zone is to allow for educational, recreation, religious, community and a limited range of other non-residential uses to serve the communities needs.

4.1.2 Public Park and Recreation Zone (wetlands / parkland)

Pursuant to Clause 36.02 of the Knox Planning Scheme a Planning Permit is required to subdivide land. The purpose of the zone is to recognize areas for public recreation and open space and to protect and conserve areas of significance where appropriate.

4.1.3 Business 3 Zone (land north of Stamford House, obtained in an earlier land swap arrangement with Enterprise Business Estate)

Pursuant to Clause 34.03-3 of the Knox Planning Scheme a permit is required to subdivide land. A small area of the subject land is located within the Business 3 Zone. The purpose of this Zone is to encourage the integrated development of offices and manufacturing industries and associated commercial and industrial uses. A permit is required to subdivide land.

4.1.4 Urban Floodway Zone (title boundary along creek)

Pursuant to Clause 37.03-3 A permit is required to subdivide land. A permit may be granted under the zone because it does not create any lots entirely within the zone and does not increase the number of lots on the land.

- *It should be noted that a rezoning will be sought in the future to amend the zones to correspond with the new position of the three lots that are the subject of this application.*

4.2 Overlays

4.2.1 Development Plan Overlay- Schedule 6

Pursuant to Clause 43.04-1 Schedule 6 of the Knox Planning Scheme, before a development plan is approved, a permit may be granted if it is demonstrated that all relevant provisions and permit conditions of this schedule and the planning scheme are met.
6.7 2 Emmeline Row, Rowville. (cont’d)

As no development plan has been prepared or lodged for the area being the subject of this application it must be demonstrated that that the relevant conditions of the Schedule have been met.

The provision of infrastructure to the satisfaction of the Responsible Authority:

- **Conditions regarding appropriate infrastructure as provided by authorities shall be permit conditions.**

The maintenance of all landscaping and buildings and works to be to the satisfaction of the Responsible Authority:

- *No landscaping or buildings and works are proposed as part of this application.*

Any requirement for an Environmental Management Plan must be met within an agreed time frame between Melbourne Water and the Responsible Authority:

- *No buildings and works are proposed in re-structuring the titles.*

Any requirement for a transport Plan must be approved by the Department of Infrastructure, Roads Corporation and the Responsible Authority within an agreed time frame:

- *No transport plan is required to re-structure the titles.*

An agreement between the owner of the land and the Responsible Authority under Section 173 Agreement regarding the provision of public access to the areas surrounding Lake Caribbean and Corhanwarrabul Creek:

- **Knox City Council shall remain the owner of all land abutting the Corhanwarrabul Creek therefore a Section 173 Agreement is not required to maintain public access.**

A public open space contribution pursuant to the Subdivision Act 1988:

- *Proposed Lot 1 (parkland / wetland) and Lot 3 (Stamford House) will be retained for recreation and public purposes, a public open space contribution would be collected at the time Lot 2 (future residential lot) is further subdivided as a residential estate.*
6.7 2 Emmeline Row, Rowville. (cont'd)

Staging:
- The subdivision to re-structure the three existing titles is the first stage in the Stamford Park Master Plan. The subdivision will facilitate the rezoning of the land in accordance with the new boundaries and will implement the Master Plan to enable the sale of the residential lot to a developer.
- At the present time Lot 2 cannot be developed for residential purposes until the zoning is amended to Residential 1.
- A development plan will not be required under the current provisions of the DPO 6 as the proposed zoning will introduce new overlay provisions.

Lot size and Layout:
- The subdivision plan identifies the current position of the three lots and the proposed arrangement of the lots to enable the rezoning.

Land use:
- The proposal does not change the use of the land, only the configuration of the three existing titles and the removal of any easements no longer necessary.

Amenity:
- The subdivision will not result in any adverse impact to the amenity.

Landscaping / Open space:
- No new landscaping is proposed as part of this application. The Stamford Park Master Plan outlines the open space and landscaping concept for the land.

Heritage:
- Proposed Lot 2 has been designed in response to the Stamford Park Homestead “restricted view corridor” as outlined in DPO 6.
6.7 2 Emmeline Row, Rowville. (cont'd)

4.2.2 Heritage Overlay

Pursuant to Clause 43.01-1 a permit is required to subdivide land within a Heritage Overlay. The purpose of the Heritage Overlay is to conserve and enhance heritage place of natural or cultural significance. To ensure that development does not adversely affect the significance of heritage places. Stamford House is covered by Heritage Overlay 24.

- The re-structure of the titles will not adversely affect the significance of Stamford House and does not involve any buildings or works or the removal of any vegetation.

4.2.3 Land Subject to Innudation

Pursuant to Clause 44.04-2 a permit is required to subdivide land within this overlay.

The purpose of the overlay is to ensure that development maintains the free passage and temporary storage of floodwaters and to not cause any significant rise if flood level or flow velocity.

It identifies land in a flood fringe area affected by the 1 in 100 year flood or any other area determined by the floodplain management authority.

- Council and Melbourne Water have worked together in respect to the construction of the wetlands on Councils land and the implementation of the Stamford Park Masterplan. The application was also referred to Melbourne Water and any relevant conditions will be placed on any permit issued.

4.2.4 Vegetation Protection Overlay – Schedule 1

Schedule 1 relates to “remnant vegetation”. A permit is required to remove, destroy or lop native vegetation.

- This overlay applies to a small area of land to the west of Stamford House. No vegetation is proposed to be removed as part of this application to re-structure the titles.

4.2.5 Aboriginal Heritage Regulations 2007

An assessment of the proposal against the tests outlined in the Regulations established that the subdivision does not trigger all requirements for a cultural heritage management plan.
6.7 2 Emmeline Row, Rowville. (cont’d)

4.3 Policy Consideration

4.3.1 State Planning Policy Framework

State policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The following State Planning Policy Framework Clauses are applicable to this application:

Clause 11 Settlement
Clause 13 Environmental Risks
Clause 15 Built environment and heritage
Clause 16 Housing
Clause 18 Transport

In response, the application:

- Provides open space to be developed with landscaping and shared path networks that will benefit the broader community;
- Contributes to the available supply of residential land within an existing urban area where services are available;
- Protects the heritage values of the Stamford Homestead, gardens and views from the home to the surrounding landscape;
- Supports a program of wetlands designed to address the risk of flooding associated with the Corhanwarrabul Creek;
- Is located adjacent to the Principal Public Transport Network (Stud Road) and encourages use of the shared path network;
- Does not adversely affect upon any places of Aboriginal Heritage significance; and
- Facilitates the future development of a residential estate in an area with transport access, views and access to open space and environmental sustainability and enhances liveability for its future residents.
6.7 2 Emmeline Row, Rowville. (cont’d)

4.3.2 Local Planning Policy Framework

The following Local Planning Policy Framework Clauses are applicable to this application:

Clause 21.05  Housing
Clause 21.06  Environment
Clause 21.08  Infrastructure

In response, the application:

• Seeks to ensure that new residential development contributes to sustainable growth, values areas of environmental significance and character, whilst providing for a mix of housing styles in an open parkland and heritage setting;

• Seeks to protect and improve the existing flora and fauna whilst responding to flood requirements and respecting Aboriginal Cultural Heritage;

• Provides existing infrastructure in terms of water, sewerage, drainage, electricity, existing road network and transport accessible to linked open space;

• Supports the objectives of the Housing policy in terms of location with the residential estate being subject to a further assessment under the Housing policy once that application has been made; and

• Facilitates the Stamford Park Master Plan 2009 whereby Council’s objectives are to supply future housing, urban design, pedestrian and bicycle paths, heritage protection and environmental sustainability.


Public Open Space

Consideration for public open space pursuant to the Subdivision Act 1988.

• As lots 1 and 3 shall remain used for recreation purposes, they do not attract a contribution. Lot 3, the future residential lot will be subject to a public open space payment and this contribution will be assessed at the time a further subdivision application is made for that lot.
6.7 2 Emmeline Row, Rowville. (cont’d)

Decision Guidelines

Clause 65 of the Knox Planning Scheme and Section 60 of the P&E Act (1987) set out decision guidelines/matters which the responsible authority must consider when deciding any planning application. The application complies with

The suitability of the land for Subdivision.
- The application seeks to subdivide the land to re-structure the layout of the three existing titles which will be followed by a re-zoning to match the new lot layout. All services are able to be provided to the proposed lots

The existing and future development

- The application follows the approved Stamford Park Master Plan and aims to enhance the public open space and provide shared path connectivity to the surrounding land, whilst protecting the Heritage Homestead and providing for future residential housing.

The availability or need for new subdivided land.

- Housing within established areas with access to open space and transport is in high demand.

The effect of the development on drainage.

- Drainage is available to the site and conditions have been provided for any permit issued. The Wetlands have been constructed by Melbourne Water to manage flood levels along the Corhanwarrabul Creek.

Regard to character and existing vegetation.

- The subdivision follows the Stamford Park Master Plan which aims to enhance the existing public open space with additional landscaping and a shared path network to encourage public use of the area.

Density of Proposed Development.

The titles will result in:

- Lot 1 a Council Reserve of 36.10ha
- Lot 2 a proposed residential lot of 6.35ha
- Lot 3 a heritage precinct of 1.63ha containing Stamford House and having direct frontage to Emmeline Row.
6.7 2 Emmeline Row, Rowville. (cont'd)

Area and dimensions of Lots.

- The subdivision will provide a suitable layout for the titles which will be followed by a rezoning to correctly apply the relevant zoning for the use of each lot.

Road Layout and connections.

- The site has access via Emmeline Row and a secondary access to Stud Road at the northern boundary. Lot 2 has been provided with a connection to Emmeline Row for the access to the future residential estate.

Pedestrian and vehicle movement.

- The Stamford Park Master Plan provides for shared pedestrian and bicycle paths within the open space to connect it to the heritage precinct and residential lot as well as the Business Park adjoining the eastern boundary.
- Vehicle parking is available in Emmeline Row and will be further accommodated as part of the residential estate development.

Location of Public Open Space Reserves.

- The subject land is owned by Council and provides public recreation.

Availability of services and capacity of land to treat sewerage

- All services available to connect to the site.

Protection of native vegetation

- No native vegetation is affected by the subdivision to re-structure the titles. Additional planting is included in the Master Plan.

4.5 Clause 56 - Rescode Assessment

The standards of Clause 56 of the Knox Planning Scheme are relevant to residential housing development and in this regard the further subdivision of Lot 2 will need to be consistent with these objectives and standards.
6.7 2 Emmeline Row, Rowville. (cont’d)

5. CONCLUSION

Clause 11 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context the development is considered appropriate given the following:

- **The subdivision implements the Stamford Park Master Plan which was developed to compliment and extend the Heritage Precinct, provide more usable public open space and provide much needed housing in the area. The Master Plan was the subject of consultation with the local community and Melbourne Water.**

- **The first step of the master plan is to re-structure the titles for their intended use and to follow this with a rezoning which corresponds with the new title boundaries. The subdivision layout is consistent with the intended future uses for the site.**

- **The easements proposed to be removed have been supported by the relevant servicing authorities and conditions supplied to be included on any permit issued.**

- **The application is the initial step in the long term vision of the Stamford Park Master Plan and builds upon previous negotiations and agreements.**

6. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

RECOMMENDATION

That Council issue a Planning Permit for the three lot subdivision and removal of easements at 2 Emmeline Row, Rowville subject to endorsed plans and the following conditions.

General Conditions

1. **The subdivision boundaries and development as shown on the endorsed plans must not be altered or modified (whether or not in order to comply with any statute, statutory rule or for any other reason) without the consent of the Knox City Council, the Responsible Authority.**

2. **All existing and proposed easements required for utility services on the land must be set aside in the plan submitted for certification in favour of the relevant authority for which the easement is to be created.**
3. The owner/developer of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the plans of subdivision in accordance with that authority’s requirements and relevant legislation at the time.

Melbourne Water Conditions (ref: 183571)

4. No polluted and/or sediment laden runoff is to be discharged directly or indirectly into Melbourne Water's drains or water courses.

5. Prior to the commencement of works, a separate application direct to Melbourne Water must be made for any new or modified storm water connection to Melbourne Water's drains or watercourses.

6. Prior to accepting an application, evidence must be provided demonstrating that Council considers it is not feasible to connect to the local drainage system.

7. Prior to certification, the Plan of Subdivision must be referred to Melbourne Water in accordance with Section 8 of the Subdivision Act 1988.

South East Water Conditions (ref:17359715)

8. Prior to the issue of a Statement of Compliance, the owner/developer must enter into an agreement with South East Water Limited for the provision of potable water supply and fulfil all requirements to its satisfaction.

9. Prior to the issue of a Statement of Compliance, the owner/developer must enter into an agreement with South East Water Limited for the provision of sewerage and fulfil all requirements to its satisfaction.

10. All lots on the plan of subdivision must be provided with separate connections to our potable water supply and sewerage systems.

11. Prior to certification, the plan of subdivision must be referred to South East Water in accordance with Section 8 of the Subdivision Act 1988.

12. Prior to certification, the Plan of Subdivision must be referred to Melbourne Water in accordance with Section 8 of the Subdivision Act 1988.
6.7 2 Emmeline Row, Rowville. (cont’d)

Recommendation (cont’d)

Multi Net Gas Conditions (ref: S-201200812)

13. The plan of subdivision submitted for certification must be referred to Multi Net Gas in accordance with Section 8 of the Subdivision Act 1988.

United Energy Conditions (ref: S-2012-00811)

14. Prior to the issue of a Statement of Compliance, the owner/developer shall enter into an agreement with United Energy for an extension, upgrade and or re-arrangement of the current electricity supply to lots on the land which may also require:

14.1 Establishing easement(s) internally or externally to the site and or;

14.2 Providing site(s) to located substations and

14.3 Making a payment to United Energy to cover the cost of preparing such documentation and work.

Telstra Conditions (ref:92079)

15. The plan of subdivision must be referred to Telstra in accordance with Section 8 of the Subdivision Act 1988.

Drainage/Construction Conditions

16. Stormwater runoff shall be properly collected in a complete and effective system of drains as directed by Council and Melbourne Water.

17. Appropriate drainage must be provided and directed to the approved point of stormwater discharge to the satisfaction of Council and Melbourne Water.

Engineering Plans Required

18. Prior to the commencement of works, three copies of drainage plans and computations (to AHD) prepared by a suitably qualified Engineering Consultant (A person who holds a qualification in Civil Engineering) must be submitted and approved by the Responsible Authority. These plans shall show:

a) Details of the Legal Point of Discharge for proposed Lot 2 (Residential lot) including its connection to the approved drainage system.
6.7 2 Emmeline Row, Rowville. (cont’d)

Recommendation (cont’d)

b) Details of vehicle access and the location of the Legal Point of Discharge for proposed Lot 3 (Heritage Precinct), including its connection to the approved drainage system.

Asset Protection

19. The Applicant/Owner shall be responsible to meet the costs of all alterations to and reinstatement of, the Knox City Council and any other Public Authority assets deemed necessary and required by such Authorities for the development/subdivision. Re-instatement or modification of assets to Council’s satisfaction will be required or compensation to the value of Council’s loss shall be paid.

Completion of Works

20. Prior to the issue of a Statement of Compliance for the subdivision, the drainage works shall be completed and inspected in accordance with the endorsed plans to the satisfaction of the Responsible Authority;

Section 173 Agreement

21. Prior to the issue of a Statement of Compliance, the owner of the land must enter into an agreement under Section 173 of the Planning and Environment Act 1987 with the Responsible Authority and Melbourne Water. The matter of the agreement must include:

21.1 Prior to the commencement of any development on Lot 2 on PS 649607Q, the land shall be filled in accordance with the Water Technology flood assessment report commissioned by Council.

Time

22. This permit will expire if one of the following circumstances applies:

a) The subdivision is not started within five years of the date of this permit. Commencement of the Subdivision will be evidenced by a Plan of Subdivision being certified by the Council within that time limit;

b) The certified Plan of Subdivision is not registered within five years from the date of the certification of the plan.

The Responsible Authority may extend the time limit at the request of the landowner or occupier. Any request must be made before the permit expires or within three (3) months after the expiry date.
6.7 2 Emmeline Row, Rowville. (cont’d)

Recommendation (cont’d)

Notes

- All utility services (drainage, sewer) are to be verified onsite by the applicant/developer prior to the commencement of any works.

- No structure is permitted to be built over an easement vested in Council or any drainage asset not in an easement within the property without Council consent.

- The use of water quality improvement systems is required to be considered for this subdivision. The use of rainwater tanks, bioretention systems and vegetated swales can be used and these are to be incorporated in the stormwater drainage design plans.

- Easements may be required to cover new drainage at the time the plan of subdivision is submitted for final approval.

- Vehicle crossing shall be constructed in accordance with Council’s standard drawings, specifications and vehicle crossing policy.

- United Energy: Contact 8544 9205

- Multinet Gas: Contact 8544 9206

- Telstra Advice: Contact 5329 9153This approval does not cover alterations to existing Telstra network or plant. Locations of existing network can be obtained from Dial before you Dig, phone 1100. For co-ordinated Telstra Plant reticulation in this development, please refer to www.telstrasmartcommunity.com to register your development and apply for reticulation.

- South East Water: Contact 9552 3305. The following South East Water agreement options are available:

1) Application for Development Deed – Works, if South East Water reticulated sewer/water/recycled water (as applicable) is required to be extended to service lots within the development.

2) Application for Notice of Agreement Subdivision – Non works, if South East Water reticulated sewer/water/recycled water (as applicable) is available to the development and the owner only requires Statement of Compliance to release the titles (ie; subdivision prior to building).
6.7 2 Emmeline Row, Rowville. (cont'd)

Recommendation (cont'd)

3) Plumbing industrial, Commercial, Units and Private Water application, if South East Water reticulated sewer/water/recycled water (as applicable) is available to the development and the owner wishes to commence construction of the buildings. (ie; building prior to subdivision).

A copy of the appropriate application form can be obtained from the website: [www.southeastwater.com.au](http://www.southeastwater.com.au) (property tab / land development).

Report Prepared By: Planner (Roxanne De Cata)

Report Authorised By: Director – City Development (Angelo Kourambas)
APPENDIX A/1
APPENDIX A/2
APPENDIX B/1
APPENDIX B/3
6.8 UPDATE ON HERITAGE MATTERS IN KNOX PROPOSED AMENDMENT C117 & C118

SUMMARY: Coordinator – Strategic Planning (Nicole Vickridge)

This report was deferred at 24 April Council meeting for further discussion by Council at the Confidential Issues Briefing on 5 June 2012. This report is now referred back to Council for consideration.

On 8 November 2011 Council considered a report on Heritage matters in Knox and resolved to ‘receive a report by April 2012 on the scope and budget required to review heritage related matters on The Salvation Army land at The Basin farm site.’ This report responds to this resolution and provides an update on other heritage matters raised in the November 2010 report – specifically investigations into selected heritage issues identified for further investigation in the Boronia Structure Plan. This report supports the recommendations from Council’s external cultural heritage advisors and recommends that Council seek authorisation from the Minister for Planning to prepare and exhibit a Planning Scheme Amendment to make a number of corrections to the schedule to the Heritage Overlay – including the application of interim controls to apply the Heritage Overlay to 8, 10 & 12 Park Crescent, Boronia. With regards to the Salvation Army land at the Basin Farm site this report recommends that Council write to the Salvation Army as the land owner offering to investigate, and record the heritage aspects of the site.

RECOMMENDATIONS

That Council;

1. Note Appendix A the Knox City Heritage Advice Final Report 27 March 2012 (Context Pty Ltd);

2. Request the Minister for Planning to undertake Amendment C117 as a Ministerial Amendment without exhibition to temporarily apply the Heritage Overly to 8, 10 & 12 Park Crescent while Amendment C118 proceeds;

3. Authorise the Director – City Development to make changes to Amendment C117 prior to approval of the Amendment, where changes do not affect the purpose and intent of the Amendment;

4. Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C118 to the Knox Planning Scheme which seeks to make a number of additions, deletions and minor alterations to the schedule to the Heritage Overlay as outlined in this report;
6.8 Update on Heritage Matters in Knox (cont’d)

5. Subject to receiving authorisation from the Minister for Planning, place Amendment C118 on public exhibition for at least one month;

6. Authorise the Director City Development to make minor changes to Amendment C118, where changes do not affect the purpose or intent of the Amendment;

7. Notify by mail the owners and occupiers of the affected properties and relevant government authorities and Ministers. Notification will include public notices in the Government Gazette, Knox Leader and Knox Weekly newspapers; and

8. Advise the Salvation Army of Council’s intention to investigate Heritage on their site at the Basin.

1. INTRODUCTION

On 8 November 2011 Council considered a report on Heritage and resolved to:

1. Consider the inclusion of $200,000 in the Long Term Financial Strategy 2013-2014 to undertake a review of the Heritage Study and an assessment of Aboriginal Cultural Heritage sites in Knox, as part of the next review of Council’s Long Term Financial Strategy; and

2. Receive a report by April 2012 on the scope and budget required to review heritage related matters on The Salvation Army land at The Basin farm site.

This report deals with the second resolution and provides an update on other heritage matters that were raised in the November 2010 report – specifically investigations into selected heritage issues identified for further investigation in the Boronia Structure Plan.

In December 2011 Council officers commissioned Council’s external Cultural Heritage Advisors (consulting firm Context who specialise in research and consultation for heritage) to:

- undertake an assessment of the sites nominated in the Boronia Structure Plan and provide advice on their specific cultural heritage;
- confirm the significance (and extent of) a number of places currently in the Schedule to the Heritage Overlay; and
- provide an estimate of costs to consider the heritage significance of The Salvation Army Basin Farm site.

This report provides an overview of, and responds to the report received from Council’s external Cultural Heritage Advisors in March 2012.
6.8 Update on Heritage Matters in Knox (cont’d)

2. DISCUSSION

2.1 Heritage issues identified for further investigation in the Boronia Structure Plan

In researching heritage issues identified for further investigation in the Boronia Structure Plan Council’s external cultural heritage advisors were requested to give priority to privately owned sites within the Boronia Activity Centre (as identified in the Structure Plan).

The full assessment is included in Appendix A (circulated separately).

The purpose of the assessment was to determine whether any of the places listed in the Boronia Structure Plan should be protected through inclusion in the schedule to the Heritage Overlay (HO) in the Knox Planning Scheme.

The advisors applied a series of ‘tests’ to determine whether heritage places in Boronia meet the threshold of local significance. A place need only meet one ‘test’ or criteria in order to meet the threshold. For further detail on the tests please refer to Appendix A. Meeting more than one ‘test’ does not make the place more significant – it simply means that the place is significant for a variety of reasons.

In summary the report recommends the inclusion of six new places in the Knox City HO as places of local significance:

- Three California Bungalows at 8, 10 & 12 Park Crescent;
- The former Safeway Building at 159 Boronia Road;
- The former Boronia Shopping town, with the ceramic mural/tile mosaic protected under internal controls;
- The Boronia Progress Hall, Boronia Road.

The report also investigated the shops at intersection of Boronia and Dorset Roads; however did not recommend its inclusion within the HO.

Each of these places is discussed in detail below.

2.1.1 Series of California Bungalows at 8, 10, 12 Park Crescent

According to Council’s external cultural heritage advisors the California Bungalows at 8 to 12 Park Crescent, Boronia, are rare surviving California Bungalows in the context of the Station Park Estate. The estate was created in 1926 by local nurseryman Alfred Chandler. The estate represents the great increase in subdivision, for holiday and permanent houses, that took place in Boronia after the railway was electrified in 1925. While these houses are modest in pretension, they are all well detailed and intact. Considering their rarity, both in Boronia and in the wider City of Knox Council’s external cultural heritage advisors believe they appear to meet the threshold for local significance (at minimum to the locality of Boronia) due to their rarity and representativeness of the California Bungalow style.
6.8 Update on Heritage Matters in Knox (cont’d)

Council officers support the recommendation that 8, 10 & 12 Park Crescent be included within the schedule to the Heritage Overlay as individually significant places based on their level of intactness and rarity value.

In addition the heritage advisors recommended that other properties dating to the interwar period identified above be investigated for heritage significance as well. Council officers while supportive of this recommendation believe that this should occur as part of a comprehensive review of the 1993 Knox Heritage Study to ensure a consistent and strategic municipal wide approach.

2.1.2 The former Safeway at 159 Boronia Road

The former Safeway building at 159 Boronia Road is representative of the development and expansion of motorcar-based commercial facilities in the post-war period. In the context of the history of Safeway in Australia and its development by Bill Pratt in the 1960s, the store is one of several early supermarkets that opened in the period. The early Safeway stores were influenced by American design and the Boronia Safeway is a small and modest interpretation of the iconic Safeway barrel vaulted roofed, stand-alone supermarket. This design was pioneered in the United States, and became known as the ‘Marina’ style after the first example in the Marina district of San Francisco.

The cultural heritage advisors found the former Boronia Safeway appears to be the only surviving Safeway building in Victoria with the bow truss roof. The heritage significance of the Boronia store is enhanced by a lack of comparable surviving examples, which provides a level of rarity to the place that justifies heritage protection.

Council officers support the recommendation that the former Safeway at 159 Boronia Road be included within the schedule to the Heritage Overlay.

2.1.3 Boronia Mall

In 1973, Victorian premier Rupert Hamer opened the Boronia Shopping town (now known as the Boronia Mall). The tile mosaic is a decorative internal feature of the Boronia Mall. Boronia Mall is significant as a representative example of the free-standing shopping centres based around car transport that were developed in Knox to service the rapidly expanding suburbs around Boronia during the late 1960s and early 1970s. It is also of interest as an example of the later commercial work of the notable architectural firm of Buchan Laird & Buchan.

Although altered, the design of the interior is notable for the surviving ceramic mural on the east wall and the coffered ceiling, which is typical of shopping centre design in the post-war period and illustrates relative importance of the centre at the time it opened.
6.8 Update on Heritage Matters in Knox (cont’d)

Council officers support the recommendation that Boronia Mall be included within the schedule to the Heritage Overlay with internal controls over the tile mosaic and the coffered ceiling in particular.

In addition Council’s heritage advisors recommended that Council consider protecting the heritage significance of the Boronia Mall as a whole, as the place appears to be substantially intact and is historically, aesthetically and socially significant on a local level to Knox City. Previous studies have established a level of social significance for the mall, but this social significance should be confirmed with more current community consultation. Council officers while supportive of this recommendation believe that this should occur as part of a comprehensive review of the 1993 Knox Heritage Study.

2.1.4 Boronia Progress Hall

The Boronia Progress Hall (constructed in 1926) is one of a group of early public buildings in Boronia, which were built shortly after the Boronia Railway Station opened in 1920. The Boronia Progress Hall is representative of a substantial small-town community hall of the early twentieth century, with typical features such as a gable-front, its original roof ventilators, a front porch, and linear plan.

The building has historical associations with the Boronia Progress Association and Alfred Chandler, who donated the land the hall stands on and was president of the trustees who raised money for its construction.

Council officers support the recommendation that the Boronia Progress Hall be included within the schedule to the Heritage Overlay.

In addition Council’s heritage advisors recommended that Council investigate the heritage significance of the adjacent recreation ground, which was established by the Boronia Progress Association at the same time. Council officers question this recommendation given the level of change that has occurred in Boronia Park and suggest that this should occur as part of a comprehensive review of the 1993 Knox Heritage Study.

2.1.5 Shops at intersection of Boronia and Dorset Roads

The shops at 217-229 Dorset Road and 114-132 Boronia Road were not among the items identified as places of potential cultural significance in the Knox Heritage Study (1993). They were however identified within the Boronia Structure Plan as a place requiring further investigation to determine their heritage significance.

Council officers support the recommendation of Council’s heritage advisors that the shops are not included within the schedule to the Heritage Overlay because they are ‘typical rather than outstanding examples of this style and construction, and are not particularly distinguishable in aesthetic or historical significance from many other shops of the same era in Boronia.’
6.8 Update on Heritage Matters in Knox (cont’d)

2.2 Schedule to the Heritage Overlay (HO)

As reported to Council in November 2011 a recent desktop analysis confirmed there are no fundamental issues with the schedule and maps associated with the HO; however the review identified six sites (discussed below) which due to changes over time should be reviewed in the short term. Council’s heritage advisors have assessed each of these sites and made a series of recommendations which include changes to the HO and associated maps and some changes to Vegetation Protection Overlay Schedule 2 (Significant Exotic and Non Indigenous Native Trees) which in some cases applies to the same trees listed in the schedule to the HO. Their report – including details of these six sites is included in Appendix A.

This report supports the recommendations from Council’s external cultural heritage advisors (Context) and recommends that Council seek authorisation from the Minister for Planning to prepare and exhibit a Planning Scheme Amendment (C118) to make a number of corrections to the schedule to the Heritage Overlay and Vegetation Protection Overlay 2 in accordance with the advice from Councils heritage advisors. These changes are summarised below.

2.2.1 56 Edina Road, Ferntree Gully – House (HO9)

The land has been subdivided into three lots and two new dwellings constructed to the rear of the existing cottage. The HO should continue to apply to the original dwelling and be removed from the two new dwellings.

2.2.2 Former Uniting Church, 654 Mountain Highway, Bayswater (HO30)

The Former Church is not adequately described and is listed with an incorrect address. In addition no tree controls are activated, despite there being significant trees related to the development of the heritage place. The associated map incorrectly extends over a private dwelling. Therefore the recommendation is to adjust the extent of the Heritage Overlay to correctly apply to the former church.

The extent of the VPO2 which also applies to the site has been confirmed through an inspection of trees by Council’s Arborist and should be adjusted accordingly.

2.2.3 Greenlaw Homestead & land (former) 493 Scoresby Road, Ferntree Gully (HO47)

Only a small portion of HO47 survives as undeveloped land. The Heritage Overlay was applied on the strength of the association of the place (Greenlaw Homestead and land) with the Honourable Sir George Knox. It is unlikely that this site would now be considered to meet the threshold of significance required to be included in the Heritage Overlay, independent planning panels have been sceptical about including places under the Heritage Overlay simply for their association with important local people. Therefore the recommendation is to remove this schedule to the HO.
6.8 **Update on Heritage Matters in Knox (cont’d)**

Somewhat unusually, the land has the Heritage Overlay applied (with associated tree controls) and Vegetation Protection Overlay (VPO2). The recommendation is to adjust the existing Vegetation Protection Overlay (VPO2) to apply to all of the land known 493 Scoresby Road, Ferntree Gully to continue to protect the significant vegetation on this site.

2.2.4 **Glenfern Homestead (former) now Coonara House, 22 Willow Road, Upper Ferntree Gully (HO32)**

One Elm (Ulmus procera) and Poplars (Populus sp.), Kings Park, Willow Road, Upper Ferntree Gully (HO41)

HO41 is a small area of land located within the larger HO32, associated with Glenfern Estate Homestead (former) now Coonara House. The subject site has a strong case for the retention of the Heritage Overlay. The residence is early, a rare surviving example of its type architecturally within the municipality, relatively intact externally and has further social significance as an early alternative education centre and community facility within the municipality, and state context.

The application of a single Heritage Overlay is considered the most appropriate tool to protect the significant fabric (of the residence, the trees, the creek, reserve and land). Therefore the recommendation is to delete HO41 from the schedule to the HO and update the listing and associated map for HO32 accordingly. The mapping needs to be revised based on a detailed inspection of the significant trees on the site.

The VPO2 is not considered necessary for this site (and the recommendation is to remove the VPO2 from this site) as the significant trees will are protected under the HO.

2.2.5 **Cupressus macrocarpa (Monterey Cypress) – Listed in Schedule as Liquidambar Styraciflua (Liquidambar), 385 Boronia Road, Bayswater**

HO39 (and VPO2) apply to 385 Boronia Road, Bayswater. The heritage place is recorded as ‘Corner of Sasses Avenue and Boronia Road, Bayswater. Liquidambars (Liquidambar styraciflua)’. The trees cited as significant (Liquidambars) and used to justify the application of HO39 and VPO2 are not present at 385 Boronia Road, Bayswater. There is a modern (1970s) residence and associated outbuildings located on the land. These are not considered to have any cultural heritage significance. Therefore the recommendation is that the Heritage Overlay and Vegetation Protection Overlay be removed.

2.3 **The Salvation Army (land at The Basin farm site)**

Council officers have received a preliminary scope and estimated cost from Council’s external heritage advisors.
6.8 Update on Heritage Matters in Knox (cont’d)

As a result of the complexity and size of the Basin Farm site a specific approach and substantial site investigation is required. The description provided by Council’s 1993 Heritage Study needs to be revised to include more detailed individual descriptions of the heritage elements of the site contributory elements. The assessment would include the updated citation to conform to current best practice, to address the issues of ‘what, how and why’ the place is significant, and to assess the place and its contributory elements. This work is estimated to approximately cost $4,000. This could be funded within existing 2012-13 budgets as part of the heritage advisors program – which is part funded by a grant from Heritage Victoria.

This report recommends that Council write to the Salvation Army as the land owner offering to investigate and record the heritage aspects of the site. Their assistance would be required – particularly with regard to access for site visits.

3. CONSULTATION

Consultation will occur as part of the Amendment process. The Planning & Environment Act 1987 requires that a Planning Scheme Amendment undergo a formal one month exhibition process prior to being submitted to the Minister for Planning for approval.

Key elements of the proposed exhibition process are:

- Amendment notices sent to owners and occupiers;
- Amendment notices published in Government Gazette and local newspapers; and
- Amendment notices sent to specific departments/authorities (including Heritage Victoria).

4. ENVIRONMENTAL/AMENITY ISSUES

No direct issues associated with this report. The conservation of known places of cultural heritage can significantly enhance the amenity of the area.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed Amendments can be progressed within existing budgets.

The proposed Salvation Army investigative work can be funded within the 2012-13 budget for heritage advice.

6. SOCIAL IMPLICATIONS

No direct issues associated with this report.

Up to date information on Heritage will assist in protecting existing and newly identified heritage places for current and future generations.
6.8 Update on Heritage Matters in Knox (cont’d)

7. RELEVANCE TO COUNCIL PLAN

The identification and protection of heritage assets generally contribute to a number of themes within the Council plan. These include:

- **Culturally rich & active communities**
  
  One of the strategies is ‘respecting and valuing our heritage, background and traditions as expressed through culture and built form’; and the Knox Heritage Study is listed as a supporting strategic plan.

- **Attractive and vibrant places**
  
  One of the strategies is ‘supporting quality built form that is suitable for and respectful of our local environments’; and a specific key four year priority action to ‘establish mechanisms to conserve and celebrate places of cultural heritage’.

8. CONCLUSION

Amendment C117 and C118 respond to recent assessments of a number of Heritage places across Knox. These Amendments will assist in the up to date and correct identification and protection of heritage places in Knox.

Amendment C117 proposes to temporarily apply the Heritage Overly to 8, 10 & 12 Park Crescent while Amendment C118 proceeds. Amendment C118 – which will be publically exhibited, proposes a number of additions, deletions and minor alterations to the schedule to the Heritage Overlay.

9. CONFIDENTIALITY

There are no matters of a confidential nature associated with this report.

**Report Prepared By:** Coordinator – Strategic Planning  
(Nicole Vickridge)

**Report Authorised By:** Director – City Development (Angelo Kourambas)
APPENDIX A

Knox City Heritage Advice Final Report 11 April 2012

(Circulated Separately)
6.9 FRIENDS OF GLENFERN GREEN WEDGE GROUP INC PROPOSAL FOR NEW PUBLIC LAND AT 157-173 GLENFERN ROAD, UPPER FERNTREE GULLY

SUMMARY: Coordinator Biodiversity (Nadine Gaskell)

This report responds to a Call Up item for a report outlining the issues and opportunities for Council and the community, associated with a request by the Friends of Glenfern Green Wedge Group Inc (FGGW).

The FGGW request seeks Council’s in-kind assistance for the Friends Group to potentially acquire part or all of the land at 157-173 Glenfern Road Upper Ferntree Gully. If successful the Friends Group is proposing to hand the land to Council for new public open space and ongoing protection and enhancement of its biological values.

It is recommended that Council support this request as it could facilitate a significant community benefit in terms of new public park land and the protection of a biological significance site.

RECOMMENDATION

That Council;

1. Provide the Friends of Glenfern Green Wedge Group Inc (FGGW) a letter of support to help promote the Group’s actions to raise funds to purchase land at 157-173 Glenfern Road, Upper Ferntree Gully;

2. Provide the FGGW Group with general advice and guidance to the Group’s discussions with the land owners of 157-173 Glenfern Road, Upper Ferntree Gully regarding the potential purchase of part or all of the land and recognising further that no advice or guidance will be provided by Council where this could be construed to cause a potential conflict of interest for Council; and

3. Advise the FGGW Group that Council agrees in principal to take ownership and maintenance (in conjunction with the Group and Melbourne Water) of any appropriate and suitable land at 157-173 Glenfern Road, Upper Ferntree Gully that is gifted to Council by the FGGW Group for public open space.
6.9 157-173 Glenfern Road, Upper Ferntree Gully (cont’d)

1. INTRODUCTION

This report is in response to a Call Up item from the 24 April 2012 Ordinary Meeting of Council. At that time Council resolved to:

Receive a report at the 26 June 2012 Ordinary Meeting of Council outlining the issues and opportunities for Council and the community associated with the following proposal by the Friends of Glenfern Green Wedge Group Inc;

The proposal we are putting forward has three components. (Please note this proposal does not ask Council to provide any money towards the purchase of the land. This proposal is centred on FGGW Inc. being able to raise the necessary funds):

1. If FGGW is successful in raising the funds to purchase part or all of the property, Council would undertake ownership of the property and agree to manage the property in conjunction with FGGW Inc. and Melbourne Water.

2. Council would support FGGW in fundraising to buy all or as much as possible of this property.

3. Council would take part in discussions with the owners and FGGW Inc. regarding purchase of the property.”

2. DISCUSSION

The subject land is approximately 30.4 ha in area, privately owned and is made up of open pastures containing patches of indigenous ground flora and remnant large old trees. The land is zoned Green Wedge Zone Schedule 2 and covered with various planning overlay controls including Significant Landscape Overlay Schedule 1; Special Building Overlay; and Vegetation Protection Overlay Schedule 1.

In 2010 the land owners applied for a planning permit to subdivide the property into seven lots. This application was refused by Council at the 25 January 2011 Ordinary Council meeting. The application was referred to VCAT by the owners and the application was refused with specific conditions required for any future revised proposal.

A revised application to subdivide the site into five lots has been received by Council and is currently progressing through the planning assessment process including public exhibition.

During this time a group of concerned local residents formed the Friends of Glenfern Green Wedge Inc. to lobby for the protection of the land in question.

The following section considers the three elements of the FGGW Group’s request taking into account Council’s strategic directions and the good biodiversity and community values of the site.
6.9 157-173 Glenfern Road, Upper Ferntree Gully (cont’d)

1. If FGGW is successful in raising the funds to purchase part or all of the property, Council would undertake ownership of the property and agree to manage the property in conjunction with FGGW Inc. and Melbourne Water.

- 157-173 Glenfern Road, Upper Ferntree Gully (Appendix A) is a Site of Biological Significance. The vegetation has been identified as Valley Grassy Forest, which is regionally significant and rare in the Dandenong Ranges. One of the grass species identified is *Austrostipa rudis* subspecies *australis* (Veined Spear-grass) which is listed by the Department of Sustainability & Environment as 'rare' throughout Victoria.

- There are many large eucalypts with hollows on this site which are suitable roosting sites for birds and mammals. The Powerful Owl, a vulnerable species in Victoria is sighted regularly in this area.

- Ferny Creek on the boundary of the site offers opportunities to work collaboratively with Melbourne Water to improve the habitat corridor through weed removal and revegetation.

- As outlined above there are many biodiversity values on this site which warrant protection. Council’s Biodiversity team would have the specialist skills to manage and protect the assets of this area as well as guide and support any works carried out by a friends group.

- The site would support future revegetation opportunities, collaborative works with Melbourne Water and FGGW Inc. in upgrading the quality of riparian vegetation and waterway quality along Ferny Creek as well as protection and enhancement of vegetation which supports both vulnerable flora and fauna on the site.

- Cost of slashing grass for bushfire suppression and amenity purposes only would cost approximately $1000 per hectare and the total cost would be dependant on the area of land acquired by FGGW Inc. Additional works for weed management, revegetation or other future improvements would require a business case and would be judged on a case by case basis.

- It would be expected that the developer would provide an access track/path for vehicle and pedestrian access subject to approval by Council.
2. Council would support FGGW Inc in fundraising to buy all or as much as possible of this property. (Note - the FGGW Group is not asking Council for a financial contribution towards the purchase of the land)

   • Council could provide a letter of in principal support to help promote FGGW Group’s actions to raise funds for purchasing land.

3. Council would take part in discussions with the owners and FGGW regarding purchase of the property.

   • Council is currently assessing a new application for a planning permit to subdivide the site into 5 lots. This application has been referred to the service authorities and has been advertised to neighbouring properties.

   • Council’s Coordinator Biodiversity and Coordinator Property Services could provide the FGGW Group advice and guidance for their discussions with the owners regarding purchase of the property. To ensure there is no conflict of interest (real or perceived) the status of the current planning application to subdivide the land would not be discussed with the FGGW Group in this context.

3. CONSULTATION

Internal stakeholders, Melbourne Water and the FGGW Group have been consulted on the matters outlined in this report.

4. ENVIRONMENTAL/AMENITY ISSUES

Knox currently supports many rare and endangered flora and fauna species. Additional habitat loss and failure to close habitat gaps will threaten survival of endangered species and will lead to possible extinction. By supporting this proposal there is an opportunity to protect and enhance an important habitat corridor that contains rare and vulnerable flora and fauna species.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Minimal maintenance cost of slashing of grass for bushfire suppression and amenity purposes only would cost approximately $1000 per hectare and the total cost would be dependant on the area of land acquired by FGGW Inc. This would be subject to a future budget business case.

Additional works including weed management and revegetation would also require future budget business cases.
6.9 157-173 Glenfern Road, Upper Ferntree Gully (cont’d)

6. SOCIAL IMPLICATIONS

Recent studies have established direct links between the health of individuals and communities and their contact with nature.

Supporting the local community in their goals to protect and enhance local biodiversity values assist in empowering the community and improves social networks and resilience.

7. RELEVANCE TO COUNCIL PLAN

The matters outlined in this report relate directly to the Sustainable Natural Environment objectives of the Council Plan particularly the following Strategies and Priority actions:

- Encourage and supporting the community to protect and enhance the natural environment.
- Further identify sites of biological significance and seek, where practicable, to protect and enhance through linking these to other sites of significance and best practice bushland management.

8. CONCLUSION

The FGGW Group has requested assistance from Council to protect and enhance the biodiversity values at 157-173 Glenfern Road, Upper Ferntree Gully. By supporting this request Council will be assisting in supporting vulnerable flora and fauna species on an identified site of biological significance.

In addition, supporting the local community in their goals will provide improved community morale and increase networking opportunities.

9. CONFIDENTIALITY

There are no confidentiality issues in this report.

Report Prepared By: Coordinator Biodiversity (Nadine Gaskell)

Report Authorised By: Director – City Development
                     (Angelo Kourambas)
6.10 PROPOSED AMENDMENT C74 REZONE JENKINS ORCHARD HIGH STREET ROAD

SUMMARY: Coordinator – Strategic Planning (Nicole Vickridge)

This report recommends that Council seek authorisation for proposed Amendment C74 which proposes to rezone 1201 to 1211 High Street Road, and Lot 12 Pumps Road, Wantirna South from Rural Living Zone to a Business 1 Zone (along the High Street Road frontage) and Residential 1 Zone to all other land; and apply Development Plan Overlay Schedule 10 and the Environmental Audit Overlay to the whole site. The Amendment also proposes to introduce a new Neighbourhood Activity Centre on this site.

The site is identified within the Knox Planning Scheme as a strategic redevelopment site and following the removal of a Public Acquisition Overlay in 2010 (which had been in favour of Parks Victoria) Council received a request from the Department of Planning & Community Development to participate in a series of workshops to determine the most appropriate land use and form of development for the site. The proposed development concept and changes to the Planning Scheme evolved as a result of these workshops.

This report discusses and considers all of the proposed changes to the planning scheme sought as part of this amendment – as submitted by the applicant (land owner) and recommends a number of changes to the amendment as submitted, considering officers review of information submitted and Councillors input through a series of Issue Briefings.

RECOMMENDATION

That Council:

1. Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C74 (as attached in Appendix C);

2. Subject to receiving authorisation from the Minister for Planning, place Amendment C74 on public exhibition for a period of at least 1 month;

3. Authorise the Director City Development to make minor changes to Amendment C74, where changes do not affect the purpose or intent of the Amendment;
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

4. Notify by mail: Vic Roads (as the owner of 1209 High Street Road); all owners and occupiers within 1,000m of the edge of the site; Monash and Whitehorse City Councils; all owners and occupiers within the Business Zones in Scoresby Village and Knox Gardens; Mirvac as the owner of the local convenience retailing being developed at Harcrest; relevant government authorities (including the CFA); and relevant Ministers. Notification will also include two notices placed on site on the High Street Road frontage; public notices in the Government Gazette, Knox Leader and Knox Weekly newspapers; and

5. Request written confirmation from the applicant that they will cover the full cost of any panel hearing in relation to proposed Amendment C74 under part 8 Section 156 of the Planning & Environment Act 1987.

1. INTRODUCTION

This report recommends that Council seek authorisation for proposed amendment C74 which proposes to rezone 1201 to 1211 High Street Road, and Lot 12 Pumps Road, Wantirna South from Rural Living Zone to a Business 1 Zone (along the High Street Road frontage) and Residential 1 Zone to all other land; and apply Development Plan Overlay Schedule 10 and the Environmental Audit Overlay to the whole site. The amendment also proposes to introduce a new Neighbourhood Activity Centre on this site.

The site is located on High Street Road opposite the Knox Regional Sports Park adjacent to Eastlink.

Council officers have been proactively working with the landowners representatives (Kelleher’s Australia) over the past 12 months through a series of workshops facilitate by the State Government Department of Planning and Community Development to resolve the most appropriate future land use and planning regime for this site.

2. DISCUSSION

2.1 Background

The Jenkins Orchard is a 15ha site that has been used as an Orchard since the 1920’s. It is one of the last remaining areas of food production in Knox. The site is within the Dandenong Creek Valley – which is one of six urban design elements in the Urban Design Strategic Framework Plan within the Knox Planning Scheme and forms the western boundary of the municipality. The site is adjacent to Eastlink and land owned by Parks Victoria within the Dandenong Valley Parklands. This site is the only major site within the Dandenong Creek Valley that is not affected by transmission power lines or being subject to inundation.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

The site is currently zoned Rural Living and Amendment C49 (adopted by Council in April 2012) proposes to apply an Environmental Significance Overlay to a small part of the North West corner of the site. Within the Knox Planning Scheme this site is identified as a strategic redevelopment site with low capacity (where low capacity means lot sizes greater than 500 m²). The reason for the designation of low capacity (through the Knox Housing Statement) is the site is not located within or adjacent to an activity centre (the closest neighbourhood centre is almost 1 kilometre away) nor is it located on the Principal Public Transport Network (PPTN).

Development concepts for this site have been proposed since February 2004 when Kelleher’s Australia (acting on behalf of the Jenkins family) proposed a rezoning of this site to the Mixed Use Zone with the application of a Development Plan Overlay (DPO). The written response from Council officers in March 2004 highlighted that a Public Acquisition Overlay (PAO) in favour of Parks Victoria applied to the land; and the supporting material for an Amendment would therefore need to establish a strategic basis for the Amendment.

In December 2006 Kelleher’s Australia submitted documentation to support their earlier request for an Amendment and requested that the land be rezoned to the Comprehensive Development Zone (CDZ) and the PAO be removed. This development proposal included a range of uses including bulky goods retailing.

The site remained effected by a PAO until 2010 when the Department of Sustainability and Environment (DSE) formally indicated that it no longer intended to acquire the Jenkins Orchard for the purposes of public parkland to be managed by Parks Victoria as part of the Dandenong Valley Parklands. On 15 April 2010 the PAO was removed from this site as part of Planning Scheme Amendment C88.

In April 2010 Kelleher’s Australia presented Council officers with a revised concept which showed a mix of uses (excluding bulky goods) including concepts for residential development up to nine storeys.

Council officers after consultation with Councillors responded in May 2010:

“...we are generally supportive of the uses presented in the concept diagram (residential with a mixture of non residential uses - yet to be determined - along the High Street Road frontage) when compared with the original proposal which included bulky goods retailing.”

“...Should residential uses be pursued as shown on the concept diagram our preference is for a range of dwellings types up to three storeys, with an average lot size of 500 m².”
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

“We do not support the development of a ‘relatively high density residential neighbourhood.”

“… We do not support the development of a Neighbourhood Activity Centre (NAC) on this site. There is no strategic need identified…”

Council did not receive any response to this feedback from Kelleher’s Australia.

2.2 Workshops with the DPCD

In April 2011 Council received a request from the Department of Planning & Community Development (DPCD) to participate in a series of workshops to determine the most appropriate land use and form of development for the site. The aim of the workshops was to inform a Planning Scheme Amendment to introduce new planning controls for the site.

The DPCD facilitated four workshops between May and October 2011. The proposed development concept and changes to the Planning Scheme evolved as a result of these workshops.

During the first workshop Council stated the need to achieve the best strategic use of the land and indicated a need for further strategic work on a number of issues.

Following the first workshop the proposed development (which at the time consisted of large scale bulky good and high density residential) was the subject of a confidential issues briefing in July 2011.

The second workshop focused on the merit of commercial uses within the proposal. As a result there was agreement that this site is not an appropriate location for bulky goods retailing and that some commercial uses are appropriate as part of the proposed development of this site. The emphasis of the third workshop was on the mix of uses within the proposed development including the type and density of residential development.

The final workshop focused on the development of suitable planning controls to enable development on this site. While Kelleher’s Australia had proposed the use of a Comprehensive Development Zone (CDZ), Council officers maintained that a residential zone for the rear of the site and a business or mixed use zone over the proposed Neighbourhood Activity Centre (NAC) tied together with a DPO was a more appropriate suite of planning controls.

In December 2011 the proposed development of this site was the subject of a confidential issues briefing to Councillors.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

2.3 Feedback on the proposed development concept

In January 2012 Council provided Kelleher’s Australia feedback (refer to Appendix A) on the proposed development concept which at that stage proposed to rezone the site to the CDZ. This feedback was based on discussions with Councillors and internal feedback which indicated general support for the concept – being a residential led development with a mixture of non-residential uses (along the High Street Road frontage) in the form of a new NAC. This site is identified as a strategic redevelopment site and will provide residential land within the existing urban area. Therefore supporting a process to rezone this land to enable residential development is broadly consistent with the Knox Planning Scheme.

This feedback also summarised a number of issues that still needed to be addressed prior to consideration of a Planning Scheme Amendment.

Council officers met with Kelleher’s Australia in February and April 2012 to discuss the feedback provided and agreed to report an amendment to Council in June 2012. In March 2012 Kelleher’s Australia provided a number of supporting documents and in May 2012 provided the Planning Scheme Amendment documents. Still at this point there were a number of outstanding matters relating to the proposed amendment.

In both May and June 2012 the proposed development of this site was the subject of a further confidential issues briefing. The landowner’s representative and consultant team also presented to Councillors at the May Issues Briefing.

2.4 Proposed Amendment C74

Amendment C74 (as submitted by Kelleher’s Australia) proposes to:

- Rezone the land from Rural Living Zone to a Business 1 Zone (B1Z) along the High Street Road frontage and the Residential 1 Zone (B1Z) to all other land;
- Apply a new Development Plan Overlay (DPO) Schedule 10; and
- Make other consequential changes to introduce a new Neighbourhood Activity Centre (NAC).

Appendix B discusses and considers all of the proposed changes to the planning scheme – as submitted by Kelleher’s Australia – and provides a Council officer recommendation for each of the proposed changes. Changes to the DPO are discussed in the report.

Based on the fact that a number of issues have not been able to be resolved or have not been adequately responded to by the applicant and council officers commitment to report to Council in June, a number of changes are proposed to the amendment to ensure these outstanding matters are addressed throughout the planning process.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

Appendix C therefore contains revised amendment documentation as outlined and recommended in this report – including the revised DPO.

The basis for these changes are discussed below.

2.5 Discussion

This section considers the proposed amendment – under the following headings:

- Context of the site
  - Dandenong Creek Valley.
- Major proposed land uses
  - extent of the proposed new NAC;
  - proposed type and density of housing.
- Infrastructure
  - traffic and access;
  - provision of affordable housing;
  - social impact assessment.
- Other matters (bushfire, contamination and land ownership)

2.5.1 Context of the Site

Dandenong Creek Valley

The Dandenong Creek Valley (as distinct from the Dandenong Valley Parklands owned and managed by Parks Victoria) is identified as one of six urban design elements in the Urban Design Strategic Framework Plan at clause 21.03 (Vision and Strategic Land Use Framework) in the Knox Planning Scheme. The Framework Plan identifies all land to the west of Eastlink as being within the Dandenong Creek Valley.

This designation is important because within clause 21.04 (Urban Design) there is an objective ‘to enhance and protect the landscape qualities of the Dandenong Creek Valley’.

It is recommended that the site remain within the Dandenong Creek Valley designation and that the above objective continues to apply to this site, this is particularly important given the site is immediately adjacent to the Dandenong Valley Parkland.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

2.5.2 Major proposed land uses

Extent of the proposed Neighbourhood Activity Centre (NAC)

One of the most contentious issues relating to the proposed amendment is the extent of non-residential uses proposed – specifically the creation of a new NAC. The extent of the NAC (as proposed by the Kelleher’s Australia) is 3ha of Business 1 Zone land. Kelleher’s Australia proposes the following floorspace schedule for the new NAC.

<table>
<thead>
<tr>
<th>Use</th>
<th>Leasable area (sqm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full line supermarket</td>
<td>3,500</td>
</tr>
<tr>
<td>Shop (specialty)</td>
<td>1,500</td>
</tr>
<tr>
<td>Food &amp; drink</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total retail</strong></td>
<td><strong>5,500</strong></td>
</tr>
<tr>
<td>Non-retail/office</td>
<td>500</td>
</tr>
<tr>
<td>Medical centre</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6,500</strong></td>
</tr>
</tbody>
</table>

Council requested the applicant prepare and submit an economic need and impact assessment to justify the establishment of a new NAC in this location and to provide an understanding of the likely impact on existing centres. Based on an assessment of the Need & Economic Impact Assessment (prepared by Deep End Services) submitted in December 2011 there were two main areas of concern.

Firstly, the future population growth estimates assumed by the applicant’s report are significantly higher than figures in the Knox Community Profile. The primary and secondary east catchments (defined by the consultant) largely fall within the suburb of Wantirna South and the secondary west catchment partly within Monash City Council. The consultant’s population projections suggest a growth of nearly 6 percent over the five years between 2006 and 2011 (based on 2006 census data); and a further 12 percent in the ten years from 2011 (to 2021) which they state would be largely due to the proposed development.

Council’s projections were last reviewed and updated in September 2010. Council’s projections for Wantirna South indicate only marginal population increase between 2006-2011 at 0.4 percent over the five year period. The part of the secondary catchment within Monash is within an established residential area – and unless there is major population growth projected for this area – Council’s own projections suggest that the population base the applicant’s consultants are using for 2011 is high and not accurate (indicating a population increase of 927 and growth rate of 6 percent since 2006).
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

To this possibly inflated base figure the applicant’s consultants have added another 2,000 residents by 2021 – which they suggest is primarily the result of the proposed development on the Jenkins site. However, the report submitted suggests an occupancy rate of 3 for 375 dwellings which equates to only about half of this. While there will be some significant growth in Wantirna South between 2011 and 2021, Council’s projections are based on the assumption that this will primarily be associated with Mirvac (Harcrest) and Knox Central which are both outside the catchment for Jenkins Orchard. Council's projections allow for minimal infill and vacant lot development throughout Wantirna South over the period.

An additional 1,000 residents within the catchment (in addition to the 1,000 residents associated with The Orchards) also appears to be high - particularly as we are an ageing community with occupancy rates in the established areas declining. These base figures are particularly relevant because the population projections form the basis of calculating need in relation to proposed size of the NAC.

The second issue for consideration is there is no support for the proposition made in the applicant’s consultants report that the overall catchment has ‘slightly higher than average per capita income’ as this is based on a secondary catchment to the west of the site (which in 2011 comprised only 13 percent of the population within the entire catchment) having a per capita income 23 percent above the Melbourne average. Meanwhile the primary catchment has a per capita income of only 2.7 percent above the Melbourne average and the secondary catchment to the east (which in 2011 contained 47 percent of the population of the entire catchment) has a per capita income level 2.9 percent below the Melbourne average. This information is misleading particularly when this is combined with the ‘natural tendency of customers to travel in towards the CBD in any large city’ (page 11) which presumably means there is a tendency of customers in the secondary catchment to the west (who have a per capita income 23 percent above the Melbourne average) to travel in towards the CBD (including The Glen shopping centre) rather than out towards the proposed centre at the Jenkins site.

As a result of these concerns Council commissioned Tim Nott to provide a peer review of this document.

The Need & Economic Impact Assessment for the proposed NAC completed by consultants Deep End Services and the Peer Review completed by Tim Nott are attached as Appendices D and E.

Tim Nott has a number of disagreements with the assumptions in the report by Deep End Services such as sales at existing shops will continue to grow, despite the growing role of the internet in retail sales. The peer review focused on factors that lead to a significant under-estimation of the impact on surrounding centres and over-estimation of the benefits of the proposal by Deep End Services in their report.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

The critical questions are whether the proposed new NAC would adversely affect the role and services of existing centres; and if so, whether the benefits provided by the new centre outweigh the impact.

According to Deep End Services the combined impact across the nominated centres is 1.9 percent and ‘none of the existing centres are threatened by the development of the NAC’.

However according to the peer review a number of surrounding centres will experience an impact on their turnover likely to be more than the 10 percent, this figure usually judged as ‘significant’ in the planning arena. These include Knox Gardens, Scoresby Village and local convenience shops at Harcrest. Tim Nott is critical of the fact that Deep End Services have nominated centres likely to experience very little impact, such as Knoxfield and have not identified Vermont South (in Whitehorse) as one of the centres which may be impacted on even though it is one of the closest NACs to the site.

The table below provides an overview of the size of NACs in Knox and a comparison between the level of impact estimated by Deep End Services and Tim Nott.

<table>
<thead>
<tr>
<th>Centre</th>
<th>Approximate Total ha</th>
<th>Retail m2</th>
<th>Level of Impact Deep End</th>
<th>Tim Nott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Ferntree Gully</td>
<td>22.8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wantirna Mall</td>
<td>6.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ferntree Gully</td>
<td>5.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellington Village</td>
<td>3.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Orchards</td>
<td>3*</td>
<td>5,500*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scoresby Village</td>
<td>2.8</td>
<td>7,012</td>
<td>-8%</td>
<td>-14%</td>
</tr>
<tr>
<td>Rowville Lakes</td>
<td>1.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Basin</td>
<td>1.05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studfield</td>
<td>0.95</td>
<td>4,217</td>
<td>-4.3%</td>
<td>-5%</td>
</tr>
<tr>
<td>Alchester Village</td>
<td>0.9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knoxfield</td>
<td>0.75</td>
<td>2,030</td>
<td>-4.5%</td>
<td></td>
</tr>
<tr>
<td>Knox Gardens</td>
<td>0.45</td>
<td>2,110</td>
<td>-7%</td>
<td>-19%</td>
</tr>
<tr>
<td>Knox Central (Principal Activity Centre)</td>
<td></td>
<td></td>
<td>-1.6%</td>
<td>-1%</td>
</tr>
<tr>
<td>Glen Waverley (Monash)</td>
<td></td>
<td></td>
<td>-1.1%</td>
<td>-1%</td>
</tr>
<tr>
<td>Vermont South (Whitehorse)</td>
<td></td>
<td></td>
<td>-10%</td>
<td></td>
</tr>
<tr>
<td>Harcrest (local convenience)</td>
<td></td>
<td>1,000**</td>
<td>-6.9%</td>
<td>-16%</td>
</tr>
</tbody>
</table>

* As proposed by Kelleher’s Australia.
** Cannot exceed 1,000 m².
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

While the potential reduction in sales at Scoresby Village although significant should not cause the closure of the supermarket or reduce its role, the peer review reveals that the impact on the small centres of Knox Gardens and Harcrest will have the effect of eliminating any growth potential and may well reduce their role. The small supermarkets in these centres may need to reduce in size to become large ‘corner stores’. In each case, their trade area may reduce to be little more than a walk-in catchment.

There are currently no full size supermarkets within 3 kilometres of the site. Therefore the benefits of the new centre at this site include an improved retail offer, and the ability for residents to travel a shorter distance to undertake a full grocery shop – for which they would previously have travelled to one of the other Activity Centres or larger NACs (such as Scoresby Village). In addition to the creation of some local employment there is an opportunity to ensure that the new NAC is highly accessible and adds to the quality of the urban fabric.

In summary Tim Nott’s judgement is that the risk to the role of Knox Gardens and Harcrest centres is outweighed by the likely benefits of reduced travel time and improved service offered by the proposed NAC at the Jenkins site (The Orchards).

Having considered both the applicants Need & Economic Impact Assessment and the peer review, concerns by Council officers and through Councillors consultation around the impact of the proposed new NAC remain. While Tim Nott’s judgement is that the likely benefits outweigh the impact on average – specifically the risk to Knox Gardens and Harcrest – officers believe that the impact on the centres closest to this site being Knox Gardens, Harcrest and Scorseby Village are unacceptable and caution needs to be exercised. In addition to questions still remaining about the accuracy of the base population information used to determine need. A more appropriate response is to apply a precautionary approach to this site and to support a smaller NAC in this location, thus reducing the impact.

Therefore it is recommended that the maximum leasable floor area for retail uses be restricted to 4,000 square metres. This would allow approximately 3,000 square metres for a supermarket and 1,000 square metres for other shops and food and drink premises. In comparison the total amount of retail floorspace permitted at Mirvac (Harcrest) is 1,000 square metres and this site is 50ha in size compared to the Jenkins site which is 15ha. This will require a corresponding reduction in the amount of land zoned B1Z from 3ha down to approximately 2.8ha.

It is appropriate to cap the amount of retail floorspace in the new NAC to maintain the existing retail hierarchy within Knox. It is recommended that the maximum leasable floor area of 4000sqm is specified in the schedule to the Business 1 Zone.
6.10 **Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)**

In addition given the context of this site being located within the Dandenong Creek Valley it is appropriate to treat the proposed new NAC in a similar manner to the NACs within the Dandenong Foothills. This means that development and built form within the proposed new NAC should respond to the landscape and environmental sensitivities of the area, be well designed and respect and complement the local character, including height. It is important that the proposed new NAC is both highly accessible (to pedestrians and cyclists) and well designed. The DPO is proposed to include mechanisms to achieve these outcomes.

**Based on the above it is recommended that:**

- The maximum leasable floor area for retail uses be reduced to 4,000 square metres (made up of Supermarket up to 3,000sqm and 1,000sqm of shops, food and drink premises). This will require a corresponding reduction in the amount of land zoned B1Z from 3ha down to 2.8ha.

- Whitehorse and Monash City Council are notified of this proposed amendment to enable the opportunity for possible impact on Activity Centres within their municipality.

**Proposed type and density of residential development.**

The State Planning Policy Framework through Clause 16.01 (Residential Development) and Clause 18.01 (Integrated Transport) is clear that the preferred locations for new housing are locations that offer good access to services and transport and that higher density residential development should be located in and around Principal and Major Activity Centres on the PPTN. High-density residential development is and should continue to be promoted within Principal and Major Activity Centres in Knox; and not in areas that lack access to public transport, shops, services and entertainment.

Melbourne 2030 defines Strategic Redevelopment Sites as areas within the built-up urban area designated for higher-density residential development. These include activity centres and major redevelopment sites. Importantly within the Knox Housing Statement (a reference document to the Knox Planning Scheme) the location, constraints and opportunities of each strategic redevelopment site have been considered to determine whether the site is suitable for traditional or medium to higher density development. Where strategic redevelopment sites are within close proximity to public transport and principal or major activity centres, the density assumption is medium to higher density. For sites that are not located on the PPTN or near principal or major activity centres the density assumption is low to medium density.

The site is not located on or near the PPTN, or near a principal or major Activity Centre therefore it is identified for ‘low density development’ (defined as Housing development that has a lot size greater than 500 m²).
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

Following discussions at the workshops facilitated by the DPCD it is recommended that this site is suitable for low to medium density housing. This should include a range of dwellings types and sizes and could include built form up to three storeys within the Residential Zone and possible higher built form at a couple of key strategic locations within the Business Zone of up to 5 storeys.

The Knox Housing Statement identifies strategic redevelopment sites that will have future capacity for housing development and will contribute around 16 per cent of future housing for the Knox community. Increased housing is encouraged within strategic redevelopment sites consistent with the Knox Housing Statement Capacity Map.

Higher density development is not appropriate outside Principal and Major Activity Centres as discussed above and the relatively low level of public transport accessibility must be recognised as a site constraint. There is no strategic justification for high-density development across this site as outlined above – where high density residential development is generally understood to be four storeys or more.

In addition and as outlined above in section 2.5.1 it is recommended that the site remain within the Dandenong Creek Valley designation and that the relevant objectives and supporting strategies continue to apply to this site.

It is recommended that this site should include a range of dwellings types and sizes and could include built form up to three storeys within the residential zone. Higher built form at a couple of key strategic locations within the Business Zone of up to 5 storeys is possible.

2.5.3 Infrastructure

Traffic and access

The applicant has prepared a traffic engineering assessment based on their original proposal. Given there are changes proposed to the amendment to reduce the size of the NAC and limit the density and height it is recommended that the DPO include a requirement for a Transport Plan. In addition a Transport Plan can have a broader focus than an engineering assessment and should include information on access and movement within, to and from the site including for pedestrians and cyclists.

It is recommended that the Transport Plan specifically addresses the themes within Council’s Liveable Streets Plan and the prioritisation of pedestrian and cycle movements within the site.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

The Transport Plan must include not only an assessment of the expected impact of traffic generated by the development but also traffic improvement measures required to address identified issues. Other requirements include the layout of internal roads (including a hierarchy of the roads and widths of the road reserves); direct connections to the existing shared path bicycle network; and a car parking plan.

It is recommended that a requirement for a Transport Plan be included within the DPO.

Provision of affordable housing

Council raised the need to provide affordable housing as part of the development of this site during the 2011 workshops with the DPCD.

In the Knox Planning Scheme Clause 16 (Housing) states ‘Planning for housing should include providing land for affordable housing.’ With regards to housing affordability one of the strategies to improve housing affordability is to encourage ‘a significant proportion of new development, including development at activity centres and strategic redevelopment sites to be affordable for households on low to moderate incomes.’

As the local strategic framework for future land use and development in Knox, the Municipal Strategic Statement currently addresses housing in Clause 21.05 – Housing. One of the strategies of Clause 21.05-2 – Housing Objectives and Strategies is to ‘seek to increase the supply of social housing’. Implementing The Knox Affordable Housing Action Plan 2007-2012 is listed under the heading of undertaking further strategic work; along with the action to ‘encourage the provision of affordable housing for all types of households through development of partnerships with community housing providers and/or through an advocacy role.’

While many factors that influence housing affordability are beyond the control of Local Government, there are actions that can be taken by Councils. These are articulated in the Knox Affordable Housing Action Plan 2007-2012. Council has successfully implemented many of the strategies and actions in the Plan; however a gap in understanding Knox’s specific local affordable housing needs was identified. Council has adopted a research Paper, ‘Defining affordable housing a minimum supply of social housing in Knox’ to address this gap.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

The Paper defines key affordable housing terms and proposes a method and justification for calculating a minimum supply of social housing required to accommodate people in Knox in significant need. Importantly the Paper strengthens Council’s knowledge base, policy and therefore advocacy and negotiation position with social housing providers. The Paper will also inform the review of the Knox Affordable Housing Action Plan 2007-2012 in 2012 and it aligns with and will inform Council’s review of its broader Housing Policy package, the Knox Housing Statement 2005 (updated 2007) and suite of planning controls in the Knox Planning Scheme. This project is currently underway and will continue throughout 2012-13 in the combined approach with the preparation of the new Council Vision.

It is recommended that the following requirement forms part of the proposed DPO:

Prior to the granting of a permit an agreement between the owner of the land and the Responsible Authority under Section 173 of the Planning & Environment Act 1987 must be entered which must require that the owner provide for social housing of not less than three percent of the total number of dwellings.

This approach is consistent with the approach taken by Council as part of the development of the former brickworks site on Stud Road currently being developed by Mirvac – where the provision of three percent social housing has been secured through the use of a Section173 Agreement. Three percent represents the current level of provision of social housing within the Eastern Metropolitan region.

2.5.4 Requirement for a social impact assessment

A requirement for a social impact assessment will enable assessment of the impacts of the proposed development before it commences. More importantly it will also include development of a response, comprised of suggested mitigation strategies. The aim of these strategies will be to manage the intended (and unintended) social consequences - both positive and negative - of the proposed development. It is likely that a social impact assessment will result in a contribution to social infrastructure within the immediate area.

It is recommended that the DPO include a requirement for a social impact assessment and response.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

2.5.5 Other matters

Bushfire risk

On the 8 September 2011 the State Government designated bushfire prone area maps. The majority of the site is within a designated bushfire prone area. This will result in minimum bushfire construction requirements for all future development within these areas.

On the 18 November 2011 Planning Scheme Amendment VC83 was gazetted. This Amendment introduced the Bushfire Management Overlay and implemented a number of recommendations from the Victorian Bushfire Royal Commission. This site is not affected by the new Bushfire Management Overlay. However one of the changes to the Planning Scheme was the introduction of a revised Clause 13.05 (Bushfire) which introduces a new objective and new strategies in relation to bushfire management. One of the strategies under this clause is ‘Where appropriate, apply the precautionary principle to planning and decision-making when assessing the risk to life, property and community infrastructure from bushfire.’

Strategies under ‘strategic and settlement planning’ include:

“Consult with the relevant fire authority early in the strategic and settlement plan making process and implement appropriate bushfire protection measures.

and

“Ensure that planning to create or expand a settlement in an area at risk from bushfire: Addresses the risk at both the local and broader context…. ensures the risk to existing residents, property and community infrastructure from bushfire will not increase as a result of future land use and development.

Given the need for precautionary approach and the majority of this site being within a designated bushfire prone area Council officers require a greater understanding of how matters relating to bushfire risk have been considered in the preparation of this Amendment.

Material submitted by Kelleher’s Australia indicates that they have had discussions with a senior fire safety officer of the CFA and sought their views on the proposed development.

Packham Holley and Associates (on behalf of the Kelleher’s Australia) have examined the development proposal for the purpose of assessing the bushfire risk and determined that there is a very slight risk from the north due to a small area of woodland at the northern boundary on the Parks Victoria land. The set back provided by the boundary road reduces this to a no-threat level.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

Parks Victoria has indicated there may be some risk from the western boundary (which also includes land owned by Parks Victoria).

Therefore it is recommended that the DPO highlight the need to ensure a setback is provided on the northern and western boundaries (which adjoin land owned by Parks Victoria) in the form of a road to help mitigate this risk.

2.5.6 Contamination

The planning system is an important mechanism for triggering the consideration of potentially contaminated land. The Planning & Environment Act 1987 requires a planning authority when preparing a Planning Scheme Amendment to: ‘take into account any significant effects which it considers the Scheme or Amendment might have on the environment or which it considers the environment might have on any use or development envisaged in the Scheme or Amendment’ (Section 12).

The DPCD General Practice Note on potentially contaminated land deals with land that may have been contaminated by a range of uses - including agricultural. The Practice Note sets out the level of assessment generally required. For residential uses in areas identified as having medium potential for contamination this is a site assessment by a suitably qualified environmental professional.

In May 2012 Kelleher’s Australia provided Council with a letter providing a ‘summary of the scope and finding of environmental investigations undertaken for the proponent in 2005’. The summary of investigation findings concludes that:

“Given the past use of the land for orcharding and the findings of the preliminary 2005 investigations, that the contamination of the land may only impact the SEPP objectives for maintenance of ecosystems, it is considered that the suitability of the land for the proposed use(s) can be suitably addressed by further investigation and management during the development. A mandatory environmental audit is not considered necessary to consider the suitability of the land for the proposed use or to define the requirements for management of contamination; this view was supported by EPA based on the 13 December 2011 meeting.”

Council officers do not believe that a seven page summary of the scope and finding of environmental investigations undertaken using an out of date concept plan in 2005 is sufficient to address the question of whether the land has potential to be contaminated.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

In the absence of a complete and recent site assessment – based on the proposed development - from suitably qualified environmental professionals insufficient information is available to determine if an audit is appropriate.

Therefore it is recommended that as part of the proposed Planning Scheme Amendment an Environmental Audit Overlay (EAO) be applied to the entire site.

The EAO is a mechanism to ensure the requirement for an environmental audit under Ministerial Direction No.1 is met before the commencement of the sensitive use or any buildings and works associated with that use. Importantly the application of the EAO ensures the requirement will be met in the future but does not prevent the assessment and approval of a Planning Scheme Amendment.

Should Council receive a complete and more recent site assessment based on the proposed development from suitably qualified environmental professional which clearly indicates that an environmental audit is not required, Council can consider this information to determine whether the EAO should continue to be proposed to apply to this site.

2.5.7 Ownership

The Jenkins family own four of the five lots proposed to be rezoned (1201, 1203 and 1211 High Street Road and Lot 12 Pumps Road) however 1209 High Street Road is owned by the Roads Corporation (Vic Roads). 1209 High Street Road is 737 m² and has a frontage of approximately 24 m.

Vic Roads are aware of the proposed Amendment and that it affects their land. They will be notified of this Amendment as a land owner in addition to being a referral authority.

2.5.8 Summary

Following assessment and review of the proposed Amendment – as submitted by Kelleher’s Australia Council officers recommend a number of changes to the proposed Amendment. These are detailed in Appendix B.

Officers have made numerous changes and additions to the proposed DPO. In response to issues discussed above and following internal consultation and discussions with Vic Roads, ConnectEast & Parks Victoria. These include:

- A requirement for a transport plan;
- A requirement for a social impact assessment and response;
- An indication of the total number of dwellings proposed;
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

- The provision of social housing (not less than 3 percent of the total number of dwellings);
- Greater clarity around the provision of open space;
- Building heights in the residential zone could include built form up to three storeys;
- Provision of a landscaped setback along High Street Road to assist in the creation of a ‘bush boulevard’ with extensive native planting;
- Provision of a setback along the western boundary to prevent any possible negative impacts of adjacent land uses;
- The location of any landmark buildings (above three storey and no more than five storeys) within the Business Zone; and
- Details on noise attenuation measures (along the eastern boundary with Eastlink).

Other changes include a recommendation to reduce the maximum leasable floor area for retail uses to 4,000 square metres (down from 5,500). This is in an attempt to reduce the impact of the new NAC on Knox Gardens, Harcrest and Scoresby Village – estimated to be 19, 16 and 14 percent respectively).

It is recommended that the site remain within the Dandenong Creek Valley designation in the planning scheme (as distinct from the Dandenong Valley Parklands owned and managed by Parks Victoria) and the relevant objectives and strategies continue to apply.

In the absence of a complete and recent site assessment insufficient information is available to determine if an audit is appropriate. Therefore it is recommended that the EAO be applied to the entire site.

3. CONSULTATION

This site has been the subject of four workshops facilitated by the DPCD between May and November 2011 and numerous meetings between the applicant’s consultant team and Council officers.

The following departments and officers have been consulted in the assessment and revision of the proposed amendment and DPO:

- Strategic & Economic Development;
- City Planning (including Councils’ ESD Consultant);
- Sustainability;
- Traffic & Transport;
- Project Delivery (Drainage);
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

- Project Manager – Eastern Recreation Precinct; and
- Community Wellbeing.

This site, and proposed development concepts have been the subject of four confidential Issues Briefings (July 2011, December 2011, May 2012 and June 2012).

In the process of assessing and reviewing the amendment documentation officers have met with representatives from the DPCD, VicRoads, ConnectEast, Parks Victoria and The Office of Housing.

Parks Victoria and ConnectEast have raised issues relating to the interface of this site with land in their ownership.

VicRoads have clarified that they own 1209 High Street Road which is affected by the proposed Amendment.

Conversations with officers from the Office of Housing were centred on how Council can assist with securing the delivery of social housing within strategic redevelopment sites generally.

The Planning & Environment Act 1987 requires that a Planning Scheme Amendment undergo a formal exhibition process prior to being submitted to the Minister for Planning for approval.

Key elements of the proposed exhibition process are as follows:

- Amendment notices sent to VicRoads as the owner of 1209 High Street Road;
- Notify all owners and occupiers within 1,000m of the edge of the site;
- Notify Monash and Whitehorse (as the proposed new NAC will have an impact on Activity Centres within their municipality);
- Notify all owners and occupiers within the Business Zones in Scoresby Village and Knox Gardens; and Mirvac as the owner of the local convenience retailing being developed at Harcrest;
- Two notices placed on site on the High Street Road frontage;
- Amendment notices published in Government Gazette and local newspapers; and
- Amendment notices sent to specific departments/authorities and ministers (including the CFA – specifically in relation to bushfire risk and the interface to land owned by Parks Victoria).

This notification is of particular importance as the proposed Development Plan Overlay will exempt future notice requirements. This means that future planning permits will not be advertised.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

The proposed Development Plan Overlay has been drafted in a manner which allows comment from Parks Victoria and Vic Roads when the Development Plan is lodged or amended.

4. ENVIRONMENTAL/AMENITY ISSUES

Issues such as noise; rehabilitation of waterways and creation of wetlands; creation of bush boulevards; protection of sites of biological significance will be addressed through requirement in the DPO, with detail provided in the subsequent Development Plan.

Application of the EAO will address the issue of potential contamination.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Exhibition of proposed Amendment C74 can occur within existing budgets.

Should submissions to this amendment be received through the exhibition period which cannot be resolved and the Amendment is considered by an independent planning panel, panel costs could be in the order of $30,000 to $50,000 based on the number of consultants and experts involved in this project to date and the likelihood that a panel hearing will run for up to one week. On this basis it is recommended that Council seek the costs of the panel to be covered by the applicant.

6. SOCIAL IMPLICATIONS

It is recommended that the DPO include a requirement for a social impact assessment. This will assist in the identification of the potential impacts of the proposed development on health and wellbeing along with suggested mitigation and community benefit strategies.

7. RELEVANCE TO COUNCIL PLAN

Changes to the planning scheme to enable residential development to occur within one of the strategic redevelopment sites identified for housing will support the Council Plan theme of Attractive and Vibrant Places.

In addition development of this site would have strong connections with a number of objectives and strategies within the Council Plan including:

- Healthy, connected communities;
- Culturally rich and active communities;
- Sustainable and natural environment;
- Accessible transport choices;
- Sustainable natural environment;
- Attractive and vibrant places; and
- A prosperous and modern economy.
6.10 Proposed Amendment C74 Rezone Jenkins Orchard (cont’d)

8. CONCLUSION

This report recommends that Council seek authorisation for proposed amendment C74 which proposes to rezone 1201 to 1211 High Street Road, and Lot 12 Pumps Road, Wantirna South from Rural Living Zone to a Business 1 Zone (along the High Street Road frontage) and Residential 1 Zone to all other land; and apply Development Plan Overlay Schedule 10 and the Environmental Audit Overlay to the whole site. The Amendment also proposes to introduce a new Neighbourhood Activity Centre on this site.

This report has considered the proposed changes to the Planning Scheme – as submitted by the applicant and recommends a number of changes. The recommended changes are based on feedback from Councillors’, extensive internal consultation and discussions with various Government agencies and departments.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

Report Prepared By: Coordinator – Strategic Planning (Nicole Vickridge)

Report Authorised By: Director – City Development (Angelo Kourambas)
APPENDIX A
Knox City Council’s response to proposed amendment C74 (January 2012)

APPENDIX B
Proposed Amendment C74 Discussion and consideration of all of the proposed changes to the planning scheme – as submitted by Kelleher’s Australia.

APPENDIX C
Revised amendment documentation as outlined and recommended in this report – including the revised DPO.

APPENDIX D
The Orchards, Wantirna South, VIC Need and Economic Impact Assessment for proposed Neighbourhood Activity Centre (14 December 2011) Deep End Services

APPENDIX E
Review of “The Orchards, Wantirna South – Need & Economic Impact Assessment for Proposed Neighbourhood Activity Centre” by Deep End Services (14 December 2011)

(circulated separately)
6.11 ACCESS FOR ALL TO BUSINESS PREMISES

SUMMARY: Acting Coordinator – Economic Development (Helen Ruddell)

This report responds to a Call Up item raised at the Ordinary Meeting of Council on 27 March 2012 “That a report be presented to the June, 2012 Ordinary Meeting of Council that outlines the options available to Council to promote and/or implement initiatives to encourage and assist commercial property owners and/or tenants to ensure access for all to business premises in Knox. An outline of options should include an estimate of scope; resources required and expected impacts from such initiatives.”

This report discusses the need for an integrated response to this issue and notes that this best be managed through the ongoing implementation of the Knox Access and Inclusion Plan.

Knox City Council has already commenced a program of engagement and education, however a strategic marketing and communications plan targeting commercial property owners and tenants would further support key actions in the Knox Access and Inclusion Plan 2011-15 for Strategic Priority Area 1 – Leadership and Advocacy, and Strategic Priority Area 3 – Information and Communication.

It is recommended that this report be noted by Council and that its and further reporting be incorporated into the Knox Access and Inclusion Plan 2011-2015 framework to ensure an integrated response to access and inclusion.

RECOMMENDATION

That Council note this report.

1. INTRODUCTION

The Knox City Council Access & Inclusion Plan 2011-2015 (“Plan”) encapsulates the strategic directions and key actions Council will undertake to promote the rights of people with disabilities whilst enhancing access and inclusion to the benefit of the whole community.

The Plan notes that of the current 156,000 residents in Knox, it is estimated that approximately one in five, or 31,000 people, have some form of disability. There is a wide range of disabilities and the number above represents those with a minor hearing impairment to a person who cannot wash or dress without help.
6.11  Access to All Business Premises (cont’d)

The Plan further notes that there are at least 5,100 people in Knox with a major disability affecting day to day activity. The number of people in Knox with a major disability is expected to increase into the future as the population ages.

The Plan defines *Access and Inclusion* as follows:

*Access* refers to and includes access to premises, such as Council buildings and facilities, not just for people with physical impairments but also those with sensory impairments such as vision and hearing loss. It also refers to access to infrastructure such as transport and services such as health and education programs, employment and community services. Further, access includes being able to gain information and communicate with others to express desires, concerns, and needs.

*Inclusion* occurs when all people, regardless of age, ability, gender, cultural background etc. are included or are able to be included; e.g. playing sports, joining an art class, attending a community festival. Inclusion goes beyond ensuring a person with a disability can attend a class or function: full inclusion depends on attitudinal and institutional barriers being removed to ensure equitable participation. For example, not just ‘allowing’ a child with a disability to attend a school holiday program, but considering what supports are required to ensure the child can participate along with their peers. Inclusive communities can provide a sense of belonging and enable all people to feel connected, valued and respected.

The Plan identifies five Strategic Priorities:

1. Leadership and Advocacy;
2. Organisational Development;
3. Information and Communication;
4. Buildings, Open Spaces and Infrastructure; and
5. Participation and Inclusion.

The Strategic Priorities including Strategic Objectives and Key Actions which are relevant to this matter are as follows:

**Strategic Priority Area 1 – Leadership and Advocacy**

<table>
<thead>
<tr>
<th>Four Year Strategic Objective</th>
<th>Key Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote the benefits of improving access and inclusion to the local community, including the business community.</td>
<td>Provide and promote resources, training and skill development leadership skills and accessibility.</td>
</tr>
</tbody>
</table>
6.11 Access to All Business Premises (cont’d)

Strategic Priority Area 3 – Information and Communication

<table>
<thead>
<tr>
<th>Four Year Strategic Objective</th>
<th>Key Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a range of information that encourages and demonstrates actions to improve access and inclusion.</td>
<td>Publicise new and existing publications that promote access and inclusion principles.</td>
</tr>
<tr>
<td></td>
<td>Share stories with the community that demonstrate positive access and inclusion examples.</td>
</tr>
</tbody>
</table>

2. DISCUSSION

To date Knox City Council has responded to these Strategic Priorities as follows:

2.1 Strategic Priority Area 1 – Leadership and Advocacy

- Establishment of a link to the online publication of Knox Missed Bu$iness Guide from www.knoxbusinessdirect.com.au. A copy of Knox Missed Bu$iness Guide has been circulated separately to Councillors.
- Promotion of the Knox ‘Missed Bu$iness Guide’ in Knox Business Life publication March 2011 (refer Appendix A).

2.2 Strategic Priority Area 3 – Information and Communication

- Promotion of the Knox Missed Bu$iness Guide. This booklet provides information on a number of topics relevant to accessibility, including:
  - Make it easy for people to find you;
  - Make it easy for people to get in;
  - Make it easy for people to move around; and
  - Make the most of customer service.
- Development as part of the Business Inclusion Group Project of the Grow your Business, Grow your Community booklet. This booklet provides information on creating businesses that are accessible to people with disabilities.
- Dissemination of the Grow your Business Grow your Community guide to registered food businesses in Knox.
6.11 Access to All Business Premises (cont’d)

Preliminary enquiries were made to the Institute of Access Training Australia (IATA) to ascertain how to encourage and assist commercial property owners and/or tenants to ensure access for all to business premises in Knox. IATA is a consulting company who provides a range of services including audits, appraisals, consultations and research in universal access to the built and outdoor environment and have worked with a number of State and Federal Government Agencies and Councils including Knox.

They have suggested that Knox City Council consider encouraging businesses to embrace access for all through a program of engagement and education before embarking on a ‘Storefront Improvement Project’. They have suggested the following options which have been implemented in other municipalities around “Good Access is Good Business”. Further research is required to understand whether these proposed initiatives have been successful:

2.3 Option 1 - Business Access Packs – cost $1,650 (estimate including labour and materials)

- Provision of a show bag of accessible information such as “How to Provide Better Access to Cafes, Retail Outlets or Offices etc” (includes access checklist), Customer Service Counter Card and sticker, Assistance Information Brochure and much more.

- ‘Face to face’ delivery to nominated businesses to provide an opportunity to discuss this issue. Providing an opportunity to have a conversation with each Business about access awareness.

- Minimum distribution of 40 to 50 businesses.

This option aligns with key actions outlined in the Knox Access and Inclusion Plan 2011-2015 as follows:

- Strategic Priority Area 1 – Leadership and Advocacy, Provide and promote resources, training and skill development to develop leadership skills and accessibility in the community.

- Strategic Priority Area 3 – Information and Communication, Publicise new and existing publications that promote access and inclusion principles.

Further research into initiatives implemented by other Councils is required to consider effectiveness and long term sustainability of approaches used, and how these Councils have embedded these initiatives into their work with businesses.
6.11 Access to All Business Premises (cont’d)

2.4 Option 2 – Knox Access Eating Guide - $175 per business

- Develop a Knox Accessible Eating Guide (MS word format) for people with a variety of access challenges which would involve visiting and inspecting Knox eateries. This guide is based on their previous experience in Retail Activity Centres.

This option has no direct alignment with the Knox Access and Inclusion Plan 2011-2015.

The development and ongoing maintenance of an eating guide which provides information on accessible restaurants and cafes would be costly and inefficient to maintain.

The following websites provide a sustainable and efficient approach regarding the accessibility of businesses in the local area and could be incorporated into Council’s information and communication activities around access and inclusion:

- Travelling Chair website - www.travellingchair.net - provides information regarding accessibility of venues where people can rate, review and share information about different venues including retail, cafes, clubs, kindergartens. Though the information is not taken from accredited audits, access is ranked by users. The more users, the more likely that the information will be useful.

- LiveAccess – www.liveacces.org.au - a project of the Youth Disability Advocacy Service, about promoting action and change so live music venues and festivals are accessible to everyone, including people with disabilities. Venues have been surveyed by volunteers and information is available about access.

2.5 Option 3 - Access Awards Program - $10,000 subject to project scope

- Develop an Access Awards Program to educate and reward businesses to improve access to their service and facilities.

This option aligns with Strategic Priority Area 1 – Leadership and Advocacy Key action, Celebrate International Day of People with a Disability and establish a Disability Access Awards program outlined in the Knox Access and Inclusion Plan 2011-2015.

In 2011, the Knox Disability Advisory Committee identified that mainstreaming of access into existing award programs should be considered rather than developing a separate accessible business awards program. A number of existing business award programs, such as the Leader Business awards and the Melbourne South East Business awards could be lobbied to include accessibility in their criteria.
6.11 Access to All Business Premises (cont’d)

2.6 Option 4 - Develop Local Area Action Plans - $4,000 - $7,000 subject to project scope

- Meet with businesses (generally through Trader Association meetings) to educate and raise awareness to issues and opportunities for improvement and to develop a Local Area Action Plan to achieve access improvements.

This option is aligned with the Strategic Priority Area 1 – Leadership and Advocacy, Provide and promote resources, training and skill development to develop leadership skills and accessibility in the community.

If this option is to occur it is recommended that it occur in places where the Place Program is active initially or as a pilot.

Further research and analysis into the success of the options recommended by IATA and initiatives implemented by other Councils is required to:

- understand the effectiveness and long term sustainability of different initiatives into facilitating access to businesses for people with disabilities; and
- how these approaches have been embedded into their work with businesses.

In addition to the report to Council on the 13 March 2012 on the Access & Inclusion Plan for People with Disabilities 2011-2015 Year 1 Achievements, and following a report to Council on the 29 May 2012 outlining the accessibility of the footpath and shared path network for people using mobility equipment within Council, Council resolved to:

1. endorse the draft Knox Mobility Study;
2. endorse the draft Implementation Plan in principle;
3. authorise consultation on the draft Implementation Plan; and
4. receive a subsequent report following consultation on the draft Implementation Plan, which includes a draft Five Year Capital Works Program to enact the Implementation Plan.

The draft Plan has the overall aim of ensuring that infrastructure meets the increasing mobility needs of the community. Actions have been divided into the areas of:

- Policy/standards;
- Education;
- Advocacy; and
- Evaluation.
6.11  Access to All Business Premises (cont’d)

The draft Implementation Plan identifies the major stakeholders, the timeframe for implementation and includes a preliminary estimate of cost. The plan proposes a number of key actions that aim to ensure that local businesses and organisations are aware of the special needs of mobility and users. Proposed actions include:

- developing and holding public information sessions for traders groups, community organisations, local businesses;
- the development of information sheets on how to improve access for mobility aid users; and
- ensuring information regarding improving access is available on Council operated websites for individuals and businesses.

These actions are proposed to be implemented during year one and two of the five year plan with a total proposed budget allocation of $35,000. The implementation is subject to the 2012-13 draft Budget.

3. CONSULTATION

Consultation has been undertaken with officers within the organisation across the following teams: Strategic and Economic Development and Community Wellbeing. Consultation has also been undertaken with the Institute of Access Training Australia (IATA) a consultancy working on universal access to the built and outdoor environment who has worked with a number of State and Federal Government Agencies and Councils including Knox.

Consultation with the Knox Disability Advisory Committee has not be possible within the time frames for this report.

4. ENVIRONMENTAL/AMENITY ISSUES

This report does not affect any environmental or amenity outcome.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The financial implications for Council range between $1,600 for the development and distribution of Business Access Packs to an estimated $10,000 for the Access Awards Program depending on which option if any Council chose. There are no resources available in the 2012/2013 Budget for these initiatives.

6. SOCIAL IMPLICATIONS

Access to commercial premises would allow for significant positive social outcomes, as articulated in the Council Access and Inclusion Plan 2011-2015.
6.11 **Access to All Business Premises (cont’d)**

### 7. RELEVANCE TO COUNCIL PLAN

Within the Council Plan 2009-13, Council has outlined its purpose to ‘enhance the quality of life of the Knox community’. The purpose of the Access and Inclusion Plan 2011-15 is to demonstrate Council’s ongoing commitment to reducing barriers whilst enhancing access, participation and inclusive practices for people with disabilities, their families and carers in Knox.

### 8. CONCLUSION

The Knox Access and Inclusion Plan 2011-2015 provides the strategic directions and key actions Council will undertake to promote the rights of people with disabilities whilst enhancing access and inclusion to the benefit of the whole community.

Internal and external consultation suggests that Knox City Council undertake:

- Further research and analyse initiatives implemented by other Councils to understand their effectiveness and long term sustainability into facilitating access to businesses for people with disabilities and how these Councils have embedded these approaches in their work with businesses; consider encouraging businesses to embrace access for all through a program of engagement and education before embarking on a ‘Storefront Improvement Project’.

- Further consider the ‘Storefront Improvement Project’ delivered through the Place Program following the research and analysis of initiatives implemented by other Councils.

Knox City Council has already commenced a program of engagement and education however a strategic marketing and communications plan targeting commercial property owners and tenants will support actions noted for Strategic Priority Area 1 – Leadership and Advocacy, and Strategic Priority Area 3 – Information and Communication.

Recommendations and further reporting should be incorporated into the implementation and annual reporting of the Knox Access and Inclusion Plan 2011-2015 framework to ensure an interconnected response to access and inclusion.

### 9. CONFIDENTIALITY

There are no confidentiality issues pertaining to this report.

*Report Prepared By:* Acting Coordinator – Economic Development (Helen Ruddell)

*Report Authorised By:* Director - City Development (Angelo Kourambas)
APPENDIX A/1 - Knox Business Life Publication March 2011
APPENDIX A/3
APPENDIX A/ 4
APPENDIX A/5
APPENDIX A/7
APPENDIX A/ 8
APPENDIX A/9
APPENDIX A/ 10
APPENDIX A/11
APPENDIX A/12
APPENDIX A/ 16
APPENDIX B/1 – Grow your business, grow your community
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.
8.1 BAYSWATER SHOPPING CENTRE – REVIEW OF PARKING RESTRICTIONS

SUMMARY: Coordinator Traffic & Transport (Ron Crawford)

This report is a summary of the parking restrictions recommended to be implemented around Bayswater Shopping Centre.

RECOMMENDATION

That Council implements the proposed parking restrictions discussed in this report and detailed in appendices A, B, C, D and E.

1. INTRODUCTION

A review of car parking around Bayswater retail precinct has been undertaken in recent months.

The review has been undertaken in response to several requests from businesses, shopkeepers, residents, the local State Member of Parliament, and train commuters for Council to implement and/or change the parking restrictions in the shopping centre and surrounding residential streets.

This report details the observations, public consultation and results of surveys that have been undertaken to date and provides recommendations on parking restrictions that should be introduced. It is noted that some aspects of the car parking in Bayswater will continue to be monitored and reviewed as necessary.

2. DISCUSSION

With a continuing increase in the number of people travelling by train and the resurgence of the Bayswater Shopping Centre the availability of car parking spaces in the central Bayswater area has become a major issue for shopkeepers, their staff, local residents and train commuters.

It is clear from observations and complaints/requests from the community that the lack of specific parking controls is causing problems for shopkeepers and residents alike. The railway station carpark is typically full by 8am Monday to Friday which results in train commuters, who drive to the station, parking in the unrestricted section of the Pine Road carpark and in the surrounding residential streets.

Projected increases in the patronage on public transport and greater numbers of shoppers using the facilities in Bayswater will further increase demand for parking within central Bayswater.
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

To reduce ‘congestion’ around the Bayswater shopping area the introduction of time based parking restrictions in the designated carpark areas should be considered.

It is anticipated the introduction of time based parking restrictions will cause a redistribution of motorists parking and it is not possible to accurately predict motorists’ parking patterns once they lose their favoured parking spots. It is expected that some commuters will consider parking in local streets near the shopping centre and find various other alternatives.

To some extent, long term parking is already occurring on both sides of High Street, which has resulted in a few concerns being raised by residents about the lack of parking available for their visitors and by motorists about the ‘congestion’ which results in having to wait for an on coming motorist to pass.

It can be seen that there are several distinct areas within Bayswater that could be affected by the introduction of time based parking restrictions. In order to determine the acceptance level of parking restrictions, a proposal was prepared for each area and the owners/tenants of the abutting residences/businesses were provided with a plan of the proposal together with a survey to complete.

The distinct areas identified were:

- Pine Road carpark, the Council owned carpark bound by Station Street, Pine Road, High Street and the Mountain High Shopping Centre;
- High Street between Pine Road and Cullis Parade;
- Pine Road and Myrtle Street; and
- James Street carparks and Railway Parade.

Following is discussion on each of the areas together with a summary of the responses received.

2.1 Pine Road Carpark

Currently half of the Pine Road car park has ‘2 hour’ parking restrictions while the remainder is unrestricted. It could be presumed that when the car park was first constructed it would provide parking for shopkeepers, staff and customers.

With the significant increase in the size and popularity of the Mountain High shopping centre and surrounding businesses, together with a significant increase in the number of train commuters, car parking spaces are now at a premium.

Recent surveys indicate train travellers arrive earlier than many shopkeepers and staff in the morning and occupy several of the car spaces within the unrestricted area of the carpark.
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

As a consequence of rail commuters occupying car parking spaces in the Pine Road carpark it appears that staff from the shopping centre, unable to park in the carpark, are parking in High Street.

2.1.1 Pine Road Carpark - Parking Restrictions

It is proposed to alter some of the existing all day parking to ‘4-hour Permit Holders Excepted’ parking for shopkeepers and staff from the Mountain High precinct; some spaces to ‘4-hour’ parking for customers and some to remain unrestricted. This will assist in reducing all day parking by train patrons while still allowing customers using the shopping centre and some staff to park for longer periods. The existing ‘2-hour’ parking area will remain unchanged. (Refer to Appendix A).

2.1.2 Pine Road Carpark - Survey Results

Survey results reveal that the majority of traders/business owners in the area desire a change to parking restrictions within the Pine Road carpark.

Of 71 letters/surveys delivered to businesses in the area,

• 57 responses (80.3%) were received;
• 38 agree to the proposed changes;
• 9 agree to proposed changes, but do not want any unrestricted parking;
• 4 disagree; and
• 6 had no preference.

Conclusively, from the 57 responses received 82.1% of businesses agreed with the proposed changes (although 15.8% preferred not to have any unrestricted zone).

2.2 High Street, Bayswater between Pine Road and Cullis Parade

Recent site inspections indicate that the traders and train travellers, who require all day parking and are unable to find a car space in either the designated railway station carpark or the Pine Road carpark, overflow into High Street. A number of community requests to alter parking conditions have been received, with a view to alleviating congestion and sight distance issues.

2.2.1 High Street – Proposed Parking restrictions

The proposal is for ‘4 hour’ parking restrictions on the south side (even house numbers) of High Street with unrestricted parking on the north side.
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

These restrictions will allow for resident and visitor parking while reducing the congestion in the street. It is proposed that the restrictions will operate between ‘9am and 5pm, Monday to Friday’, so that they do not impact on residents and visitors at night or weekends. (Refer to Appendix B).

Typical ‘hockey stick’ (L-shaped) linemarking will also be installed to restrict parking near driveways and to delineate where parking is permitted.

2.2.2 High Street - Consultation

Letters were distributed to all residents in High Street informing them of the proposed parking restrictions. A plan of the proposal was also provided. No questionnaire was attached as it was felt that there were minimal choices. However, residents were invited to contact Council if they had any queries or concerns about the proposal. No responses were received with respect to the proposed changes.

2.3 James Street Carparks and Railway Parade

The James Street carparks are less utilised during the day with approximately a quarter of their capacity being filled.

When implementing the restrictions in the Pine Road carpark and along High Street, it is proposed that an information package will be provided to train travellers and shop keepers. The package will include information about shared paths, bike parking, bus routes and the location of alternate parking spaces will be included.

The James Street carparks will be suggested as possible alternate parking spaces as they are accessible by constructed footpaths/shared paths and pedestrian operated signals on Mountain Highway, the carparks are well lit and are less than 400 metres and less than 300 metres from the station and from the front of Mountain High respectively.

2.3.1 James Street Carparks - Parking Restrictions

All time restrictions were removed in these carparks, following the last parking review adopted by Council in November 2010. With the potential increase in usage, it is proposed to alter some of the existing all day parking to ‘4-hour Permit Holders Excluded’ parking, ‘9am to 5pm Monday to Friday’ with permit parking for shopkeepers and staff from the north side of Mountain Highway, some spaces to ‘4 hour’ parking for customers and the remainder of the carpark to be left as unrestricted. Some ‘2 hour’ and ‘4 hour’ parking restrictions will also be installed in Railway Parade to provide for customers.

The existing parking restrictions in Mountain Highway and Valentine Street will remain unchanged (refer to Appendix C).
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

2.3.2 James Street Carparks - Survey Results

Of 22 business premises along Mountain Highway, a total of 18 businesses (4 currently up for lease or under development) were consulted about changes to the James Street carparks -

- 7 agree to the proposed changes;
- 4 disagree with the proposed changes;
- 2 had no preference; and
- 5 responses were not received.

It is recommended that, although not all survey responses were received, the parking restrictions should be implemented. Similar projects, such as parking restrictions around Knox Hospital or Boronia Railway Station suggest, although traders/residents in the area are unsure about parking restrictions being implemented now, they will want them later on when parking in the area increases. It is expected the same will occur as a result of changes to the Pine Road carpark and High Street and it is more effective to implement the whole suite of restrictions rather than play catch-up as motorists change their parking habits. While it may be necessary to extend parking restrictions along residential streets as problems occur, changing the James Street restrictions now will give motorists some certainty as to where they can park.

2.4 Pine Road and Myrtle Street, Bayswater

There is currently minimal parking occurring in Pine Road and Myrtle Street and although it is not possible to predict motorists’ parking patterns, it is anticipated that some commuters may consider parking in these streets once the restrictions are implemented in the Pine Road and James Street carparks.

In order to avoid similar parking congestion issues to those experienced in High Street, the installation of some parking restrictions in Myrtle Street and Pine Road is proposed in line with those proposed for High Street.

2.4.1 Pine Road and Myrtle Street - Parking Restrictions

The proposal suggested to residents was for ‘4 hour’ parking restrictions on the west side of Pine Road with unrestricted parking on the east side. Myrtle Street is too narrow to accommodate parking on both sides with a through traffic lane. Therefore the proposal is for ‘No Stopping’ restrictions on the north side of Myrtle Street with unrestricted parking on the south side.

The restrictions would operate between ‘9am and 5pm, Monday to Friday’, so that they do not impact on residents and visitors at night or weekends, however will reduce the potential for congestion in the street. (Refer to Appendixes D and E).
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

At this stage, given the results of the surveys detailed below, it is not proposed to implement any time based restrictions at this time.

2.4.2 Pine Road and Myrtle Street - Survey Results

Of 63 letters/surveys delivered to residents along Pine Road, only 17 responses were received -

- 7 disagree to proposed changes;
- 8 agree to proposed changes; and
- 2 agree to proposed changes, provided the no stopping areas are increased.

Of 30 letters/surveys delivered to residents of Myrtle Street, only 8 responses were received -

- 4 disagree to proposed changes;
- 3 agree; and
- 1 had no preference.

It is proposed that a review of these local roads will be carried out in six months time, after parking in the area has had time to adjust to changed conditions.

The only change currently proposed for Pine Road is to increase the length of the ‘No Stopping’ zone between High Street and Myrtle Street to improve safety around the bend on the approach to High Street. This was requested by a number of the respondents.

2.5 Mountain Highway – North Side between Valentine Street and Railway Parade

When Mountain Highway was duplicated through Bayswater, parking restrictions were installed to provide for short term parking to ensure a high turn over of motorists.

Of particular note, for five of the bays in the middle of the parking strip, the parking restrictions were applicable to 8 pm. As there were restaurants and a fast food shop in this strip of shops, the extended time restriction was provided so customers could access the fast food shop.

Over the years there have been many attempts to highlight these five bays so that motorists are made aware of the longer time of operation. Initially the bays were linemarked with a lime green colour. Over several years the linemarking was repainted yellow, then yellow with crosses through the bays.
8.1 **Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)**

A parking survey undertaken by consultants in July 2010 identified that the yellow line marking was confusing to motorists as yellow linemarking is generally associated with no stopping and/or bus zones. The recommendation at the time was that the crosses be removed and the linemarking be repainted white. It has been observed recently that the bays have since been remarked in yellow.

As there are now more shops requiring short-term parking, more restaurants than when the restrictions were first installed and the added difficulty of trying to alert motorists to the extended operation time of restrictions in the middle of the shopping strip, it is suggested that the extended time restrictions be applicable to the first bays in the strip and that the number of extended time bays be increased from 5 to 7.

Shopkeepers will need to be consulted.

2.6 **Enforcement**

A complaint frequently raised by traders is that ‘there is little point in imposing restrictions if they are not enforced’.

When the time-based parking restrictions are introduced they will need to be supported by additional, visible enforcement.

Consequently, Local Laws rosters will be structured to monitor and enforce the proposed restrictions.

2.7 **Other Considerations**

Throughout Knox there is a significant increase in the demand for car parking spaces. This may be as a result of more people wanting to drive to a railway station or to the shops or visitors to residents in higher density developments parking in the street.

While ideally, Council should encourage people to walk, ride or catch a bus, this increasing demand for car parking is expected to continue.

2.7.1 **Railway Station Carparks**

The State Government is responsible for car parking around railway stations and is constructing a limited number of multi deck carparks at some stations.

Given the proposed future development of Bayswater, a multi deck carpark is not expected within the foreseeable future.

The short term expectation could be that the State Government improves the bus network feeding passengers to and from the station and, long term and when the grade separation is constructed, there are significant improvements made to car parking for railway commuters.
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

2.7.2 Traffic in Local Streets

As available parking areas are taken up more people are parking in residential streets.

Typically, many residential streets within Knox are constructed 7.2 metres wide (to faces of kerb). This width provides sufficient space for motorists to park either side of the road leaving one through traffic lane. While it has been rare in Knox for there to be parking on both sides of the road in these residential streets, there will be an inevitable increase in people parking in the street.

This has not been evident until recently. Motorists have generally been able to drive along a street and not have to wait for oncoming traffic to pass. Some motorists are classifying this as congestion and are requesting that parking be banned on one side of the street so as to allow two lanes of through traffic. Many of the streets being presented as ‘problems’ have low volumes of traffic and the need for motorists to pull in behind parked cars to allow a motorist to pass only occurs occasionally. Provided there is adequate sight distance, motorists having to wait momentarily is not seen as a problem on a local residential street. Parked cars to some extent can actually result in motorists having to travel more slowly, which in residential streets is a desirable outcome.

Where such as High Street the parking on both sides of the road has become continuous and all day, it is reasonable to introduce a partial restriction on one side. This then provides car parking space for residents and their visitors and also opens up gaps in the parked cars where motorists can pull over to wait for on coming traffic to pass.

2.7.3 Future changes to Parking Restrictions

As has occurred recently at major developments such as Angliss Hospital and Knox Private Hospital, the actions of motorists and where they park can be somewhat arbitrary. It is envisaged that the installation of the proposed parking restrictions will inevitably lead to more requests for more parking controls.

This report is being presented to Council to consider the overall Bayswater Shopping precinct. Any further modifications to parking restrictions can be authorised by the Coordinator of Traffic and Transport. The Coordinator of Traffic and Transport, under delegation from the Chief Executive Officer has ‘power to erect, display, place, remove or alter a minor traffic control device that is for the control of stopping or parking vehicles under Part 12 of the Road Safety Road Rules Regulations 2009 3’.
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

3. CONSULTATION

Several letters and surveys were sent out to business owners and residents of the area to ensure all views and concerns were considered in the final decision.

It is proposed that when the parking restrictions are implemented, an information package is distributed to traders and train commuters advising them of the parking restrictions applying to the various carparks and local streets together with other information about alternate means of travel and information about shared paths, bike parking and bus routes.

Discussions have been held with Bicycle Network Victoria (BNV) and they have expressed a keen interest to undertake a localised campaign to promote cycling and the Parkiteer bike parking facility as part of the Council implementation program.

4. ENVIRONMENTAL/AMENITY ISSUES

Changes to parking restrictions in the area around Bayswater Railway Station would have multiple benefits to the community e.g. a reduction in congestion and traffic risks.

It is also anticipated there will be a potential increase of traders and commuters that choose alternate methods of transport to travel to work or the station.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The initial parking signage and installation costs are estimated to be $9,500. An additional ongoing maintenance cost will be involved. Costs will be accommodated within the 2012/13 budget.

6. SOCIAL IMPLICATIONS

Restrictions in the Bayswater area will distribute railway patrons and other all-day parking and provide greater opportunities for all members of the community to access employment, shopping facilities, the railway station and other services.

7. RELEVANCE TO COUNCIL PLAN

The proposed actions are consistent with Dynamic Services and Facilities ‘to continuously improve the capacity of Council’s services and infrastructure to best meet the community’s needs’.
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

8. CONCLUSION

Installation of appropriate time based parking restrictions, effective monitoring of the parking restrictions and a focus on encouraging the use of sustainable or public transport will be beneficial to all patrons of the Bayswater area.

Similar parking restrictions have been used effectively around Boronia Railway Station.

Summary of Proposed Changes to Parking Restrictions

Pine Road Carpark

Alter some all day parking to

- 4 hour – Permit Holders Excepted 9am-5pm Mon-Fri
- 4 Hour

High Street - between Pine Road and Cullis Parade

- South side - Install 4 hour parking restrictions
- North side to remain unrestricted
- Install No Standing signs on bend near No 39 High Street

James Street Carparks and Railway Parade

Alter some all day parking to

- 4 hour – Permit Holders Excepted 9am-5pm Mon-Fri
- 4 Hour
- 2 Hour

Pine Road (South of High Street) and Myrtle Street

Review need for parking restrictions within 6 months. Coordinator Traffic and Transport will authorise any necessary signage.

Mountain Highway between Valentine Street and Railway Parade.

Consult with shopkeepers and business owners to determine level of acceptance of proposal to relocate the short term after 5pm parking and increase the number of short term after 5pm parking bays.
8.1 Bayswater Shopping Centre - Review of Parking Restrictions (cont’d)

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Coordinator Transport & Traffic (Ron Crawford)

Report Authorised By: Director – Engineering & Infrastructure (Ian Bell)
Review of parking around Bayswater Railway Station

Pine Road Carpark Proposed Parking Restrictions

LEGEND

(2P) Two hour Parking 9am-5pm Mon-Fri

(4P) Four hour Parking 9am-5pm Mon-Fri

(4P – Permit Holders Excepted) Four Hour Parking 9am-5pm Mon Fri Permit Holders Excepted

Unrestricted parking
Review of parking around Bayswater Railway Station

High Street, Bayswater - Proposed Parking Restrictions

**LEGEND**

- **(4P)** Four hour Parking
  - 9am-5pm Mon-Fri
- Unrestricted parking
- No Stopping
Review of parking around Bayswater Railway Station

James Street Carparks Proposed Parking Restrictions

**LEGEND**

- (2P) Two hour Parking
  9am-5pm Mon-Fri

- (4P) Four hour Parking
  9am-5pm Mon-Fri

- (4P – Permit Holders Excepted) Four Hour Parking
  9am-5pm Mon Fri
  Permit Holders Excepted

- Unrestricted parking
Review of parking around Bayswater Railway Station

Pine Road, Bayswater - Proposed Parking Restrictions

**LEGEND**

--- (4P) Four Hour Parking 9am-5pm Mon-Fri

+++ Bus Zone (8.15am - 9.15am & 3pm – 4pm school days)

- - - Unrestricted parking

- - - - - No Stopping
APPENDIX E

Review of parking around Bayswater Railway Station

Myrtle Street, Bayswater - Proposed Parking Restrictions
8.2 LIBERTY AVENUE - PETITION TO THE ISOLATED TRAFFIC TREATMENT PROGRAM

SUMMARY: Transport & Traffic Engineer (Sylvester Ng)

In response to a petition tabled at the May 2012 Ordinary Council meeting, this report reviews residents’ feedback and draws a conclusion on the proposed treatment as part of the Isolated Traffic Treatment (ITT) program in Liberty Avenue, Rowville.

RECOMMENDATION

That Council

1. writes to all residents in Liberty Avenue, Rowville, between Halsbury Drive and Buckingham Drive informing them that, after considering community feedback, Council will not be proceeding with the introduction of Isolated Traffic Treatments (ITTs) at this time; and

2. apply to VicRoads for Blackspot funding to modify the right turn lanes in Napoleon Road between Wellington Road and Kelletts Road

1. INTRODUCTION

Council at its meeting on 29 May 2012 received a petition signed by 14 signatories. It expressed concerns with the proposed Isolated Traffic Treatment (ITT) on Liberty Avenue, Rowville. The petition states that the respondents do not support the proposal.

2. DISCUSSION

During the 2011/2012 financial year, Council has developed an Isolated Traffic Treatment (ITT) Program as a means to curb undesirable speeds, reduce irresponsible driver behaviour and minimise potential crashes in residential streets. The aim of ITTs is to modify the behaviour of irresponsible motorists by slowing them at localised accident or potential accident sites.

Liberty Avenue between Halsbury Drive and Buckingham Drive was identified as a section of road that could be treated under Council’s ITT Program.

After consideration of road width, length of the road section, spacing between treatments, topography, street lighting and access for larger vehicles (garbage trucks/emergency vehicles/buses), it was proposed that the most appropriate treatment would be a series of speed cushions with kerb outstands. A sketch showing the proposed location of the devices is attached in Appendix A.
8.2 Liberty Avenue - Petition to the Isolated Traffic Treatment Program (cont’d)

In early May 2012, Council started public consultation on the proposal and residents of the street were consulted by letter drop to the thirty (30) properties fronting this section of Liberty Avenue. A questionnaire was attached to the letters and residents were asked to return the questionnaire to voice their views.

A petition was subsequently tabled at the May 2012 Council meeting. It is noted that 14 properties are represented on the petition, or 47% of the affected properties in Liberty Avenue.

The letter accompanying the petition stated that there are two main concerns regarding the proposed speed cushions. They believe that there will be a substantial increase of noise generated by vehicles travelling over the traffic devices.

They also believe that the cushions with kerb outstands will bring detrimental changes to the existing street views along this section of Liberty Avenue and an unacceptable reduction in on-street car parking in the vicinity of the speed cushions.

The petitioners suggested that Council might consider speed cameras and/or reduce the speed limit to 40km/h.

Council works with the Victoria Police and receives favourable consideration from the Police when they are asked to enforce the default residential speed limit of 50km/h. The Police cannot provide constant surveillance of residential streets and when they do target streets it can only be for short periods. They have previously suggested the installation of traffic calming devices in relation to complaints from residents from other streets (40km/h speed limits are only approved, by State Government legislation, in high pedestrian areas such as major strip shopping centres and around schools).

Some residents suggested other treatments such as the installation of a roundabout at the reserve or flashing speed advisory signs.

In addition to the petition several individual responses were received. The total responses, (including the petitioners), are summarised in the following table:

<table>
<thead>
<tr>
<th>Properties consulted</th>
<th>Support</th>
<th>Do not support</th>
<th>No response</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>9</td>
<td>14</td>
<td>7</td>
</tr>
<tr>
<td>100%</td>
<td>30%</td>
<td>47%</td>
<td>23%</td>
</tr>
</tbody>
</table>
8.2 Liberty Avenue - Petition to the Isolated Traffic Treatment Program (cont’d)

While some residents added comments to their response that they were fully in support of the proposal and that it was long overdue, Council’s practice has been that there needs to be demonstrable support of greater than 50% from affected residents before committing to the installation of traffic calming devices. As the results do not indicate significant support, it is recommended that no devices be constructed and that available funds be directed to another ITT location.

The next project listed for consideration under the adopted ITT program is a series of right turn refuges on Napoleon Road between Wellington Road and Kelletts Road. The existing right turn facilities provide for a through lane and a right turn/through lane. It is proposed that the right turn/through lane be converted to a right turn only lane, so there will be a through lane and a dedicated right turn lane.

- The works involves the installation of line marking and raised reflective pavement markers.
- The cost to undertake this work at the four (4) right turn facilities is estimated to be $30,000.
- VicRoads have approved these works.

Recent discussions with VicRoads has identified that this section of Napoleon Road has a BlackSpot intersection (at least 3 casualty accidents over the last 5 years) and is a black length (at least 0.2 casualty accidents per kilometre per annum over the last 5 years) and may be eligible for BlackSpot funding under the Federal Government’s BlackSpot program. Applications for BlackSpot funding close in August for the 2013/14 financial year.

Council’s Construction Unit has identified that some reconstruction/resheeting works are needed in Napoleon Road and these will be undertaken in the coming financial year. The extent of the reconstruction/resheeting works is to be quantified but if the works include any of the intersections, the dedicated right turn lanes will be incorporated in the works.

As there is a possibility for BlackSpot funding (VicRoads) and for rehabilitation works (Council) to be undertaken in the coming months, it would be desirable to integrate all of the proposed works.

Following the Napoleon Road project on the ITT priority listing is a right turn facility for Glenfern Road/Parkview Drive intersection. Council has recently been advised that it has been successful in its bid for BlackSpot funding for a right turn facility at this intersection. Works will be programmed within the next six months.
8.2 Liberty Avenue - Petition to the Isolated Traffic Treatment Program (cont’d)

3. CONSULTATION

Comments were sought from the residents of Liberty Avenue, between Halsbury Drive and Buckingham Drive, by means of a letter and a questionnaire.

Councillor Pearce was invited to, and attended, a meeting with some residents in relation to this proposal.

Residents will be informed of the outcome of this report.

4. ENVIRONMENTAL/AMENITY ISSUES

Council is seeking to continue to maintain a balance between the need for access, parking and amenity. While the ITT Program aims to encourage responsible driving behaviour, other considerations such as environmental impacts need to be factored into the decision making process.

5. FINANCIAL & ECONOMIC IMPLICATIONS

No cost is involved with the termination of the proposal.

6. SOCIAL IMPLICATIONS

Council has considered the social impacts such as streetscape that the proposal may bring to the neighbourhood.

7. RELEVANCE TO COUNCIL PLAN

The proposed actions are consistent with Sustainable Communities – Healthy, Connected Communities providing a safe place to live by ‘members of the community (residents and visitors) demonstrating consideration for others’.

8. CONCLUSION

Council’s current practice requires greater than 50% support from affected residents before committing to the installation of traffic management devices.

As resident feedback shows only 30% support the proposed works should be deferred and the affected residents informed of Council’s decision.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

Report Prepared By: Transport & Traffic Engineer (Sylvester Ng)

Report Authorised By: Director – Engineering & Infrastructure (Ian Bell)
9.1 KNOX MULTICULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE REVIEW JUNE 2012

SUMMARY: Community Development Officer – Diversity (Belinda Gillam)

The Knox Multicultural Advisory Committee was established in March 2009 to provide Council with advice on multicultural issues and promote greater awareness and understanding in the local community of cultural diversity in Knox. A community round table was held in April 2008 to discuss the proposed Advisory Committee and the original Terms of Reference were endorsed by Council in May 2008.

This report provides a review of the Committee’s function over the past two years, its Terms of Reference and makes recommendations for the future of the committee and its operations.

RECOMMENDATION

That Council

1. Approve the continuation of the Knox Multicultural Advisory Committee for a further two years; and

2. Adopt the revised Terms of Reference for the Knox Multicultural Advisory Committee as contained in Appendix A.

1. INTRODUCTION

The Knox Multicultural Advisory Committee (KMAC) was established in March 2009 to provide Council with advice on multicultural issues and promote greater awareness and understanding in the local community of cultural diversity in Knox. A community round table was held in April 2008 to discuss the proposed Advisory Committee and the original Terms of Reference were endorsed by Council in May 2008.

According to the current Terms of Reference, the committee will sunset in June 2012 unless Council endorses a recommendation to continue the Committee’s role for a further period. A review of KMAC has been undertaken, with feedback invited from Councillors, organisational representatives and community members who have been members of the Committee since the last review was held in June 2010.

This report provides a review of the Committee’s function over the past two years, the Terms of Reference and makes recommendations for the future of the committee and its operations.
9.1 Knox Multicultural Advisory Committee Terms of Reference Review June 2012 (cont’d)

2. DISCUSSION

Discussion was held during the April 2012 KMAC meeting regarding the forthcoming review of the committee. In May 2012, Councillors, organisational representatives and community members of Knox Multicultural Advisory Committee over the past two years were invited to respond to a series of questions regarding their experiences on the committee during that period, and their recommendations for the future. Written submissions were received from a number of organisational representatives and community members.

2.1 Committee Achievements July 2010 – June 2012

Some of the key achievements of KMAC over the past two years have included:

- Assistance to guide the development of Council's first multicultural strategic plan. The Committee recommended that the local multicultural community be consulted regarding the issues which affect them and how they could be addressed. Their responses were considered together with current research into relevant government policies and plans to develop the Knox City Council Multicultural Strategic Plan 2012–17 which was endorsed by Council in February 2012.

- Input into several Knox City Council Strategic Plans including the Knox Arts Plan, Knox Open Space Plan, Knox Integrated Transport Plan, Knox Youth Plan and Knox Community Safety Plan.

- Discussion and advice to Council regarding opportunities for further developing community engagement with multicultural residents living in Knox, including planning for multicultural activities within local festivals and improved information resources for new residents.

- Establishment of a Multicultural Civic Reception, held in November 2011, to further facilitate communication between Council and multicultural community leaders.

- Discussion and advice to Council regarding a range of key issues affecting the multicultural community in Knox and beyond, including support for skilled migrants and asylum seekers, and strategies to increase engagement of multicultural communities with the Australian Bureau of Statistics Census process.

2.2 Outcomes of the Committee

It is clear from the answers received that all respondents have found their involvement with KMAC to be extremely positive. There was unanimous agreement that all of the stated objectives had been achieved over the past two years, namely:
9.1 Knox Multicultural Advisory Committee Terms of Reference Review June 2012 (cont’d)

- Provide advice and recommendations to Council on multicultural issues;
- Identify issues and opportunities affecting people from multicultural backgrounds;
- Assist Council in the development of policy and action planning in relation to issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities; and
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community.

There were also the following additional benefits noted by several of the respondents:

- Improvement of Council’s public image – The existence of KMAC and adoption of the Knox City Council Multicultural Strategic Plan 2012-17 has been noted by the community. ‘We admire the Council which has taken so much care to seriously think about the welfare and promotion of the different cultural groups in Knox.’

- Building connections between cultural groups and service providers within the Knox community – Many members commented on workshops, activities and services provided to specific cultural groups as a result of connections forged at KMAC or through KMAC endorsed activities.

2.3 Future role of the Committee

All respondents agreed that there was value in continuing KMAC, particularly in relation to monitoring the newly adopted Knox City Council Multicultural Strategic Plan 2012–17 and advocating for increased resources for its implementation. The importance of continuing to build on the good work of the past three years was stressed, with connections built across the multicultural community and with Council. The current Terms of Reference have been revised and amended to include a new objective relating to the Committee’s role in monitoring the implementation of the Knox City Council Multicultural Strategic Plan 2012-17. No other changes are proposed from the existing Terms of Reference.
9.1 Knox Multicultural Advisory Committee Terms of Reference Review June 2012 (cont’d)

3. CONSULTATION

Councillors, organisational representatives and community members who have been members of KMAC since the last review was held in June 2010 were invited to comment on their experiences as Committee members, the achievements of the Committee and the future role of the group. The questions posed to the members were:

- What has/have been the highlight/s of your role on the Advisory Committee during this period?
- Has the committee met its objectives? (Refer to Appendix A Terms of Reference 2. Objectives)
- Do you think there is value in continuing the Knox Multicultural Advisory Committee?
- If yes, are the current Terms of Reference of the Advisory Committee still relevant or would you like to propose any amendments?

Two organisational representatives and six community members responded to the invitation. Their comments, in addition to feedback throughout the year from Advisory Committee members past and present, have provided the evidence base for this report.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues implicated in this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The annual cost of this committee and associated multicultural programs is approximately $52K, consisting of $47K for labour and $5K for program costs including Advisory Committee catering. The Community Development Officer – Diversity is responsible for administrative support for meetings, coordination of the Community Member selection process, minor research proposed by the Committee, integration of information from relevant network meetings, assistance with implementation of the Knox City Council Multicultural Strategic Plan 2012-17, Council reports and liaison with the Knox Inter-faith Network. Should Council endorse an extension of the Committee for a further two years, current financial resources would be sufficient to continue existing programs.

The recently adopted Knox City Council Multicultural Strategic Plan 2012-17 proposes a number of initiatives which require additional resources for implementation, as detailed in its Resource Analysis (Knox City Council Multicultural Strategic Plan 2012-17 Appendix 2). Additional resources will be sought from external funding sources and through future Council budget planning processes from 2013-14 to facilitate the full implementation of the plan.
9.1 Knox Multicultural Advisory Committee Terms of Reference Review June 2012 (cont’d)

6. SOCIAL IMPLICATIONS

The establishment of the Knox Multicultural Advisory Committee has been a positive step towards achieving greater engagement and civic participation of multicultural groups in Knox. It has created a formal structure for the provision of advice and recommendations to Council on multicultural issues, particularly in relation to the five key areas identified in the Knox City Council Multicultural Strategic Plan 2012-17: Communication & Engagement; Social Cohesion; Skilled Migrants; Planning and Advocacy.

Endorsement of a further two year term is recommended to enable Council to continue to receive advice on the implementation of the Knox City Council Multicultural Strategic Plan 2012-17. In addition, the opportunity to continue with face-to-face networking opportunities at Committee meetings will facilitate KMAC community members to continue delivering additional benefits to multicultural residents in Knox as they promote, engage and enable action with their individual communities.

7. RELEVANCE TO COUNCIL PLAN

The vision of the Council Plan 2009–2013 (updated 2010) is to create a safe, healthy and connected community. Knox Multicultural Advisory Committee supports the following key themes and strategies:

Healthy, Connected Communities

- Creating an accessible Knox for all members of our diverse community
- Building community skills, leadership and connections

Culturally Rich & Active Communities

- Respecting and valuing our heritage, background and traditions as expressed through culture and built form
- Encouraging and supporting opportunities for artistic and cultural expression and experience

Dynamic Services & Facilities

- Continually reviewing and improving the quality and effectiveness of Council’s service provision
- Building partnerships and advocating for services and facilities to meet identified community needs

Sustainable Natural Environment

- Providing and maintaining quality public open space and parkland for the Knox community now and into the future
9.1 Knox Multicultural Advisory Committee Terms of Reference Review June 2012 (cont’d)

A Prosperous Modern Economy

- Joining industry and education providers to address skills shortage gaps

KMAC plays a lead role in supporting the first two themes and an enabling role with regards to the remaining themes through formal and informal provision of advice, information and advocacy from a multicultural perspective.

8. CONCLUSION

The Knox Multicultural Advisory Committee plays a valuable role assisting Council’s community engagement with multicultural residents in Knox. It provides critical input into Council’s strategic plans, facilitates communication between Council and multicultural groups and advocates on issues which affect the multicultural community. It has an important ongoing function to fulfil as Council implements the Knox City Council Multicultural Strategic Plan 2012–17.

9. CONFIDENTIALITY

There are no confidential issues pertaining to this report.

Report Prepared By: Community Development Officer – Diversity (Belinda Gillam)

Report Authorised By: Director – Community Services (Kerry Stubbings)
1. PURPOSE
The Knox Multicultural Advisory Committee provides Council with advice on multicultural issues and the promotion of greater awareness and understanding in the local community of cultural diversity in Knox.

2. OBJECTIVES
The objectives of the Committee are to:

- Provide advice and recommendations to Council on multicultural issues;
- Identify issues and opportunities affecting people from multicultural backgrounds;
- Assist Council in the development of policy and action planning in relation to issues and opportunities identified;
- Advocate for increased awareness and understanding of issues and opportunities affecting multicultural communities within Knox;
- Assist Council with its communication, consultation and engagement with multicultural communities; and
- Assist Council to promote and celebrate the benefits of cultural diversity in Knox and to build connections between different cultural groups within the Knox community.

- Assist Council to monitor the implementation of the Knox City Council Multicultural Strategic Plan 2012-17.
3. **MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

The Committee shall comprise the following:

- A maximum of twelve community members;
- A maximum of two Councillors and one substitute;
- One representative of the Knox Inter-faith Network; and
- One representative of the Migrant Information Centre;

**Community Members**

- The process to appoint community members will be advertised in the local newspaper, on Council’s internet site and through local networks.

- Eligible community members will have an interest in and understanding of multicultural issues and a personal or professional link with multicultural communities within Knox.

- Previous incumbents will be eligible to re-apply, however continuous membership for longer than four years will not be considered.

- New community members will be selected by a panel comprising a Councillor, a Council Officer and a representative from the Migrant Information Centre.

- Council will be responsible for appointing all community members.

- Casual vacancies which occur due to community members being unable to complete their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents’ terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent’s term.

**Councillors**

- Council will appoint Councillor representation annually.

**Organisational Representatives**

- Knox Inter-faith Network and the Migrant Information Centre Eastern Melbourne will nominate their respective representatives.

**Council Officers**

- Council officers will be nominated to support the committee by the CEO as required to provide advice and administrative support to the committee.
4. **DELEGATED AUTHORITY AND DECISION MAKING**

The Knox Multicultural Advisory Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

5. **MEETING PROCEDURES**

The Knox Multicultural Advisory Committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other’s views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. **CHAIR**

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

Where there is one Councillor representative on the committee that Councillor stands as chair. Where there is more than one Councillor the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

A committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor shall be appointed Chairperson. In the absence of any other Councillor representative/s, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The committee must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet.
7. **AGENDAS AND MINUTES**

The Committee minutes will contain details of the proceedings and resolutions made, they will be clear and self-explanatory and will incorporate relevant reports considered at the meeting.

Minutes will be provided to the Chairperson for approval before being published or distributed and will be formally endorsed at the subsequent meeting.

Agendas and minutes will be prepared and circulated by the responsible Council officer to members in a timely manner, but not less than 48 hours prior to the time fixed for holding the meeting.

8. **VOTING**

When the Committee is unable to determine a matter by consensus, the matter will be determined by a vote.

All members (excluding Council Officers) have voting rights.

Council staff provide support and advice to the Committee and have no voting rights.

In the event of an equality of votes the chairperson has a second vote.

9. **CONDUCT AND INTEREST PROVISIONS**

In performing the role of Advisory Committee member, a person must:

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- commit to regular attendance at meetings; and
- not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.
Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

10. REPORTING

The Committee will provide an annual report to the Council on its activities and achievements in accordance with the objectives stated in these Terms of Reference.

11. ADMINISTRATION SUPPORT

Administration support will be provided by Council’s Community Access and Equity Department.

12. CONTACT WITH THE MEDIA

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

13. SUNSET CLAUSE AND REVIEW DATE

The Committee will conclude in June 2014 unless Council endorses a recommendation to continue the Committee’s role for a further period. If the Committee continues to have a relevant function, a report must be presented to Council prior to June 2014 that includes a review of the committee’s Terms of Reference and seeks endorsement from Council to continue to act in an advisory capacity for a further period.

14. MEALS

The provision of refreshments during the course of an Advisory Committee meeting will be in accordance with the Meals and Beverages for Council Committees Policy.
9.2 COMMUNITY DEVELOPMENT FUND (CDF) POLICY AND TERMS OF REFERENCE

**SUMMARY:** Community Resourcing Officer (Deb Robert)

This report presents the revised Community Development Fund (CDF) Policy and the CDF Evaluation Panel Terms of Reference both of which have been reviewed and updated to reflect best practice in local government grantmaking.

The report outlines the continuing relevance of the Panel and seeks endorsement of its continuation as a Specific Purpose Committee of Council to act in an advisory capacity for a further two year period.

**RECOMMENDATION**

That Council:

1. Adopt the updated Community Development Fund Policy as provided in Attachment B; and

2. Approve the continuation of the Community Development Fund Evaluation Panel for a further two years; and

3. Endorse the Community Development Fund Evaluation Panel Terms of Reference as provided in Attachment D.

**1. INTRODUCTION**

The Community Development Fund (CDF) has been in existence as Council’s community grants program since 1999. The CDF has operated within its original policy framework since then, to ‘develop, enhance and support the involvement of community groups in the provision of a range of services which meet the needs of the community’ (see Attachment A).

In accordance with Council’s ‘Review of Policy Process and Procedures’, the CDF Policy has now been reviewed and redeveloped to bring it up to date and reflect current practice (see Attachment B).

The current CDF grant program guidelines (see Attachment C) have been attached as a key related document to the Policy. These guidelines include reference to the Council Plan 2009-2013 and the Community Health and Wellbeing Strategy and provide the context and details for community grant allocations in Knox.
9.2 Community Development Fund (CDF) Policy and Terms of Reference (cont’d)

2. DISCUSSION

2.1 Community Development Fund Policy

The original purpose of the Community Development Fund (CDF) was to encourage independence and self-determination in community groups with submissions to target community service gaps.

Over the last decade the CDF has supported close to 1000 local projects all of which reflect the Knox community’s varying perspectives on community needs and service gaps.

The revised policy does not alter the intent and process for the CDF grants allocation as it has operated for the last 13 years, or the composition and practice of the CDF Grants Evaluation Panel. However it has been enhanced to provide an appropriate and relevant framework for the current CDF grants processes.

The key proposed changes to the Policy include:

- A clearer description of the scope, purpose and underpinning principles of the CDF program
- Key references to the Council Plan, related Council policies, legislation, definitions of terms and related documents sections have been added
- Matters of process and procedure are referred to related documents, notably the annual CDF guidelines
- Language and format to reflect the evolution in the local government grants environment and Council’s current policy templates.

The revised Policy clarifies the focus of the grant funding to support activities and projects that are a response to identified needs in the Knox community.

It confirms that the broad eligibility requirement for groups is that they be of not-for-profit status or equivalent and specifies a maximum grant limit of $20,000.

2.2 CDF Evaluation Panel Terms of Reference

The updating of the CDF Evaluation Panel Terms of Reference primarily involves the incorporation of the current Conduct and Interest Provisions particularly in relation to the Assembly of Councillor requirements and Conflict of Interest procedures (see Attachment D).
9.2 Community Development Fund (CDF) Policy and Terms of Reference (cont’d)

3. CONSULTATION

In line with Council guidelines the CDF Evaluation Panel was consulted regarding the policy update and revisions at the Panel’s annual reflection meeting in April 2012.

4. ENVIRONMENTAL/AMENITY ISSUES

Not applicable to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Community Development Fund Policy determines the means by which Council allocates more than $200,000 in grant funds directly to not-for-profit, community organisations in Knox. Each year the annual total of grant requests exceeds the allocated budget by an average of 50 percent.

The CDF is incorporated into Council’s annual budget, as a specific item.

To date the budget allocation for community grants has increased incrementally by the annual escalation adjustment, however has varied with contributions from uncommitted Ward Contingency Funds in any one year.

6. SOCIAL IMPLICATIONS

The social implications of the CDF are broad and far-reaching. Grants have supported the viability and vitality of close to 250 diverse community organisations in Knox over the last decade.

In addition to the actual allocation of funding, the CDF grants process also provides a regular interface with community groups and volunteer committees, and insight into issues affecting civic participation and engagement across a broad cross section of the Knox community.

The CDF Evaluation Panel also provides an opportunity for community members to participate in a Council Specific Purpose Committee and to contribute to the decision-making process for community grants allocations.

The involvement of community representatives facilitates transparency and accountability in the grants process, as well as drawing on the experience and perspective of those community members.
9.2 Community Development Fund (CDF) Policy and Terms of Reference (cont’d)

7. RELEVANCE TO COUNCIL PLAN

The CDF policy and the CDF Evaluation Panel Terms of Reference support the following key themes and strategies of the Council Plan 2009-2013 (updated 2010):

Healthy Connected Communities
- Building community skills, leadership and connections
- Knox children and young people nurtured by their families, neighbourhoods and service providers toward optimal health, wellbeing and development
- Supporting older adults to have choice, be valued and enjoy healthy and independent lives

Culturally Rich and Active Communities
- Encouraging and supporting opportunities for artistic and cultural expression and experience
- Ensuring a wide range of sporting and leisure opportunities are readily available within Knox for all members of our community
- Respecting and valuing our heritage, background and traditions as expressed through culture and built form

A Well-Governed & Leading Organisation
- Embracing and demonstrating effective governance
- Employing sound stewardship of the municipality’s finances and assets

These particular themes and strategies of the Council Plan are the most readily identified. However the diversity of projects and activities supported by the Community Development Fund also reflect several other themes in the Council Plan and vary from year to year.

8. CONCLUSION

The Community Development Fund Policy and the CDF Evaluation Panel Terms of Reference have both been reviewed and updated to reflect best practice in local government grantmaking.

The revised documents will ensure that the Community Development Fund continues to make an effective and positive contribution to the achievement of Council objectives and provide a valued and credible interface with community organisations in Knox.
9.2 Community Development Fund (CDF) Policy and Terms of Reference (cont’d)

The CDF Evaluation Panel continues to be a relevant Specific Purpose Committee of Council to provide annual advice to Council on CDF grant allocations and advise on opportunities for continuous improvement in grant processes.

9. CONFIDENTIALITY

There are no confidential issues pertaining to this report.

Report Prepared By: Community Resourcing Officer (Deb Robert)

Report Authorised By: Director – Community Services (Kerry Stubbings)
POLICY SUMMARY SHEET

Policy No.: 1999/46
Date of Operation: 
Date Updated: 26 October 1999
Electronic Ref: 
Sunset/Date Ceases: 

<table>
<thead>
<tr>
<th>Title</th>
<th>Community Development Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Functional Category</td>
<td>Human Services, Community Relations &amp; Social Planning</td>
</tr>
<tr>
<td>Approval</td>
<td>Community Policy</td>
</tr>
<tr>
<td>Responsible Directorate</td>
<td>Service Planning</td>
</tr>
<tr>
<td>Responsible Officer</td>
<td>Rob Crispin</td>
</tr>
<tr>
<td></td>
<td>Manager - Family Services,</td>
</tr>
<tr>
<td></td>
<td>Rob Stephens</td>
</tr>
<tr>
<td></td>
<td>Community Development Officer</td>
</tr>
</tbody>
</table>

Application/Purpose

Knox City Council encourages independence and self-determination in its support of community groups. The tendering of funds to target community service gaps is seen as complementary to the community development principles Council endorses in its Corporate Plan. The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in the provision of a range of services which meet the needs of the community.

CATEGORIES FOR TENDER SUBMISSIONS

- New service, program or project (non recurrent).
- Extension of current program with a view to reviewing the activity at least annually and that no guarantee is provided for continuing support.

Capital items including equipment and minor building modifications will only be considered for funding as a part of a project.

Priority areas will be approved by Council. They will be drawn from Council’s Corporate Plan and based on information obtained through the operation of services.

EVALUATION CRITERIA

An Evaluation Committee will be formed to make recommendations to Council. The Committee, assessment criteria and process will be endorsed by Council.

In the tender submissions, community groups are required to demonstrate:

- that the proposed project will clearly assist the Knox community and meet the goals of Council’s Corporate Plan;
- that cooperation between groups with similar projects has occurred;
- the uniqueness of the proposed project, indicating how it will meet service gaps in the Knox area (as indicated in the priority areas);
1. **PURPOSE**

The purpose of this policy is to guide the annual allocation of the Community Development Fund grants to not-for-profit community organisations in Knox.

The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in activities and projects which respond to identified needs in the Knox community.

2. **CONTEXT**

Each year Council provides funding for the allocation of once-off project grants and annual event grants to not-for-profit community groups. The grants are assessed and allocated in response to the local community needs identified in the submissions received.

The Community Development Fund has been underpinned by the following principles:

- funded projects/activities will provide benefit to the Knox community and help meet Council’s objectives;
- co-operation and collaboration between groups will be encouraged;
- grants processes will be consistent, equitable and transparent;
- grants processes will support and strengthen community groups in developing local solutions to local needs.

3. **SCOPE**

The policy will apply to submissions received and grants allocated in the annual Community Development Fund funding round each year.

The policy does not apply to Council’s Community Operational Funding, the annual donations to the local CFA brigades, the operational grants allocated to Senior Citizens' Clubs or Council’s Ward Contingency Funds.
The policy does not apply to grants allocated to individuals under any other Council programs.

The Community Development Fund program is not designed to supplement, subsidise or replace existing Council Budget allocations.

4. **REFERENCES**

4.1 **Council Plan**
- Healthy, Connected Communities
- Effective Governance
- Partnering and Engaging

4.2 **Relevant Legislation**

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 Health and Wellbeing Strategy
- Knox Vision 2025
- Ward Contingency Fund
- Arts and Cultural Grants
- Community Operational Funding

4.5 **Related Council Procedures**
NIL

5. **DEFINITIONS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council</td>
<td>means Knox City Council, whether constituted before or after the commencement of this Policy.</td>
</tr>
<tr>
<td>Individual(s)</td>
<td>means a resident(s) of the Knox Municipality.</td>
</tr>
<tr>
<td>Community Group(s)/Organisation(s)</td>
<td>means a legal entity which provide services, support or activities to the Knox community.</td>
</tr>
<tr>
<td>Funding Agreement</td>
<td>An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.</td>
</tr>
<tr>
<td>Community Representative</td>
<td>a member of the community appointed by Council to participate in the Evaluation Panel</td>
</tr>
<tr>
<td>Evaluation Panel</td>
<td>Title of the specific purpose committee to provide recommendations to Council on Community Development Fund grants allocations</td>
</tr>
<tr>
<td>Not-For-Profit group</td>
<td>An organisation that does not operate for the profit or gain of its individual members</td>
</tr>
</tbody>
</table>
6. **Council Policy**

6.1 Council will provide an allocation in each annual budget to fund the Community Development Fund Program.

6.2 The Community Development Fund supports and strengthens not-for-profit community organisations in activities and projects which respond to identified needs in the Knox community that align to Council’s objectives.

6.3 Eligibility for grants is limited to not-for-profit incorporated associations and other not-for-profit community organisations with equivalent legal status, and community groups auspiced by either of the aforementioned.

6.4 Eligibility for projects is specified in the annual Community Development Fund Guidelines.

6.5 The Community Development Fund provides grants of up to a maximum of $20,000.

6.6 The annual submission round will be widely publicised and promoted to the Knox community.

6.7 Assessment of submissions will be undertaken by the Community Development Fund Evaluation Panel that will comprise Councillors, Community Representatives and Council officers in accordance with the Community Development Fund Panel Terms of Reference.

6.8 Specific ranking criteria are endorsed by the Panel for utilisation in the project assessment process to establish how recommendations for funding approval are determined.

6.9 A report shall be presented to Council for each funding round (annually) to consider and endorse the recommendations from the Panel.

6.10 Council will host an annual event to acknowledge the allocation of grants to successful applicants.

6.11 All funded projects require a signed funding agreement which will specify relevant accountability requirements relating to the delivery of the project and financial reporting.

6.12 Applications for funding cannot be made retrospectively.

6.13 Any unallocated funds from the Ward Contingency Fund program in any year are to be carried forward and allocated to the Community Development Fund for the following financial year.

7. **Related Documents**

7.1 Community Development Fund Guidelines

7.2 Community Development Fund Evaluation Panel Terms of Reference
These Guidelines are intended to help organisations understand the requirements of the Community Development Fund (CDF) grant application process and the information that needs to be provided in the application forms.

The guidelines outline what your organisation needs to do and what you need to be aware of before making a formal application. Please read them carefully and work through the steps.

The application period for the 2012-13 Community Development Fund grant program opens on Friday 1 June and will close on Wednesday 25 July 2012 at 5pm.

Enquiries regarding the grant program should be directed to Deb Robert or the Community Strengthening Team at cdf@knox.vic.gov.au or on 9298 8818.

Purpose of the Community Development Fund

The Community Development Fund aims to support and strengthen not-for-profit community groups and organisations in developing local solutions to local needs.

Activities and projects submitted to the Community Development Fund should address emerging local issues or support the implementation of the Knox Council Plan 2009-2013 which reflects identified community needs and aspirations.

Council's Community Health and Wellbeing Strategy 2009-2013 identifies priorities to achieve the broad objectives in the Council Plan.

This Strategy identifies nine pillars of community life which have the greatest effect on the health and wellbeing of the community and individuals. A list of identified desirable community outcomes related to each pillar has been included on page two (2) of these guidelines for your information and reference.

Applications to the Community Development Fund should aim to support one of the nine pillars in the Strategy.
desirable community outcomes

The Strategy aspires to a high level of community health and wellbeing in Knox. The achievement of identified community outcomes (as listed below), which are categorised in accordance with each pillar, would show that the pillar is strong in Knox.

healthy living
- prevention and management of disability and disease
- access to high-quality services
- ability to live a quality life
- wellness as opposed to illness
- physical and mental health
- quality natural and built environments

housing choice
- affordable
- accessible
- sustainable
- appropriate
- well located
- good design
- diversity

culture & leisure opportunities
- diversity
- value and preserve local heritage
- structured and unstructured
- active and passive

mobile & accessible community
- integrated transport infrastructure
- ease of travel
- viable public and community transport
- walkable neighbourhoods
- accessible community places and spaces

work fulfilment
- rewarding
- safe
- economic and non-economic
- availability
- balance and flexibility

safe community
- safe neighbourhoods
- freedom from violence and intimidation
- confidence in and access to responsible authorities

For further detail the complete Community Health and Wellbeing Strategy 2009-2013 is available on Council’s website www.knox.vic.gov.au
1. Getting Started with an Application

It is important all groups applying to the Community Development Fund complete each of the following steps.

☑ Make sure all relevant people in your organisation are committed and informed about the project.

☑ Ensure that any incoming committees, staff and volunteers are aware of the project, and what will be required to implement it if a grant is approved, e.g. financial responsibilities and reporting requirements.

☑ Check whether your organisation fits the Eligibility Criteria for a grant in section 3.

☑ Check whether your project fits the Eligibility Criteria in section 3 and Grant Conditions in section 4.

☑ Check the timetable for the grant submission and assessment process in section 7.

NB: Grants cannot be allocated prior Council approval and projects cannot be funded retrospectively, i.e. if a project has commenced before November 2012 it cannot be funded through this grant program.

☑ Use the application form provided and please do not alter the page formatting.

NB: To assist in the processing please do not bind or staple your application and supplementary documents.

☑ Discuss your ideas with a Council’s Community Resourcing Officer and/or attend a Community Development Fund information session.

☑ Answer all questions as completely as possible. If you cannot answer a question please explain why.

NB: Each question asks for a different piece of information. If you find you are repeating yourself please contact us on 9298 8818 or at cdf@knox.vic.gov.au so we can explain further.

☑ Include all requested documents. If you cannot include a requested document please explain why.

NB: Some examples of the documents required are attached to these guidelines.

IMPORTANT:

- Applications that are incomplete or not in the correct format may be disadvantaged in the assessment process.

- Late applications will not be assessed.
2. Getting the Right Advice

Whether your organisation is submitting for the first-time, has previously received a Council grant, or has applied unsuccessfully before, you are strongly advised to discuss your proposed project, service or event with a relevant Council officer or submit an expression of interest form before applying.

An Expression of Interest form is available on the Council website

The Community Resourcing Officer for the Community Development Fund (Deb Robert) can be contacted on ☎ 9298 8818 or via e-mail cdf@knox.vic.gov.au to discuss the likely eligibility of a proposed project, details in the Guidelines and what is required in the Application Form. You can also talk to the Community Resourcing Officer at the “Let’s Work Together” Community Development Fund information sessions;

- Wednesday .......... 9 May ................. 10am to 12noon
- Thursday .......... 17 May ................. 7pm to 9pm
- Monday .......... 4 June ................. 7pm to 9pm
- Friday .............. 15 June ................. 10am to 12noon

All sessions are held at the Knox Civic Centre. Bookings are essential. To register please complete the online booking form on Council’s website or contact Jessica Anson, Community Development Officer, on 9298 8351 or at commskills@knox.vic.gov.au.

You should consider consulting other relevant Council staff about projects relating to specific groups or activities in Knox, e.g. Youth, Culture & Arts, Healthy Ageing, etc. They may be able to advise on any other similar projects, and/or alternative approaches, or provide appropriate Council information. The Community Resourcing Officer can advise about who to talk to and how staff can best be contacted.

Other Government departments or community agencies may also be a source of information that can help support your application and provide opportunities for additional or alternative resourcing.
3. Eligibility Criteria

Tick off the following criteria to ensure your organisation and project are eligible.

**Your organisation needs to:**

- Provide direct services or support or benefit to people living in the City of Knox.
- Be 'not for profit', that is, does not exist to make money other than to keep the group going.
- Have a Committee of Management or similar that can accept responsibility for a grant, ensure that the project is carried out, and meet the evaluation & reporting requirements.
- Have an Australian Business Number or be prepared to fill out a 'Statement by Supplier' declaration form from the Australian Taxation Office.  
  *NB: Organisations do not have to be registered for GST however applicants must have either an Australian Business Number (ABN) or provide a Statement by Supplier declaration available from the Australian Tax Office.*
- Be incorporated, a company Limited by Guarantee or similar, or be under the auspice of another organisation which meets any of these criteria  
  *NB: An auspice organisation is obligated to ensure that the funding is expended within the requirements of the application and funding agreement. The auspice organisation receives all grant payments.*

**Your proposed project should:**

- Target a demonstrated need within the community in Knox; this need can be social, recreational, cultural, economic or other;
- Clearly support one of the nine pillars within the Knox Community Health and Wellbeing Strategy 2009-2013. *(See page 1 for further explanation.)*
- Have well-defined outcomes and be clear about what is to be achieved;
- Clearly indicate why financial support from Council is needed and what other sources of funding your organisation receives, from Council or other sources;
- Be able to start and finish within twelve months of receiving the grant. If, however it is proposed for longer than twelve months' duration, the project should be divided into 6-month phases and be able to show that the project can be self-supporting by the end of the grant period;
- Not be primarily a fund-raising event, e.g. raffle prizes
- Not be for capital works, such as fixed playground equipment or major structural building improvements;
- Not be an activity that Council regards as the responsibility of another level of government, e.g. activities/services within the state school system or the public hospital system.
4. The Grants and the Grant Conditions

The Community Development Fund provides grants in three categories.

Category 1 - up to and including $2,000
Category 2 - more than $2,000 up to $20,000
Category 3 - up to $5,000 for annual community events established for more than 3 yrs

- Grants are generally considered for one-off annual projects
- Grants may be considered for projects undertaken over a period of up to three years. Such projects need to present a project plan with clear objectives and outcomes in 6-month stages and a reducing annual grant requirement. NB: Funding cannot be guaranteed each year. Funding for such projects will be provided on an annual basis with subsequent funding conditional on achieving stated outcomes and a further application for each phase.
- Projects which involve collaboration with other organisations and services, share resources within the community, and use the services of volunteers will be favourably considered.
- All applicants must show a community need for their project and the financial need for a grant.
- Organisations or groups may submit up to three applications for separate and distinct projects. Each project must be detailed on separate application forms.
- Where possible Council aims to fund successful organisations to the amount requested on their applications. However this depends on the Community Development Funds available, the number of submissions and the extent to which the project meets the assessment criteria.
- Successful applicants that are registered for the GST will receive the approved grant allocation plus GST of ten per cent (10%).
- If your organisation has previously received a Community Development Fund grant it must have satisfactorily accounted for the expenditure and use of all allocated funds.
- Organisations that are successful in receiving a grant are required to enter into a funding/service agreement with the Council.
- Successful applicants will be invited to attend a cheque presentation event at a specified date at the Council offices.
- At the end of the project, your organisation must provide a report indicating what the project achieved, your evaluation of the project, and details of how the grant was spent.
- Any variation to the project plan, particularly a change in intended grant expenditure, must be discussed with and approved by the Community Resourcing Officer in advance.
### Types of Projects

The list below indicates a range of project aims and issues that can be addressed by making Council grants available to community groups in Knox. *They are a guide* to what will be considered, however Council priorities may vary in response to strategic objectives in the Community Health and Wellbeing Strategy 2009-2013.

<table>
<thead>
<tr>
<th>Developing recreation, leisure and/or social support activities that involve people who may otherwise be isolated</th>
<th>Connecting residents with services and information that contribute to a healthy and cohesive community</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assisting families and individuals to be strong, positive and resilient</strong></td>
<td><strong>Implementing strategies that assist people with a disability</strong></td>
</tr>
<tr>
<td><strong>Supporting the participation of young people in local activities and initiatives</strong></td>
<td><strong>Promoting the reduction of domestic violence/family violence</strong></td>
</tr>
<tr>
<td><strong>Building supportive partnerships to help sustain community activity and interaction</strong></td>
<td><strong>Supporting and celebrating the contribution that volunteers make to community services</strong></td>
</tr>
<tr>
<td><strong>Improving community awareness about food security and healthy eating</strong></td>
<td><strong>Assisting in community safety strategies through community information and involvement</strong></td>
</tr>
<tr>
<td><strong>Acknowledging diversity and promoting a culturally enriched community</strong></td>
<td><strong>Encouraging life learning and skills development in Knox</strong></td>
</tr>
<tr>
<td><strong>Foster community participation in the arts</strong></td>
<td><strong>Assisting &amp; supporting the promotion of healthy ageing for Knox residents.</strong></td>
</tr>
<tr>
<td><strong>Building capacity of groups and effective community committees</strong></td>
<td><strong>Broadening community understanding of indigenous issues and culture in Knox</strong></td>
</tr>
</tbody>
</table>
## 5. The Grant Application and Assessment Process

The following is the anticipated timetable of events planned for the Community Development Fund Grant Program for 2012-13. It may be subject to some variation depending on the number and nature of applications received.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date (2011)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants Program for 2012-13 commences.</strong></td>
<td>April</td>
</tr>
<tr>
<td>Promoted through local papers, community magazines, Council website</td>
<td></td>
</tr>
<tr>
<td>and posters.</td>
<td></td>
</tr>
<tr>
<td><strong>Submission period opens.</strong></td>
<td>Friday 1 June</td>
</tr>
<tr>
<td>Advertised in local papers. Application forms and guidelines are</td>
<td></td>
</tr>
<tr>
<td>available from Knox City Council customer service centres or from</td>
<td></td>
</tr>
<tr>
<td><strong>Community Development Fund information sessions</strong></td>
<td></td>
</tr>
<tr>
<td>All sessions are held at the Knox Civic Centre, 511 Burwood Highway,</td>
<td></td>
</tr>
<tr>
<td>Wantirna South.</td>
<td></td>
</tr>
<tr>
<td>Attending an information session will provide the opportunity to</td>
<td></td>
</tr>
<tr>
<td>strengthen your project application potential. Our facilitator will</td>
<td></td>
</tr>
<tr>
<td>walk you through the eligibility criteria, guidelines, application</td>
<td></td>
</tr>
<tr>
<td>form and evaluation requirements. Please advise of any additional</td>
<td></td>
</tr>
<tr>
<td>requirements that may assist you in attending. (e.g. Auslan or</td>
<td></td>
</tr>
<tr>
<td>community interpreter, attendant carer, alternative transport</td>
<td>Wednesday 25 July,</td>
</tr>
<tr>
<td>options, dietary needs, hearing loop, etc.)</td>
<td>5pm</td>
</tr>
<tr>
<td><strong>Submission period closes.</strong></td>
<td></td>
</tr>
<tr>
<td>Applications must be submitted online or delivered to Knox Civic</td>
<td></td>
</tr>
<tr>
<td>Centre, 511 Burwood Highway, Wantirna South by 5pm. NB: Faxes and</td>
<td></td>
</tr>
<tr>
<td>email submissions will not be accepted.</td>
<td></td>
</tr>
<tr>
<td><strong>Acknowledgement Letters sent out</strong></td>
<td>Wednesday 25 July,</td>
</tr>
<tr>
<td>All applicants will get confirmation of receipt of applications.</td>
<td>5pm</td>
</tr>
<tr>
<td>Where there is a query about information provided, a registered</td>
<td></td>
</tr>
<tr>
<td>letter will be sent requiring clarification or further documents</td>
<td></td>
</tr>
<tr>
<td>within 10 days.</td>
<td></td>
</tr>
<tr>
<td><strong>Review Process</strong></td>
<td>August - September</td>
</tr>
<tr>
<td>The Community Development Fund Evaluation Panel assess the</td>
<td></td>
</tr>
<tr>
<td>applications and make recommendations to Council for the allocation</td>
<td></td>
</tr>
<tr>
<td>of the grants. The Panel comprises two Knox Councillors, two council</td>
<td></td>
</tr>
<tr>
<td>officers, and two community representatives.</td>
<td></td>
</tr>
<tr>
<td><strong>Panel recommendations referred to Council for approval.</strong></td>
<td>Tuesday 27 November (tbc)*</td>
</tr>
<tr>
<td><strong>Notification of the outcome by letter to all applicants</strong></td>
<td>Friday 30 November (tbc)*</td>
</tr>
<tr>
<td>All applicants will be advised in writing of the outcome of their</td>
<td></td>
</tr>
<tr>
<td>application.</td>
<td></td>
</tr>
<tr>
<td><strong>Cheques presented to successful applicants at a function</strong></td>
<td>Wednesday 19</td>
</tr>
<tr>
<td>(subject to provision of service agreements &amp; any other required</td>
<td>December (tbc)*</td>
</tr>
<tr>
<td>documents).</td>
<td></td>
</tr>
</tbody>
</table>

*Council meeting & cheque presentation event dates may change*
6. Privacy of Information

As part of the Information Privacy Act Statement of Consent, Council collects information from Community Development Fund applicants for the purpose of registering and administering grant applications for 2012-13. The information may also be used to send you information and to ascertain satisfaction with our services.

The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes.

7. Accessible Information

Please advise Cheryl Watt on 9298 8312 or cdf@knox.vic.gov.au of any additional requirements that may assist you in accessing grant information or attending grant information sessions. Upon request, information can be made available in large print or audio formats.

8. Checklist

Before sending in your application please go through the following check list and ensure your organisation has:

☐ Obtained and read the application form.

☐ Consulted with the relevant council officers, and any other people or agencies that may be helpful.

☐ Attended a Community Development Fund information session *(recommended but not compulsory)*

☐ Completed all the required sections on the application form

☐ Ensured that any required supplementary material is attached to your completed application form in a format that can be easily copied, *i.e. not stapled, bound or in plastic sleeves etc*

Applications will not be accepted after 5pm on Wednesday 25 July 2012.

Online applications – If you intend to lodge an online application on the closing day please ensure you allow adequate time to download and attach forms.

Hard copy applications should be submitted in a sealed envelope clearly marked

Community Development Fund Application 2012-13

and delivered to Knox City Council

511 Burwood Highway

WANTIRNA SOUTH VIC 3152

NB: It is your responsibility to ensure that any posted applications reach Council before 5pm Wednesday 25 July 2012.

Faxed or emailed copies cannot be accepted, and late or incomplete applications will not be considered.
9. Examples of Supplementary Information Required

Current membership/client list by postcode

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Number of Members living in that postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>3152</td>
<td>3</td>
</tr>
<tr>
<td>3153</td>
<td>6</td>
</tr>
<tr>
<td>3154</td>
<td>8</td>
</tr>
<tr>
<td>3155</td>
<td>1</td>
</tr>
<tr>
<td>3156</td>
<td>1</td>
</tr>
<tr>
<td>3177</td>
<td>5</td>
</tr>
<tr>
<td>3178</td>
<td>4</td>
</tr>
<tr>
<td>3179</td>
<td>22</td>
</tr>
<tr>
<td>3180</td>
<td>4</td>
</tr>
<tr>
<td>3243</td>
<td>14</td>
</tr>
<tr>
<td>3343</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>80</td>
</tr>
</tbody>
</table>

- Do not include any personal or identifying information about your members/clients.
- Provide the number of members/clients living in each postcode
- Include ALL of your members/clients – not just those living in Knox.

Statement by Supplier declaration

Organisations do not have to be registered for GST however applicants must have either an Australian Business Number (ABN) or provide a Statement by Supplier declaration. You can download the form from the Australian Tax Office [here](http://www.ato.gov.au/businesses/content.asp?doc=/content/38509.htm).

Example:

![Image of Australian Government Australian Taxation Office form](image_url)

How to complete the statement:

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place a $ in ALL applicable boxes.

Section A: Supplier details

1. Your name?

2. Your address?

3. Your reason(s) for not quoting an ABN? Please $ in the appropriate boxes.

The payer is not making the payment in the course of carrying on an enterprise in Australia.
Evidence of continued Incorporation

The easiest way to show that your incorporation status is up to date is by providing a screen print from the Consumer Affairs Victoria 'Search Incorporated Associations Register' webpage - https://online.justice.vic.gov.au/cav/br-search-criteria?mode=iaextr.

NB: You do NOT need to purchase an extract. A screen print is sufficient.

Example:

![Screenshot of Incorporation Results](image)

Evidence of continued Registration for a Company Limited by Guarantee

The easiest way to show that your Company's registration is up to date is by providing a copy of an ad hoc company statement. An ad hoc company statement shows the company's status as at the date the statement is requested. You can obtain one for free by phoning the Australian Securities and Investment Commission (ASIC) on Ph. 1300 300 630 and requesting one be posted to you.
Evidence of GST, DGR & ITEC status

The easiest way to show your
- Goods & Services Tax (GST)
- Deductible Gift Recipient (DGR) &
- Income Tax Exempt Charity

Search for your Australian Business Number (ABN) and you will be presented with a screen similar to below.

```
ABN: 29 871 636 790

View ABN history

Last modified: 02 Nov 2009
ABN status: Active from 02 May 2000
Entity name: KNOX INFOLINK INC
Entity type: Other Incorporated Entity

GST registration:
- Effective from 01 Jul 2000

Main business location:
- State: VIC
- Postcode: 3155

Trading name(s):
- KNOX INFOLINK INC

Deduction:
- Tax Concession status: KNOX INFOLINK INC is a Public Benevolent Institution and is endorsed to access the following tax concessions:
  - GST Concession
    - From: 01 Jul 2005
    - Effective: 01 Jul 2005
  - Income Tax Exemption
    - From: 01 Jul 2005

Deductible Gift Recipient: KNOX INFOLINK INC is endorsed as a Deductible Gift Recipient from 01 Jul 2000. It is covered by Item 1 of the table in section 36-15 of the Income Tax Assessment Act 1936.

Important: Please read Deductible Gift Recipient (DGR) information before making a gift.
```

2012-13 Community Development Fund Guidelines Enquiries to cdf@knox.vic.gov.au or 9298 8818.
**Project Budget**

Please use the following budget format when completing the on-line application form.

<table>
<thead>
<tr>
<th>PROPOSED EXPENDITURE FOR YOUR PROJECT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs/fees (Specify $ per hr x no. of hour, attach calculation if necessary):</td>
<td>$</td>
</tr>
<tr>
<td>Materials/Equipment (Specify detail, attach calculation if applicable):</td>
<td>$</td>
</tr>
<tr>
<td>Equipment hire charges (Specify detail, attach calculation if applicable):</td>
<td>$</td>
</tr>
<tr>
<td>Venue hire (Specify detail, attach calculation if applicable):</td>
<td>$</td>
</tr>
<tr>
<td>Promotional costs (Specify detail, attach calculation if applicable):</td>
<td>$</td>
</tr>
<tr>
<td>Public liability insurance:</td>
<td>$</td>
</tr>
<tr>
<td>Administration (Specify detail, attach calculation if applicable):</td>
<td>$</td>
</tr>
<tr>
<td>Other costs (Specify, attach detail/explanation if necessary):</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total anticipated project expenditure (A) $**

<table>
<thead>
<tr>
<th>PROPOSED INCOME SOURCES FOR YOUR PROJECT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteers (staff costs):</td>
<td>$</td>
</tr>
<tr>
<td>Materials:</td>
<td>$</td>
</tr>
<tr>
<td>Equipment or Venue hire:</td>
<td>$</td>
</tr>
<tr>
<td>Promotional costs:</td>
<td>$</td>
</tr>
<tr>
<td>Public liability insurance:</td>
<td>$</td>
</tr>
<tr>
<td>Administration:</td>
<td>$</td>
</tr>
<tr>
<td>Other costs:</td>
<td>$</td>
</tr>
</tbody>
</table>

**Fundraising activities:** $  
**Donations of funds:** $  
**Grants (other than Community Development Fund) (Specify detail):** $  
**Other income (Specify detail):** $  

**Community Development Fund grant:** $  

**Total anticipated project income (B) $**
1. PURPOSE

The Community Development Fund Evaluation Panel (the ‘Panel’) exists to:

- Annually assess applications for Council’s Community Development Fund grants and to make recommendations to Council regarding the allocation of the grants budget in accordance with Council’s Community Development Fund Policy.

- Evaluate the ongoing implementation of the Community Development Fund at the conclusion of each funding round and recommend any appropriate changes in policy and procedure to Council.

2. OBJECTIVES

The objectives of the Panel are to:

- Ensure that Community Development Fund grants are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council’s Community Development Fund Policy.

- Advise Council on the recommended allocation of funding under the Community Development Fund.

- Ensure that the annual recommended Community Development Fund grant allocations support relevant Council policies, programs and strategies.
3. **MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

The Committee shall comprise the following:

- Two (2) Councillors who will have voting rights
- Two (2) community representatives who will have voting rights
- Two (2) Council support officers participate in the Committee through provision of advice and administrative support and do not have voting rights.

The annual meeting to review the preceding grant process may include the Councillors and community representatives from that period to facilitate the crossover of ideas.

**Community Members**

- Community representatives will be appointed to the Panel for a period of four (4) years based on a registration of interest and selection process.
- Successive re-applying is permitted as part of the Council Committee recruitment and selection process.
- Incumbent Panel Community Representatives reapplying for a successive term can be appointed for a period of two (2) years.

- Vacancies for community positions on the Panel will be advertised in local newspapers and on Council’s website.
- New applicants will be required to submit an application addressing specified selection criteria and to attend a selection panel interview upon request.
- The selection panel will consist of Council staff and Councillors who are current representatives on the Panel, and will make recommendations of appointment of community representatives to Council.
- Previous community representatives may re-apply via the advertised process.

**Councillors**

- Council will appoint Councillor representation annually.
- The Mayor, by virtue of the Office, is ex officio member of any committee which may be established by Council from time to time. The Mayor has no voting rights as an ex officio member of the Panel.

**Council Officers**

- Council officers will be nominated to support the committee by the CEO as required to provide advice and administrative support to the committee.
4. **DELEGATED AUTHORITY AND DECISION MAKING**

The Panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

5. **MEETING PROCEDURES**

The Panel will meet approximately 4-5 times, predominantly during the submission assessment period.

To proceed with a meeting a minimum of four (4) members are required to be present, including one (1) Council officer and one (1) Councillor.

The Panel is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other’s views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. **CHAIR**

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

Where there is one Councillor representative on the committee (Panel) that Councillor stands as chair. Where there is more than one Councillor the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

A committee (Panel) may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor shall be appointed Chairperson.

The committee (Panel) must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on Council’s intranet.
7. **AGENDAS AND MINUTES**

The Panel minutes will contain details of the proceedings and resolutions made, they will be clear and self-explanatory and will incorporate relevant reports considered at the meeting.

Minutes will be provided to the Chairperson for approval before being published or distributed and will be formally endorsed at the subsequent meeting.

Agendas and minutes will be prepared and circulated by the responsible Council officer to members in a timely manner, but not less than 7 days prior to the time fixed for holding the meeting.

8. **VOTING**

When the Panel is unable to determine a matter by consensus, the matter will be determined by a vote.

Councillors and community members have voting rights.

Council staff provide support and advice to the Panel and have no voting rights.

In the event of an equality of votes, the Panel should endeavour to achieve consensus through discussion and further consideration of the applications.

Where an outcome is not resolved, the Chairperson will have a second vote.

9. **CONDUCT AND INTEREST PROVISIONS**

In performing the role of Advisory Committee (Panel) member, a person must:

- act with integrity;
- impartially exercise his or her responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or disadvantage on any person;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- commit to regular attendance at meetings; and
- not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Panel will potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.
Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

10. **REPORTING**

The Panel will provide its recommendations as an annual report to the Council.

11. **ADMINISTRATION SUPPORT**

Administration support will be provided by relevant officers in Council’s Community Services directorate.

12. **CONTACT WITH THE MEDIA**

Contact with the Media by the Panel members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Panel.

13. **SUNSET CLAUSE AND REVIEW DATE**

The Panel will conclude in **June 2014** unless Council endorses a recommendation to continue the Panel’s role for a further period. If the Panel continues to have a relevant function, a report must be presented to Council prior to June 2014 that includes a review of the Panel’s Terms of Reference and seeks endorsement from Council to continue to act in an advisory capacity for a further period.

14. **MEALS**

The provision of refreshments during the course of Panel meetings will be in accordance with the Meals and Beverages for Council Committees Policy.
ATTACHMENT E

TERMS OF REFERENCE

COMMUNITY DEVELOPMENT FUND EVALUATION PANEL

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Community Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer</td>
<td>Community Resourcing Officer</td>
</tr>
<tr>
<td>Committee Type</td>
<td>Specific Purpose</td>
</tr>
</tbody>
</table>

1. PURPOSE

The Community Development Fund Evaluation Panel exists to:

- Annually assess applications for Community Development Fund grants and to make recommendations to Council regarding the allocation of the grants budget.
- Evaluate the ongoing implementation of the Community Development Fund at the conclusion of each funding round and recommend to Council as required.

2. OBJECTIVES

- To ensure that grants are assessed in a fair and transparent manner in the best interests of the Knox community.
- To advise Council on the allocation of funding under the Community Development Fund.
- To work with Council officers to ensure that the annual Community Development Fund grant allocations support relevant Council policies, programs and strategies.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership will comprise two (2) Councillors and two (2) community representatives who will have voting rights and two (2) Council support officers who will not have voting rights.
The Mayor, by virtue of the Office, is ex officio member of any committees which may be established by Council from time to time. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the committee.

The annual meeting to review the preceding grant process may include the Councillor and community representatives from that period to facilitate crossover of ideas.

**Period of Membership**

- Councillors are appointed annually by Council
- New community representatives will be appointed for a period of four (4) years and those reapplying will be appointed for a period of two (2) years. Successive re-applying is permitted by current CDF Panel Community Representatives as part of the Council Committee recruitment and selection process.¹
- Council staff will be appointed by the Chief Executive Officer or Director Community Services to provide administrative support and advice to the Panel.

**Method of Appointment for Community Representatives**

At the conclusion of a community member’s four (4) year term a registration of interest and selection process will be undertaken.

Vacancies for community positions on the Panel will be advertised in local newspapers and on Council’s website.

New applicants will be required to submit an application addressing specified selection criteria and to attend a selection panel interview upon request.

The selection panel will consist of Council staff and Councillors who are current representatives on the Community Development Fund Panel, and will make the appropriate recommendations of community representatives to Council.

Previous community representatives may re-apply via the advertised process.

Council will formally appoint new community members to the Panel on completion of the selection process.

**4. DELEGATED AUTHORITY AND DECISION MAKING**

The Evaluation Panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
5. **MEETING PROCEDURES**

Panel meetings will be generally conducted in accordance with the meeting procedure principles of Part D, Section 3 of Council’s Procedural Matters Local Law 2002. This section provides that Division 1 of the Local Law applies to the conduct of these meetings with any necessary modifications.

Approximately 4-5 Panel meetings will be held, predominantly during the submission assessment period.

To proceed with a meeting a minimum of five (5) members are required to be present, including one (1) Council officer and one (1) Councillor.

6. **CHAIRPERSON**

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

The chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

If the Chairperson is not present at a meeting, the other Councillor representative shall be appointed Chairperson.

7. **AGENDAS AND MINUTES**

Agendas and Minutes must be prepared for each meeting of the Panel. The Agenda must be provided to members of the Panel not less than 48 hours before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting to be kept.

The minutes of a meeting of the Community Development Fund Evaluation Panel must:

a) Contain details of the proceedings and resolutions made

b) Be clearly expressed

c) Be self-explanatory

d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the Chair before being published or distributed and then formally endorsed at the subsequent meeting.

Agendas and minutes are to be made available on the Intranet. Minutes are to be made available to the public, unless the Panel resolves that particular reports, attachments or details of decisions are confidential in nature.
8. **VOTING**

Councillors and community members have voting rights.

Council staff provide support and advice to the committee only and have no voting rights.

In the event of an equality of votes, the Panel should endeavour to achieve consensus through discussion and further consideration of the applications.

Where an outcome is not resolved, the Chairperson will have a *casting* vote.

9. **CONDUCT AND INTEREST PROVISIONS**

In performing the role of Community Development Fund Evaluation Panel member, a person must:

- Act honestly;
- Exercise reasonable care and diligence; and
- Not make improper use of their position; and
- Not make improper use of information acquired because of their position

All Panel members are required to sign a declaration form regarding confidentiality, conflict of interest and interest in relation to the grants assessment process.

10. **REPORTING**

The Panel’s annual recommendations are submitted to Council in a formal report.

11. **ADMINISTRATION SUPPORT**

Administration support is provided by the Community Services Directorate.

12. **SUNSET CLAUSE**

The Committee will be reviewed by Council at the conclusion of the two (2) year term – October 2012.

If the Committee has a relevant function at the end of the term a report will be presented to Council prior to the period ending, which includes a review of the Committee’s Terms of Reference and seeking endorsement to continue to act in an advisory capacity for a further period.

13. **MEALS AND SUSTENANCE AT MEETINGS**

The provision of refreshments will be in accordance with the Meals and Sustenance Policy.
9.3 FIRE SAFETY AND VEGETATION MANAGEMENT

SUMMARY: Coordinator – Emergency Management (Kaylene Ramsdell)

At the Strategic Planning Committee meeting held on 13 March 2012 a Report was presented on the Victorian Planning Provisions (VPP) Bushfire Planning Scheme Amendment - VC83. As a result of this report Council approved a Call Up item which requested that a report be presented to the June 2012 Ordinary Meeting of Council that outlines the options available to Council to assist private property owners in the areas covered by the Bushfire Management Overlay within the Knox Planning Scheme, to enhance their bushfire safety awareness and preparedness and to enhance management of vegetation on their properties. It also requested an outline of options and an estimate of scope, resources required and the expected impacts from such initiatives.

This report provides a response to this Call Up item.

RECOMMENDATION

That Council:

1. Note the extensive work being undertaken by Knox City Council and local emergency services and fire response agencies to enhance bushfire safety awareness and preparedness and the management of vegetation on private properties as outlined in this report.

2. Continue to support the ongoing implementation of projects and initiatives responding to the Victorian Bushfire Safety Policy framework and note that opportunities for further strengthening of community education and engagement will be identified as these initiatives are implemented.

1. INTRODUCTION

In response to the 2009 Victorian Bushfires Royal Commission recommendations the State Government has made changes to all Victorian Planning Schemes to strengthen community resilience to bushfires and to enable better management of development in bushfire risk areas.

The new planning provisions give priority to the protection of human life from bushfire risk.

The immediate and major change for Knox is that the two existing Wildfire Management Overlay (WMO) areas are now replaced with Bushfire Management Overlay (BMO) areas (see Appendix A).
9.3 **Fire Safety and Vegetation Management (cont’d)**

One of the key changes is that for the BMO areas there are now new rules exempting the need for a planning permit for vegetation removal around existing buildings used for accommodation that were constructed or approved (under either a planning or building permit) before 10 September 2009. This permit exemption, termed the ‘10/50 rule’, enables the following vegetation removal to occur within a property without the need for a planning permit regardless of any other planning scheme provision or existing permit requirements including:

- any vegetation within 10 metres of the building;
- any vegetation (excluding trees) up to 50 metres of the building; and
- any vegetation for a combined maximum width of 4 metres either side of an existing fence on a boundary between properties in different ownership.

With the introduction of this exemption within Knox comes added flexibility and responsibility for residents to manage their vegetation and fuel loads on their land.

This report will explore options for residents in seeking assistance and advice on managing vegetation on their land in relation to bushfire safety awareness and preparedness.

The following section of this report highlights that there is a significant amount happening at a state-wide and local level to assist residents to be well informed about managing vegetation on their land from a bushfire safety perspective.

2. **DISCUSSION**

In response to the 2009 Victorian Bushfires Royal Commission recommendations the Victorian State Government developed the Bushfire Safety Policy Framework in October 2010. This Framework represented a significant change from previous approaches reflecting the need for greater focus on providing people with a broader range of safety options, and ensuring a more integrated approach to build shared responsibility between government, agencies and communities.

The Bushfire Safety Policy Framework aims to provide direction and guidance to all Victorians in relation to:

- The development of shared responsibility for bushfire safety between the State and local government, agencies, the private sector and non-government organisations, communities and individuals.
- Increasing the level of community understanding of bushfire risk and the ability of people to make informed decisions to protect lives and property.
9.3 **Fire Safety and Vegetation Management (cont’d)**

- Enhancing the planning and preparation of those who live and work in, or visit areas of bushfire risk.
- The provision of information about the fire danger and warnings of fire events, so that those at risk from bushfires are able to make informed decisions about how to respond.
- Enhancing community bushfire safety planning and the active engagement of communities in the development of local plans.
- Establishing a range of bushfire safety options that are appropriate to local circumstances and maximise survival in a bushfire.

The Framework identifies broad aims and key principles that should guide the development and implementation of policies, programs and initiatives.

It identifies five priority areas for action:

- Education and engagement;
- Bushfire preparation and planning;
- Local community fire planning;
- Fire danger information and warnings; and
- Bushfire safety options.

Over the last two years this Framework has been rolled out and implemented across the state with priority given to 52 towns that are at the highest level of Bushfire Risk. Portions of the Knox municipality fall into the Dandenong Ranges identified as one of the priority ‘towns’. As a result of this several initiatives have been implemented within Knox and neighbouring municipalities to educate and assist the Knox community on how to manage their land for threat of bushfire. These initiatives fall under three key areas:

- Fire Ready Victoria;
- Township Protection Planning; and
- Integrated Fire Management Planning.

These programs have targeted areas in Knox that have been identified as high risk of bushfire through other initiatives including the Victorian Fire Risk Register (VFRR) and the Bushfire Management Overlay (BMO) review.

The Victorian Bushfire Safety Policy Framework programs have been led by Council and other community based Emergency Services providers and have been delivered within Knox.

The following sections describe each of these initiatives in more detail.
9.3 Fire Safety and Vegetation Management (cont’d)

2.1 Fire Ready Victoria

This program encourages all Victorians to plan for bushfires and provides detailed education programs on enhancing community awareness and assisting residents to prepare their property and manage vegetation. Key options for residents include the following.

An education program on preparing your house and property for bushfire with specific details on:
- Property
- House
- Garden
- Choosing suitable plants

An education program on landscaping for bushfire: Garden Design and Plant Selection, with specific details on:
- Creating defendable space
- Remove flammable objects from around the house
- Break up fuel continuity (keep plants separate)
- Carefully select, locate and maintain trees.

The House Bushfire Self-Assessment Tool

This tool assists residents in assessing their home’s bushfire risk with materials and advice on:
- Calculating your defendable space.
- Assess the amount of defendable space required to protect you from radiant heat during a bushfire.
- Reduce the risk of ember attack on your property.
- Identifying and managing the vegetation in the inner and outer zones surrounding your home.
- Identify flammable objects around your house that pose a fire risk.
- Assist with the development of your Bushfire Survival Plan (Prepare, Act, Survive).

CFA’s Home Bushfire Advice Service

This service offers personalised, tailored advice delivered at the residents property by trained Fire Safety Officers. This service helps residents
- Assess their level of bushfire risk
- Identify fire hazards on their property and how to manage them
- How to develop a Bushfire Survival Plan so the residents and their families know what to do on high risk fire days.
9.3 Fire Safety and Vegetation Management (cont’d)

Through this program residents can receive one-on-one individual advice about:

- Property maintenance to help lower your bushfire risk
- Property access
- Improving defendable space
- Vegetation management
- Water supply requirements
- Their personal capacity to cope with fire.

This service is free and offered year round by the CFA and is particularly helpful to residents who struggle to understand their responsibilities in vegetation management, and also assists vulnerable residents who may not have the capacity to access this information though other means.

Fire Ready Kit

The Fire Ready Kit has been designed to help residents understand their bushfire risk, prepare their property and develop a Bushfire Survival Plan and covers the following key sections for residents.

- Am I at Risk?
  
  Understanding your level of risk is the first step in developing your Bushfire Survival Plan.

- Prepare for bushfire: Leaving early is the safest option
  
  Plan and prepare to leave before bushfire threatens. Leaving early is the safest way to survive a bushfire.

- Your property: How prepared is it?
  
  What you must do as a minimum to reduce the effects of bushfire on your property.

- Plan for survival
  
  Know your trigger to act and survival options if leaving early is no longer an option.

- Bushfire Survival Planning Template (Leaving Early)
  
  Use this guide to help you write your Bushfire Survival Plan.

- Defending your property - Stay and actively defend
  
  Learn what it takes to actively defend your property and understand the risks involved.

- Bushfire Survival Planning Template (Stay and actively Defend)
  
  Use this guide to help you write your Bushfire Survival Plan if you plan to stay and actively defend your property.
9.3 Fire Safety and Vegetation Management (cont’d)

2.2 Township Protection Planning

Township Protection Plans are a key source of information for the community and an important tool to emphasise the shared responsibility between the community, fire services and local government in the planning and preparing for bushfires.

The Plans have been developed with a number of communities that are deemed to be at risk of bushfire or grassfire including Knox, The Basin, Upper Ferntree Gully and Ferntree Gully.

Township Protection Plans provide important direction and information for communities to assist with planning before, during and after a fire. These Plans have been developed with residents through community information and discussion sessions.

2.3 Integrated Fire Management Planning

Integrated Fire Management planning incorporates the Knox Planning and Eastern Region Planning

Knox Municipal Fire Management Plan

In response to a number of government enquiries, including recommendations from the Victorian Bushfire Inquiry (2003), the Victorian Government endorsed and funded the Integrated Fire Management Planning (IFMP) Project in order to better integrate the management of fire and increase the safety of Victorian communities.

“Integrated planning by municipal fire management planning committees is the Commission’s preferred approach, and it urges the State to continue the roll-out of the integrated fire management plan framework in line with its current timetable, if not sooner.” Part 2, Volume 2, Victorian Bushfires Royal Commission Final Report 2010

IFMP is a process undertaken collaboratively by organisations, agencies and community members to develop Fire Management strategies for urban, rural and natural environments, across private and public land. It is also the process that develops strategies for the use of fire in land management practices and recognises cultural uses of fire and heritage values within the community.

The Knox Municipal Fire Management Plan 2011-2014 was developed and endorsed in 2011 and included:

- The establishment of a clear Vision and Mission for the plan and the newly established committee;
- The development of an Action Plan that identifies key actions, roles and responsibilities for fire management within Knox; and
9.3 Fire Safety and Vegetation Management (cont’d)

- A fire risk matrix that identifies all fire risks within Knox and treatment options to reduce the risk.

Through the action planning and risk treatment identification processes, several actions have been identified to assist private property owners to enhance their bushfire safety awareness and preparedness and to enhance management of vegetation on their properties and are outlined in Appendix B.

The most relevant action from the Municipal Fire Management Plan in relation to this report is action 4.3:

“Support and review fuel management projects on private land in context of the municipal risk environment.”

The Key Performance Indicator for this action makes reference to the Hazard Clearance Program, this program is a Council led program and includes the following initiatives:

- Proactive inspections of all properties in the BMO area and all vacant land outside of the BMO area
- Descriptive instruction on Fire Prevention Notices including the consideration of Environmental Overlays
- A blanket permit to burn for all properties within the BMO area allowing them opportunity to reduce fuel loads
- An annual letter to all residents in the BMO area in preparation for the fire season outlining options available to them in relation to fire management and planning.

Eastern Metropolitan Region Strategic Fire Management Plan

Knox City Council and the Knox Municipal Fire Management Planning Committee have been key players in developing the Eastern Metropolitan Region Strategic Fire Management Plan.

The purpose of this plan is to take a strategic approach to consolidating all key initiatives in fire management across the regional municipalities and to provide support and advice to local committees in developing and implementing local plans.

Through this planning it has been identified that, in some areas there is almost an over abundance of information and community education in fire management including advising and assisting property owners in managing fuel loads on their property.
9.3 Fire Safety and Vegetation Management (cont’d)

In light of this, one of the key actions in the Eastern Metropolitan Region Strategic Fire Management Plan is to:

“Work with municipal committees and agencies to establish effective integrated community engagement strategies”

As a result of this objective, the Regional Committee has committed funding to develop an Integrated Fire Management Planning, Community Engagement Strategy for the Eastern Metropolitan Region. The strategy development methodology includes the following commitments:

- **Stage One:** Develop an overarching Stakeholder and Community Engagement Strategy.
- **Stage Two:** Develop Community Engagement Work Plans and Communications Toolkit for all Municipal Fire Management Planning Committees
- **Stage Three:** Advise on ongoing stakeholder and community engagement requirements
- **Stage Four:** Provide ongoing specialist consultation and communications advice to support implementation

This initiative has already commenced and Knox has already been identified as a priority municipality within the region. It is anticipated that this tool will assist the Knox Municipal Fire Management Planning Committee in consolidating its community education and engagement practices to assist private property owners to enhance their bushfire safety awareness and preparedness and to enhance management of vegetation on their properties. It will also assist the committee in identifying any gaps in this area.

3. **CONSULTATION**

Stakeholder and community consultation and engagement at state, regional and local levels have been a key requirement of all initiatives implemented as a result of the Victorian Bushfires Royal Commission Recommendations.

This consultation has been undertaken at the relevant levels in many forms and will continue to play a fundamental role in Fire Management Planning and action in the future.

Key agencies represented as part of the Municipal Fire Management Committee include Country Fire Authority (CFA), Metro Trains, SP AUsnet, State Emergency Services (SES), Parks Victoria, Department of Human Services (DHS), Victoria Police, VicRoads and Knox City Council representatives.
9.3 **Fire Safety and Vegetation Management (cont’d)**

4. **ENVIRONMENTAL/AMENITY ISSUES**

Planning in Fire and Emergency Management aims to address environmental and amenity issues within Knox. The Knox Municipal Fire Management Planning identifies a diverse range of environments vulnerable to all types of fire hazard and enables responsive action to the hazard. This includes implementation of structures, systems, processes and products that will improve fire management planning in Knox and within the Eastern Metropolitan Region.

5. **FINANCIAL & ECONOMIC IMPLICATIONS**

Council currently allocates resources to support a number of Emergency Management activities and programs within the annual Council budget and Long Term Financial Plan. In addition, Council’s officers continue to seek opportunities for external funding and partnerships to support areas of need.

As outlined, the Regional Fire Management Committee has committed resources to support stakeholder and community engagement strategies as a priority action for 2012. This will be funded through the IFMP project and council officers will assist its implementation.

Council Officers will continue to analyse the resource requirements in Emergency and Fire Management for further consideration in future budget processes.

6. **SOCIAL IMPLICATIONS**

Increasingly, fire and emergency management is being seen as a subset of a wider community safety process, which itself is an element of an overarching commitment to community wellbeing.

Effective fire management within this community safety context is not just about preparing response and recovery plans, but also about building strong and healthy communities. Communities which are well prepared for fire and other emergencies are also likely to cope much better with other threats to their wellbeing.

7. **RELEVANCE TO COUNCIL PLAN**

Council’s role in Emergency Management is aligned with the broader strategic objectives identified in the Council Plan 2009-2013 (2010 update). In particular:

- Community Wellbeing:
9.3 Fire Safety and Vegetation Management (cont’d)

To improve the health and wellbeing of the Knox community and support opportunities for community members to participate in a vibrant community life.

- Sustainable Natural Environment:

To protect and enhance the natural environment and reduce our environmental footprint.

8. CONCLUSION

As this report has indicated there are many options available through local, regional and state initiatives to assist private property owners in the areas covered by the Bushfire Management Overlay within the Knox Planning Scheme, to enhance their bushfire safety awareness and preparedness and to enhance management of vegetation on their properties. Given the range of initiatives already being implemented it is important to focus attention on consolidating these. However, it has been identified through recent integrated fire management planning that there is an opportunity to consolidate and refine these options. This will involve providing a more targeted approach for the community and action is currently being taken to progress this approach. Opportunities for such improvements will be identified through the Knox Fire Management Planning Committee as initiatives are implemented.

9. CONFIDENTIALITY

There are no confidentiality issues related to this report

Report Prepared By: Coordinator Emergency Management (Kaylene Ramsdell)

Report Authorised By: Director – Community Services (Kerry Stubbings)
Extent of Bushfire Management Overlay in Knox

This map is indicative. Please refer to the Knox Planning Scheme for further details.
APPENDIX B – FIRE SAFETY AND VEGETATION MANAGEMENT

Extract from the Knox Municipal Fire Management Plan - Action Plan

<table>
<thead>
<tr>
<th>Strategic Objectives</th>
<th>Goals</th>
<th>Actions</th>
<th>When</th>
<th>Who</th>
<th>Key Performance Indicators (KPIs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 Working with the community to manage fire.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Develop strategies to identify community needs, expectations and resilience in relation to the threat of fire.</td>
<td>Work in partnership with the Knox City Council Community Connectedness Project to understand and manage the needs, expectations and resilience of the community.</td>
<td>2012</td>
<td>KCC Emergency Management staff &amp; MFMPC</td>
<td>Community Connectedness Project considers Fire Management Planning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Develop a communication and marketing plan to integrate all agencies messaging. Look at using more effective mediums including social media, sms, early warnings systems. Consider targeting at a range of demographics.</td>
<td>2012</td>
<td>MFMPC</td>
<td>Communication and marketing plan in place</td>
</tr>
<tr>
<td>3.2</td>
<td>Establish effective Community engagement strategies.</td>
<td>Develop a Community Engagement Calendar as an internal business tool for member agencies to enable integrated engagement strategies</td>
<td>2012</td>
<td>MFMPC</td>
<td>Calendar developed, accessed and populated by all represented agencies</td>
</tr>
<tr>
<td>4.0 Delivering outcomes that address fire risk in the local environment regardless of boundaries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Focus on bushfire management as a priority in the initial planning process</td>
<td>Prioritise the threat to life from bushfire as part of planning</td>
<td>2011 &amp; Ongoing</td>
<td>MFMPC</td>
<td>Treatment options prioritised</td>
</tr>
<tr>
<td>4.2</td>
<td>Support and review fuel management projects on private land in context of the municipal risk environment.</td>
<td>Support all relevant agencies and property owners in delivering and developing fire prevention programs</td>
<td>2011 &amp; ongoing</td>
<td>MFPO and the MFMPC</td>
<td>Annual fire hazard clearance program developed and reviewed.</td>
</tr>
<tr>
<td>4.3</td>
<td>Support opportunities for projects/programs where cross tenure fuel management can occur</td>
<td>Investigate the opportunity to develop integrated fuel management programs.</td>
<td>2012 &amp; Ongoing</td>
<td>MFMPC</td>
<td>Opportunities investigated and identified</td>
</tr>
</tbody>
</table>
9.4 BREACH OF SEASONAL TENANCY AGREEMENT FOR SPORTING CLUBS

SUMMARY: Leisure Services Officer – (Daniel Clark)

Most community sporting clubs access and utilise Council facilities in accordance with a seasonal tenancy agreement with Council. This report highlights the need for Council to strengthen how it can effectively educate and manage community sporting clubs that breach their seasonal tenancy agreement.

The report proposes a policy position which has an education focus and is systematic and transparent in determining, discouraging and managing breaches of tenancy.

RECOMMENDATION

That Council

1. Adopts the Breach of Seasonal Tenancy Agreement for Sporting Clubs Policy as set out at Appendix A.

2. Advises sporting clubs of this policy and that it will be implemented from 1 October 2012.

1. INTRODUCTION

This report outlines issues related to the management of Council’s sporting grounds and pavilions and proposes a policy direction that will provide a clear and consistent process in educating clubs of their responsibilities as seasonal tenants. Furthermore, it will assist with the management of sporting clubs that breach their seasonal tenancy agreement. Overall this Policy aims to continue the improvement of services for the community.

This policy and associated processes will limit the impact these breaches have on Council, its residents and other sporting clubs. These negative impacts can include public disturbance, damage to Council property and additional costs incurred by Council.

In addition, this policy will help ensure all sporting clubs behave in a manner consistent with the Good Neighbour Guidelines and the Good Sports Program.

2. DISCUSSION

2.1 Background

Council manages a range of sport and leisure facility usage agreements with various community groups. These usage agreements can be long-term lease/licence agreements or seasonal tenancy agreements. The scope of this report is the management of sporting clubs on seasonal tenancy agreements.
9.4 Breach of Seasonal Tenancy Agreement for Sporting Clubs (cont’d)

By submitting a seasonal tenancy application user groups acknowledge and agree to a number of responsibilities related to their usage of a Council facility which is detailed in a seasonal tenancy agreement.

Historically Council has issued a breach of tenancy notification to a sporting club when a breach of their seasonal tenancy agreement has occurred. This notification, in the form of a letter, requires the sporting club to respond in writing within seven (7) days, highlighting how it plans to address the breach, as well as highlighting the measures put in place to ensure the breach doesn’t occur in the future.

There are however no procedures currently in place for sporting clubs which repeatedly breach their seasonal tenancy agreement, or ways of identifying between the different types of breaches.

Examples of behaviours which were deemed to be tenancy breaches in the past include:

- Unapproved ground usage, resulting in disputes between summer and winter tenants.
- Unapproved ground usage in unsafe conditions, resulting in injury.
- Exceeding tenancy and liquor licence hours resulting in complaints from nearby residents.
- Default in payment of seasonal tenancy fees.
- Unapproved works to the pavilion.

2.2 Scope of Policy

This document does not cover User Groups on licence/lease agreements due to the fact that their agreements with Council outline specific responsibilities and provide a process for Council to deal with defaults and essential terms.

2.3 Proposed Policy

It is proposed to introduce a demerit point system which reflects both the severity level and recurrence level of tenancy breaches.

Proposed to be implemented from 1 October 2012, the demerit point system will ensure processes are put in place which assesses the level of the breach, as well as putting measures in place which will seek to deter the offending club from committing further breaches.

If Council’s Manager Youth, Leisure & Cultural Services believes a breach may have occurred, the severity of the breach will be assessed using a matrix (refer to Table 1). If it is decided that a breach has occurred, the offending club will be issued with a breach of tenancy notification.
9.4 **Breach of Seasonal Tenancy Agreement for Sporting Clubs (cont’d)**

Should a severe breach occur which could potentially be deemed unlawful, in addition to the penalties applied by Council, the matter will also be reported to the relevant authority.

**Table 1 – Assessment Matrix for Classifying Breaches**

<table>
<thead>
<tr>
<th>Financial cost to Council</th>
<th>Impact on Council &amp; Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td>Level 1</td>
</tr>
<tr>
<td></td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>Level 3</td>
</tr>
<tr>
<td>Medium</td>
<td>Level 2</td>
</tr>
<tr>
<td></td>
<td>Level 3</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
</tr>
<tr>
<td>High</td>
<td>Level 3</td>
</tr>
<tr>
<td></td>
<td>Level 4</td>
</tr>
<tr>
<td></td>
<td>Level 5</td>
</tr>
</tbody>
</table>

The club will then be asked to respond in writing, highlighting ways in which the club plans to address the current issue, as well as implementing processes which will ensure the breach does not occur in future.

Should further breaches occur, the same assessment process will take place. However, as highlighted in Table 2, stronger penalties will apply given it is a repeated offence.

Examples of typical breaches are set out at Attachment 1 of the proposed policy.
9.4 Breach of Seasonal Tenancy Agreement for Sporting Clubs (cont'd)

Table 2 – Demerit Points Matrix

<table>
<thead>
<tr>
<th>Breach Number over the preceding 12 month period</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Point</td>
<td>2 Points</td>
<td>3 Points</td>
<td>4 Points</td>
<td>5 Points</td>
</tr>
<tr>
<td>2</td>
<td>2 Points</td>
<td>4 Points</td>
<td>6 Points</td>
<td>8 Points</td>
<td>10 Points</td>
</tr>
<tr>
<td>3</td>
<td>3 Points</td>
<td>6 Points</td>
<td>9 Points</td>
<td>12 Points</td>
<td>15 Points</td>
</tr>
<tr>
<td>4</td>
<td>4 Points</td>
<td>8 Points</td>
<td>12 Points</td>
<td>16 Points</td>
<td>20 Points</td>
</tr>
<tr>
<td>5</td>
<td>5 Points</td>
<td>10 Points</td>
<td>15 Points</td>
<td>20 Points</td>
<td>25 Points</td>
</tr>
</tbody>
</table>

The penalties determined by the points system (refer to Table 3), penalise re-offending clubs in a variety of ways, including but not limited to, additional bonds, potential loss of funding opportunities and the re-evaluation of tenancy.

Examples of how breaches are classified and the points attributed to the breach are set out at Attachment 2 of the policy (Appendix A).

Table 3 – Penalties Determined to the Points System

<table>
<thead>
<tr>
<th>Points System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Points</td>
<td>Meeting with club and request of a $300.00 bond - This bond will be returned at the conclusion of the tenancy period if no further breaches occur.</td>
</tr>
<tr>
<td>10 Points</td>
<td>Loss of $300.00 bond</td>
</tr>
<tr>
<td>15 Points</td>
<td>Reported to governing body and various other sport and recreation bodies (ie: AFL Victoria, Liquor Licensing Victoria, VicSport etc.)</td>
</tr>
<tr>
<td>20 Points</td>
<td>Ineligible for funding opportunities through Council for the next 12 month period. (ie: Sport &amp; Recreation Victoria, Minor Grants, Community Grants, Ward Contingency Funds etc.)</td>
</tr>
<tr>
<td>25 Points</td>
<td>Review of Seasonal Tenancy – This may include one or more of the conditions outlined in Section 6.4.1 of the Policy.</td>
</tr>
</tbody>
</table>
9.4 Breach of Seasonal Tenancy Agreement for Sporting Clubs (cont’d)

In the event that a club wishes to appeal the decision made by the Manager Youth, Leisure & Cultural Services, an independent panel consisting of three (3) Council officers will be assembled to review and reassess the breach. This panel will be chaired by the Director Community Services, will include a minimum of one (1) other Director and will not include any officers who were involved in the original decision making process.

To ensure a fair and equitable system is in place, the club will have an opportunity to send a nominated club executive committee member to present to the review panel, in order to provide the club's version of events.

Once this process has concluded, the club will be notified of the outcome of this appeal process.

A copy of the proposed policy to manage breaches of tenancy is attached at Appendix A.

3. CONSULTATION

3.1 Benchmarking Process

Prior to the development of the proposed policy officers conducted a benchmarking process with eight (8) other metropolitan councils within the State of Victoria.

The results of the benchmarking process highlighted that all councils have different stances on tenancy breaches. Councils, such as Boroondara, adopt a ‘no tolerance’ policy whilst others such as Banyule City Council have a demerit points system.

3.2 Recreation & Leisure Liaison Group

The proposed Breach of Tenancy Policy was presented to Council’s Recreation & Leisure Liaison Group on 7 November 2011 and the Group strongly supported a demerit point style system. Further details of the Group’s feedback can be found below:

- The Group agreed that a system needs to be put in place and a points style system was the best approach.
- The Group mentioned that a zero tolerance approach could also be taken, especially for extreme breaches, whilst others noted that a zero tolerance would need to take a good track record into account.
- The Group discussed the importance of providing a warning to offending clubs early in the process, in order to avoid repeat offences.
- The Group highlighted the importance of educating the clubs about responsibilities of being a tenant.
- The timing of a potential bond was discussed, with various options being tabled.
9.4 Breach of Seasonal Tenancy Agreement for Sporting Clubs (cont’d)

3.3 Council’s Corporate Governance Unit

The proposed Breach of Tenancy Policy was presented to Council’s Corporate Governance Department in May 2012, who in turn provided advice and supported the policy.

4. ENVIRONMENTAL/AMENITY ISSUES

The proposed policy addresses matters which may affect the health and wellbeing of the Knox community. If adopted, the policy will help assist the long-term viability of sporting facilities within Knox.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There would be no negative financial and economic implications for Council should this policy be adopted. However, if a Club was to record numerous breaches, there is the potential that it would in turn experience financial and economic implications. These include a potential loss of either a $300.00 or $1,500.00 bond as well as the possibility of becoming ineligible for future Council funding opportunities or external funding requiring Council endorsement for a period of up to 36 months.

6. SOCIAL IMPLICATIONS

In 2009-10, approximately 64% (11.1 million) of the Australian population aged 15+ participated in sport and recreational activities. In Melbourne’s outer eastern region, this figure is significantly higher with 77% of the population being involved in both structured and unstructured recreational activities.

The Department of Victorian Communities (2006) believes that sport and recreation provides opportunities and settings for social interaction, sharing common interests and enhancing a sense of community. According to the ABS (2006), sport and recreation participants generally have more frequent contact with family and friends, a greater number of friends to confide in, a greater ability to obtain support in a time of crisis and more varied social networks as opposed to non participants. Therefore the associational nature of sport and recreation based clubs is considered an environment that creates social capital.

If a club breaches their seasonal tenancy agreement, a variety of negative impacts are often associated with the breach. These in turn affect residents within the community, other clubs and/or Council.

As a result of this, it is important that Council considers the need to have high quality and well respected sporting clubs within the community, which support the health and wellbeing of the community at large. This policy will help ensure this occurs.
9.4 Breach of Seasonal Tenancy Agreement for Sporting Clubs (cont’d)

7. RELEVANCE TO COUNCIL PLAN

The proposed policy is consistent with the broader Council Plan 2009-13 (2010 update) in the following areas:

- Healthy, Connected Communities – Creating and supporting a strong, diverse and motivated community that is a safe place to live, and in which community leaders are supported, and every voice is valued;

- Culturally Rich and Active Communities – Creating a community environment in which a range of major and local events, festivals and activities thrive, culturally rich arts, diverse leisure and recreational activities are abundant, and people have access to a range of cultural and leisure facilities, shared open spaced and lifelong; and

- Dynamic Services and Facilities – All services and facilities delivered by Council will respond to community need and will be well managed and effective and seek best value outcomes for our community.

8. CONCLUSION

In summary, the processes outlined in this policy will help educate and inform sporting clubs of their responsibilities as tenants under the Seasonal Tenancy Agreement. Furthermore, it will assist with the management of sporting clubs that are found to be in breach of this agreement.

This will assist in limiting breaches and the resulting negative impact they have on Knox City Council, its residents and other sporting clubs.

9. CONFIDENTIALITY

There are no confidentiality concerns within this report.

Report Prepared By: Leisure Services Officer - (Daniel Clark)

Report Authorised By: Director – Community Services (Kerry Stubbings)
1. PURPOSE

This policy provides a clear and consistent process for Council to educate sporting clubs of their responsibilities as seasonal tenants, whilst assisting with the management of sporting clubs that breach their seasonal tenancy agreement. It will also help assist in limiting the impact these breaches have on both Knox City Council and its residents. The types of matters covered by this policy include, but are not limited to, public disturbances, damage to Council property and additional costs incurred by Council.

In addition, this policy will help ensure all sporting clubs behave in a manner consistent with the Good Neighbour Guidelines and the Good Sports Program.

2. CONTEXT

Historically Knox City Council has issued a breach of tenancy notification to a sporting club when a breach of their seasonal tenancy agreement has occurred. This notification, in the form of a letter, requires the sporting club to respond in writing within seven (7) days, highlighting how it plans to address the breach, as well as highlighting the measures put in place to ensure the breach doesn’t occur in the future.

3. SCOPE

This policy applies to all sporting clubs within the City of Knox which are placed on seasonal tenancy agreements when utilising Council’s assets. This includes sports fields, sports pavilions, tennis courts, netball courts and remote controlled car tracks.
This policy will not apply to sporting clubs placed on long-term lease and license agreements.

4. REFERENCES

4.1 Council Plan 2009 to 2013
- Effective Governance
- Partnering and Engaging

4.2 Relevant Legislation
- Liquor Control Reform Act 1998

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
- Advertising, Sponsorship and Promotional Signs on Council Land
- Sporting Reserve Facility Usage
- Sporting Reserve & Facility Development Guidelines

4.5 Related Council Procedures
- Seasonal Tenancy Agreement
- Seasonal Changeover Guidelines

5. DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breach of Tenancy</td>
<td>means an action executed by the sporting club which is in breach of their seasonal tenancy agreement.</td>
</tr>
<tr>
<td>Community Group(s)</td>
<td>means a legal entity that provides services, support or activities to the Knox community.</td>
</tr>
<tr>
<td>Council</td>
<td>means Knox City Council, whether constituted before or after the commencement of this Policy.</td>
</tr>
<tr>
<td>Council’s Leisure Facilities</td>
<td>means facilities managed by Knox City Council, including sports fields, courts and pavilions.</td>
</tr>
<tr>
<td>Good Neighbour Guidelines</td>
<td>means the guidelines developed to encourage good relations between occupants of Council facilities and nearby residents.</td>
</tr>
<tr>
<td>Good Sports Program</td>
<td>means an initiative by the Australian Drug Foundation to develop safer and healthier communities. The program helps sporting clubs manage alcohol responsibly and reduce alcohol related problems.</td>
</tr>
<tr>
<td>Seasonal Tenancy Agreement</td>
<td>means an agreement which outlines the roles and responsibilities of each respective sporting club which utilise Council’s facilities.</td>
</tr>
</tbody>
</table>
6. **COUNCIL POLICY**

6.1 **Process**

To ensure a fair and transparent system with regard to potential breaches of tenancy agreements, the following process will be implemented when a potential breach of a Seasonal Tenancy Agreement has occurred:

1. Council’s Manager – Youth, Leisure & Cultural Services will assess the claimed breach using the matrix shown at Section 6.2 of this Policy. A breach level will be established where appropriate.
2. The Club will be notified in writing of the assessment outcome and given an opportunity to respond in writing within seven (7) days.
3. If the Club wishes to appeal the breach level decision made by the Manager – Youth, Leisure & Cultural Services, a review panel consisting of three (3) Council Officers will be assembled to review and re-assess the breach. This panel will be chaired by the Director Community Services, will include a minimum of one (1) other Director and will not include any officers who were involved in the original decision making process.
4. The Club will have an opportunity to send a nominated club executive committee member to present to the review panel, in order to provide the club’s version of events.
5. The Club will be notified of the outcome of the appeal.

6.2 **Classifying the Breach**

If a sporting club, in accordance with the process outlined at Section 6.1, is found to have breached its seasonal tenancy agreement, the breach will be classified into a category which reflects the level of severity of the breach. These Levels will range from minor breaches (Level 1) to severe breaches (Level 5). Examples of actions which can be classified as a breach, and their corresponding levels, can be found in Attachment 1.

These potential breaches have been allocated their corresponding level by using a matrix which factors in two (2) key elements:

- The impact on Knox City Council and its residents (ie: disturbances, reputation etc)
- The financial cost to Knox City Council (ie: cost to rectify the impact of the breach)

Examples of typical breaches are set out at Attachment 1 of this policy.
### 6.3 Points System

Once the breach has been categorised, points will be allocated by using a matrix which factors in two (2) key elements:

- The number of breaches during the previous twelve (12) months
- The level of breach as assessed under clause 6.2

<table>
<thead>
<tr>
<th>Financial cost to Council</th>
<th>Impact on Council &amp; Residents</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
</tr>
<tr>
<td>Medium</td>
<td>Medium</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
<td>Level 3</td>
<td>Level 4</td>
<td>Level 5</td>
</tr>
</tbody>
</table>
The points for each separate breach will be recorded over the season and a running total will be kept, with the points from each separate breach being cumulative.

At the end of each season the points will be cleared and the sporting club will go back to zero (0) points. Should a club be deemed to have been in breach of their tenancy agreement over its respective off-season, any points accumulated during this time will count towards the following seasonal tenancy period.

Examples of how breaches are classified and the points attributed to the breach are set out at Attachment 2 of this policy.

<table>
<thead>
<tr>
<th>Breach Number over the preceding 12 month period</th>
<th>Breach Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>1</td>
<td>1 Point</td>
</tr>
<tr>
<td>2</td>
<td>2 Points</td>
</tr>
<tr>
<td>3</td>
<td>3 Points</td>
</tr>
<tr>
<td>4</td>
<td>4 Points</td>
</tr>
<tr>
<td>5</td>
<td>5 Points</td>
</tr>
</tbody>
</table>
6.4 Penalties

The table below provides the penalties to be applied should a sporting club accumulate the following points:

<table>
<thead>
<tr>
<th>Points System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Points-9 Points</td>
<td>Meeting with club and requirement of a $300.00 bond - This bond will be returned at the conclusion of the tenancy period if no further breaches occur.</td>
</tr>
<tr>
<td>10 Points-14 Points</td>
<td>Loss of $300.00 bond</td>
</tr>
<tr>
<td>15 Points-19 Points</td>
<td>Reported to governing body and various other sport and recreation bodies (ie: AFL Victoria, Liquor Licensing Victoria, VicSport etc.)</td>
</tr>
<tr>
<td>20 Points-24 Points</td>
<td>Ineligible for funding opportunities through Council for the next 12 month period. (ie: Sport &amp; Recreation Victoria, Minor Grants, Community Grants, Ward Contingency Funds etc.)</td>
</tr>
<tr>
<td>25 Points or Greater</td>
<td>Review of Seasonal Tenancy – This may include one or more of the conditions outlined in Section 6.4.1 of this Policy.</td>
</tr>
</tbody>
</table>

6.4.1 Review of Seasonal Tenancy

A review of a Club’s seasonal tenancy will consist of the introduction of one or more of the following conditions:

- An additional bond of $1,500.00 being required.
- Usage of Council facilities being restricted to only match and training needs, therefore excluding facility use for social functions.
- Removal of access to Council facilities for pre-season training.
- Introduction of a Good Behaviour Contract for the following season(s), where any breach may evoke a loss of bond or see the Club ineligible for funding opportunities for an additional 24 months.
- Loss of tenancy and loss of access to Council facilities.
ATTACHMENT 1

Breach of Seasonal Tenancy Agreement Examples

- Late submission of Seasonal Tenancy Application
- Late submission of Seasonal Changeover Checklist
- Gambling within Council facilities
- Smoking within Council facilities
- Breach of Liquor Licence Agreement
- Sub-letting Council facilities without Council approval
- Failure to ‘Test & Tag’ electrical equipment
- Failure to adequately clean Council facilities
- Inappropriate storage of equipment within Council facilities
- Unapproved usage of Council facilities
- Displaying of non-conforming signage
- Exceeding pavilion hours of use
- Excessive litter surrounding Council facilities
- Late payment of seasonal tenancy fees
- Unapproved works to a Council facility
- Changing locks within a Council facility without prior approval
ATTACHMENT 2

Examples – Breach of Seasonal Tenancy Agreement

First Breach

**Incident:** Club A has applied to Council, requesting to hold an exhibition match which falls outside their allocated reserve usage times. The request is denied due to the fact a different sporting club (Club B) has been allocated use of the reserve at this time. Despite Club A’s request being denied they proceed to hold the exhibition match, which severely interrupts Club B’s usage of the reserve.

**Classification:** A breach has occurred on the grounds of unapproved usage of Council facilities. The breach is deemed to have a low financial cost to Council and a medium impact on residents due to the amount of players affected from Club B. After referring to the matrix outlined in Section 6.2 of the Policy, this incident is deemed to be a Level 2 breach.

**Penalty:** 2 Points – Level 2 / First Breach

**Action:** A breach of tenancy notification is sent to Club A. The club is informed of the two (2) penalty points associated with this breach and are reminded of their responsibilities as tenants under the Seasonal Tenancy Agreement. The club is also advised of the processes in place should further points be accumulated.

Second Breach

**Incident:** Numerous residents contact Council on a Monday morning, expressing their concern that a sporting club is still partying after their Grand Final on the weekend prior. The club members are partaking in activities which are disturbing local residents and the police have been called to attend. Following an investigation, the claims are found to be correct and involve Club A.

**Classification:** A breach has occurred on the grounds of exceeding pavilion hours of use. The breach is deemed to have a low financial cost to Council and a high impact on residents due to the amount of residents affected. After referring to the matrix outlined in Section 6.2 of the Policy, this incident is deemed to be a Level 3 breach.

**Penalty:** 6 Points – Level 3 / Second Breach

**Action:** A breach of tenancy notification is sent to Club A. The club is informed of the six (6) penalty points associated with this breach and are reminded of their responsibilities as tenants under the Seasonal Tenancy Agreement. The club is informed that they now have a cumulative total of eight (8) points, consisting of two (2) points and six (6) points from each respective breach. As such, they are required to pay a bond of $300.00 as outlined in Section 6.4 of this policy. The club is again advised of the processes in place should further points be accumulated.
10.1 STRATEGIC RESOURCE PLAN 2012-13 TO 2016-17

SUMMARY: Manager – Finance (Jon Gorst)

In accordance with section 126 (3) of the Local Government Act 1989 (the Act), Council must review and adopt the Strategic Resource Plan no later than 30 June each year. The adoption of the Strategic Resource Plan prior to the formal adoption of the proposed 2012-13 Budget is sought to ensure compliance with the requirements of the Local Government Act 1989 (the Act).

RECOMMENDATION

That Council adopt the proposed Strategic Resource Plan 2012-13 to 2016-17 shown as Attachment 1 to this report.

1. INTRODUCTION

The proposed 2012-13 Budget is to be formally adopted by Council on 24 July 2012 after consideration of public submissions. Any changes to the proposed 2012-13 Budget prior to adoption will also be reflected in a revised Strategic Resource Plan 2012-13 to 2016-17 which will then be presented for adoption by Council on 24 July 2012.

2. DISCUSSION

The Strategic Resource Plan 2012-13 to 2016-17 details the financial and non-financial resources required for the next four years to achieve the Council Plan’s objectives, and deliver on the strategies, priority actions and service delivery activity listed in Knox’s Council Plan. This rolling four-year forecast provides a high-level, medium term view of how Council intends to use and govern its resources to achieve the strategic direction.

The Strategic Resource Plan 2012-13 to 2016-17 is included as Attachment 1 to this report (and was included as Attachment 2 to the Preparation of Proposed 2012-13 Budget Report that was presented to the Special Meeting of Council on 24 May 2012).

3. CONSULTATION

The 2012-13 Annual Budget process involved publicly advertising the availability of the budget document and inviting the community to make written submissions in respect of the Proposed Budget. Documents are available for inspection from the Civic Centre, Rowville Customer Service Centre and Libraries within the municipality.
10.1 **Strategic Resource Plan 2012-13 to 2016-17 (cont’d)**

Online submissions can be made via Council’s website (www.knox.vic.gov.au) or written submissions sent by mail addressed to the Chief Executive Officer. The final date for receipt of submissions is 5pm, Monday, 25 June 2012 with a hearing date of submissions on Thursday, 28 June 2012.

4. **ENVIRONMENTAL/AMENITY ISSUES**

The Strategic Resource Plan 2012-13 to 2016-17 recognises the leadership role Council has within the community to actively address the impacts of sustainability and to facilitate other levels of government and the community to act in a similar vein.

5. **FINANCIAL & ECONOMIC IMPLICATIONS**

The Strategic Resource Plan 2012-13 to 2016-17 closely accords with the financial framework established by Council in its Long Term Financial Strategy and continues to address the infrastructure renewal challenge faced by both this Council and the Local Government sector.

6. **SOCIAL IMPLICATIONS**

The Strategic Resource Plan 2012-13 to 2016-17 contains financial resourcing for a wide range of programs that deliver important community services to the Knox community. The Plan is based on the principle of maintaining all services that are presently available to the community with some minor service growth to meet service demands.

7. **RELEVANCE TO COUNCIL PLAN**

The Strategic Resource Plan 2012-13 to 2016-17 is a key component of Council’s overall strategic planning framework and endeavours to resource the directions that have been established in Knox Vision 2025 and the Council Plan 2009-2013.

8. **CONCLUSION**

The Strategic Resource Plan is required to be reviewed and adopted annually by Council. It provides a high-level, medium term view of the financial and non-financial resources required in order for Council to achieve its strategic objectives.

This Plan is submitted for Council consideration and adoption.

9. **CONFIDENTIALITY**

This report does not contain confidential information.

*Report Prepared By: Manager – Finance (Jon Gorst)*

*Report Authorised By: Director – Corporate Development (Mark Dupe)*
Non-Financial Resources: Human Resources

As an organisation, Knox City Council is committed to enhancing the quality of life of the Knox community. We recognise that our dedicated, engaged and high-calibre workforce is critical to achieving this vision and as such, our people are considered our most important asset. We aim to be a future focused, passionate and high performing organisation underpinned by a culture where the values of teamwork, innovation, integrity, service excellence and enjoying work are part of how we do business with the community.

With a view to being the best in the business from a people management and service delivery perspective, a Human Resources Strategic Plan has been developed with a focus on:

- attracting and aligning new staff to the organisation;
- enabling and engaging staff to deliver service excellence;
- developing staff to strengthen skills and performance;
- retaining talented staff and drawing on expertise and knowledge; and
- optimising the work environment in which staff operate.

This Strategic Plan provides the framework to inform programs and activities over the next twelve months. These will include:

- Workforce Planning – to ensure we have a full complement of staff with the right skills in the right jobs to deliver current and future Council and community requirements;
- E Learning, and Learning and Development Programs – to ensure we are training staff in core capabilities and compliance requirements;
- Leadership Development – to ensure we lead teams with strength, skill and maturity;
- Employee Relations – to ensure equitable, fair and sustainable employment conditions;
- Risk Management – to provide safe and healthy work environments that minimise risk of injury.
### Budgeted Standard Capital Works Statement
For the five years ending 30 June 2017

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$'000's</td>
<td>$'000's</td>
<td>$'000's</td>
<td>$'000's</td>
<td>$'000's</td>
<td>$'000's</td>
</tr>
<tr>
<td>Bike/shared paths</td>
<td>1,407</td>
<td>420</td>
<td>(987)</td>
<td>1,036</td>
<td>730</td>
<td>1,191</td>
</tr>
<tr>
<td>Bridges</td>
<td>57</td>
<td>100</td>
<td>43</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Buildings</td>
<td>10,015</td>
<td>4,079</td>
<td>(14,938)</td>
<td>3,650</td>
<td>280</td>
<td>875</td>
</tr>
<tr>
<td>Car parks</td>
<td>201</td>
<td>267</td>
<td>56</td>
<td>208</td>
<td>214</td>
<td>221</td>
</tr>
<tr>
<td>Drainage</td>
<td>2,734</td>
<td>3,359</td>
<td>665</td>
<td>2,970</td>
<td>3,104</td>
<td>3,198</td>
</tr>
<tr>
<td>Fire Hydrants</td>
<td>100</td>
<td>109</td>
<td>9</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Footpaths</td>
<td>2,916</td>
<td>2,908</td>
<td>(8)</td>
<td>3,198</td>
<td>3,307</td>
<td>3,422</td>
</tr>
<tr>
<td>Land</td>
<td>75</td>
<td>156</td>
<td>61</td>
<td>675</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Office furniture and equipment</td>
<td>512</td>
<td>672</td>
<td>360</td>
<td>799</td>
<td>741</td>
<td>763</td>
</tr>
<tr>
<td>Other capital works</td>
<td>4,734</td>
<td>3,266</td>
<td>(1,468)</td>
<td>4,145</td>
<td>6,052</td>
<td>6,083</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>625</td>
<td>4,637</td>
<td>(1,415)</td>
<td>1,891</td>
<td>3,142</td>
<td>3,238</td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>1,924</td>
<td>2,348</td>
<td>424</td>
<td>2,212</td>
<td>2,278</td>
<td>2,347</td>
</tr>
<tr>
<td>Roads (including kerb and channel)</td>
<td>6,434</td>
<td>6,746</td>
<td>(1,688)</td>
<td>8,151</td>
<td>8,540</td>
<td>8,772</td>
</tr>
<tr>
<td><strong>Total capital works</strong></td>
<td><strong>48,361</strong></td>
<td><strong>29,417</strong></td>
<td><strong>(18,944)</strong></td>
<td><strong>28,946</strong></td>
<td><strong>28,395</strong></td>
<td><strong>30,268</strong></td>
</tr>
<tr>
<td>Capital works represented by:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nature of capital works</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New - new asset development</td>
<td>22,828</td>
<td>784</td>
<td>(21,834)</td>
<td>1,780</td>
<td>1,330</td>
<td>1,575</td>
</tr>
<tr>
<td>Upgrade - existing asset</td>
<td>4,512</td>
<td>8,266</td>
<td>3,474</td>
<td>4,165</td>
<td>3,102</td>
<td>3,060</td>
</tr>
<tr>
<td>Renewal - existing asset</td>
<td>20,921</td>
<td>20,337</td>
<td>(584)</td>
<td>23,000</td>
<td>23,985</td>
<td>24,968</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48,361</strong></td>
<td><strong>29,417</strong></td>
<td><strong>(18,944)</strong></td>
<td><strong>28,946</strong></td>
<td><strong>28,395</strong></td>
<td><strong>30,268</strong></td>
</tr>
<tr>
<td>less Operating projects</td>
<td>(4,734)</td>
<td>(3,266)</td>
<td>1,468</td>
<td>(4,145)</td>
<td>(6,052)</td>
<td>(6,083)</td>
</tr>
<tr>
<td><strong>Total Capital (excluding operating)</strong></td>
<td><strong>43,627</strong></td>
<td><strong>26,151</strong></td>
<td><strong>(17,476)</strong></td>
<td><strong>24,800</strong></td>
<td><strong>22,343</strong></td>
<td><strong>24,125</strong></td>
</tr>
</tbody>
</table>

### CAPITAL EXPENDITURE FUNDING SOURCES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan proceeds</td>
<td>2,504</td>
<td>(2,604)</td>
<td>3,750</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital grants</td>
<td>5,178</td>
<td>2,364</td>
<td>(2,814)</td>
<td>1,559</td>
<td>1,568</td>
<td>1,580</td>
</tr>
<tr>
<td>Capital contributions</td>
<td>1,764</td>
<td>885</td>
<td>(879)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Proceeds on sale of assets</td>
<td>4,024</td>
<td>1,427</td>
<td>(2,597)</td>
<td>986</td>
<td>938</td>
<td>1,069</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>13,570</strong></td>
<td><strong>6,876</strong></td>
<td><strong>(6,894)</strong></td>
<td><strong>6,307</strong></td>
<td><strong>2,507</strong></td>
<td><strong>2,649</strong></td>
</tr>
<tr>
<td>Internally</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve funds</td>
<td>16,472</td>
<td>5,217</td>
<td>(11,255)</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Rate funding</td>
<td>18,319</td>
<td>12,524</td>
<td>1,205</td>
<td>21,636</td>
<td>24,888</td>
<td>26,559</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td><strong>34,781</strong></td>
<td><strong>24,741</strong></td>
<td><strong>(10,060)</strong></td>
<td><strong>22,638</strong></td>
<td><strong>25,888</strong></td>
<td><strong>27,659</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48,361</strong></td>
<td><strong>29,417</strong></td>
<td><strong>(18,944)</strong></td>
<td><strong>28,946</strong></td>
<td><strong>28,395</strong></td>
<td><strong>30,268</strong></td>
</tr>
</tbody>
</table>
Future asset renewal requirements

Whilst Council funding of asset renewal has grown substantially from $5.044 million in 2002-03 to $20.337 million in 2012-13, Council still remains short of the funding levels required to maintain its assets.

The graph below contrasts the required level of spending to appropriately renew Council's assets with the projected spending levels.

<table>
<thead>
<tr>
<th>Asset Renewal Gap 2012 - 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>20,000</td>
</tr>
<tr>
<td>15,000</td>
</tr>
<tr>
<td>10,000</td>
</tr>
<tr>
<td>5,000</td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>Budget 2012</td>
</tr>
<tr>
<td>20.021</td>
</tr>
<tr>
<td>Budget 2013</td>
</tr>
<tr>
<td>20.337</td>
</tr>
<tr>
<td>Forecast 2014</td>
</tr>
<tr>
<td>23,000</td>
</tr>
<tr>
<td>Forecast 2015</td>
</tr>
<tr>
<td>23,666</td>
</tr>
<tr>
<td>Forecast 2016</td>
</tr>
<tr>
<td>24,563</td>
</tr>
<tr>
<td>Forecast 2017</td>
</tr>
<tr>
<td>26,965</td>
</tr>
</tbody>
</table>

Within the current Long Term Financial Strategy Council will be in a position to provide the required renewal funding by 2013-14 and close the recurrent renewal gap. This quantum of funding will essentially match the rate of deterioration (condition and functionality) and enable Council to replace those assets that have consumed their service potential during the year.

Council will still need to address the renewal backlog which is defined as the accumulation of under-funding the renewal program over previous years. The backlog has been estimated at this point in time to be $46.887 million. This figure is constantly revised as condition audits are completed and Council's data set improves in accuracy and completeness over time. Whilst this backlog figure is of a significant magnitude, it should be noted that within Council's Asset Management Plans the financial model for each individual asset category is anticipated to eliminate the backlog over a twenty year period in a responsible and sustainable manner.
Non-Financial Resources: Infrastructure

Council manages over $1.8 billion of land, property and infrastructure assets on behalf of the community. These assets directly support the services that Council delivers to the community and include roads, drainage, shared paths, active and passive open space reserves and community facilities such as pre-schools and maternal and child health centres.

Infrastructure Strategy Development

The management of Council’s assets is an integral component of Council’s Long Term Financial Strategy and one that poses significant challenges, not only for this Council, but for all Victorian municipalities.

Nature and Valuation of Council’s fixed assets

Council’s fixed assets, comprising of assets such as land, buildings, roads, drains, footpaths, bike paths, bridges and other infrastructure assets were valued at $1.835 billion as at 30 June 2011. The written down value of these assets after deducting accumulated depreciation was $1.436 billion.

In terms of understanding the nature of these assets, the below descriptions outline the key asset groups. The following assets are managed within the Knox municipality:

- Shared Paths – 92 km
- Open Space – 776 ha
- Local Roads – 716 km
- Drainage Pipes – 1,134 km
- Drainage Pits – 35,534
- Kerb & Channel – 1,324 km
- Footpaths – 1,200 km
- Street Trees – 68,702
- Playgrounds – 206
- Buildings – 238
- Car Parks – 226
- Bridges – 67
- Bus Shelters – 118

Future funding required to sustain these assets

The management of Council’s infrastructure assets requires Council to look long-term at both the current condition and the expected life of assets into the future. With the rapid growth experienced by Knox in the 1960s and 1970s, many of the infrastructure assets that were initially funded by developers or by government grants will fall due for replacement at similar times. Council needs to plan now for its future asset renewal needs.
Budgeted Standard Cash Flow Statement
For the five years ending 30 June 2017

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash flows from operating activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates and garbage charges</td>
<td>63,703</td>
<td>62,275</td>
<td>4,427</td>
<td>94,468</td>
<td>99,757</td>
<td>105,116</td>
<td>110,737</td>
</tr>
<tr>
<td>Grants - Operating</td>
<td>20,572</td>
<td>21,770</td>
<td>1,207</td>
<td>22,281</td>
<td>22,731</td>
<td>23,187</td>
<td>23,664</td>
</tr>
<tr>
<td>User charges, fees and fines</td>
<td>12,068</td>
<td>12,487</td>
<td>419</td>
<td>12,750</td>
<td>13,218</td>
<td>13,691</td>
<td>14,420</td>
</tr>
<tr>
<td>Contributions and donations - Operating Interest</td>
<td>2,516</td>
<td>2,743</td>
<td>227</td>
<td>2,901</td>
<td>2,981</td>
<td>3,237</td>
<td>3,320</td>
</tr>
<tr>
<td>Other income</td>
<td>2,422</td>
<td>2,142</td>
<td>(280)</td>
<td>2,246</td>
<td>2,358</td>
<td>2,482</td>
<td>2,525</td>
</tr>
<tr>
<td></td>
<td>5,775</td>
<td>34</td>
<td>(5,741)</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>127,086</td>
<td>127,450</td>
<td>404</td>
<td>134,978</td>
<td>141,079</td>
<td>147,747</td>
<td>164,831</td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td>(80,654)</td>
<td>(56,497)</td>
<td>4,157</td>
<td>(61,860)</td>
<td>(60,663)</td>
<td>(63,322)</td>
<td>(66,107)</td>
</tr>
<tr>
<td>Contractors, materials, services and utilities</td>
<td>(46,374)</td>
<td>(47,470)</td>
<td>(1,096)</td>
<td>(48,716)</td>
<td>(62,350)</td>
<td>(54,391)</td>
<td>(57,175)</td>
</tr>
<tr>
<td>Finance costs</td>
<td>(722)</td>
<td>(928)</td>
<td>(156)</td>
<td>(1,402)</td>
<td>(1,308)</td>
<td>(1,203)</td>
<td>(1,092)</td>
</tr>
<tr>
<td></td>
<td>(112,172)</td>
<td>(109,398)</td>
<td>2,774</td>
<td>(116,641)</td>
<td>(119,058)</td>
<td>(123,779)</td>
<td>(129,362)</td>
</tr>
<tr>
<td><strong>Net cash provided by operating activities</strong></td>
<td>14,884</td>
<td>18,052</td>
<td>3,178</td>
<td>18,037</td>
<td>22,021</td>
<td>23,069</td>
<td>26,482</td>
</tr>
<tr>
<td><strong>Cash flows from investing activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments for property, infrastructure, plant and equipment</td>
<td>(43,627)</td>
<td>(26,151)</td>
<td>17,476</td>
<td>(24,800)</td>
<td>(22,343)</td>
<td>(24,126)</td>
<td>(24,697)</td>
</tr>
<tr>
<td>Proceeds from sale of property, plant and equipment</td>
<td>4,024</td>
<td>1,896</td>
<td>(2,128)</td>
<td>998</td>
<td>938</td>
<td>1,069</td>
<td>1,167</td>
</tr>
<tr>
<td>Grants - Capital</td>
<td>6,178</td>
<td>2,334</td>
<td>(2,814)</td>
<td>1,558</td>
<td>1,569</td>
<td>1,580</td>
<td>1,590</td>
</tr>
<tr>
<td>Contributions and donations - Capital</td>
<td>1,784</td>
<td>1,150</td>
<td>(610)</td>
<td>265</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net cash used in investing activities</strong></td>
<td>(32,681)</td>
<td>(20,741)</td>
<td>11,940</td>
<td>(21,978)</td>
<td>(19,836)</td>
<td>(21,476)</td>
<td>(22,240)</td>
</tr>
<tr>
<td><strong>Cash flows from financing activities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from borrowings</td>
<td>2,604</td>
<td></td>
<td>(2,604)</td>
<td>6,750</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayment of borrowings</td>
<td>(411)</td>
<td>(587)</td>
<td>(276)</td>
<td>(726)</td>
<td>(1,214)</td>
<td>(1,313)</td>
<td>(1,420)</td>
</tr>
<tr>
<td>Net movement in trust deposits</td>
<td>(5,547)</td>
<td>50</td>
<td>5,597</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><strong>Net cash provided by (used in) financing activities</strong></td>
<td>(3,354)</td>
<td>(537)</td>
<td>2,717</td>
<td>6,074</td>
<td>(1,164)</td>
<td>(1,263)</td>
<td>(1,370)</td>
</tr>
<tr>
<td><strong>Net increase (decrease) in cash held</strong></td>
<td>(21,131)</td>
<td>(3,316)</td>
<td>17,815</td>
<td>2,133</td>
<td>1,021</td>
<td>1,229</td>
<td>1,658</td>
</tr>
<tr>
<td>Cash and cash equivalents at beg of year</td>
<td>51,979</td>
<td>50,848</td>
<td>(2,131)</td>
<td>27,832</td>
<td>29,665</td>
<td>30,868</td>
<td>31,915</td>
</tr>
<tr>
<td><strong>Cash and cash equivalents at end of year</strong></td>
<td>30,848</td>
<td>27,522</td>
<td>(3,316)</td>
<td>29,065</td>
<td>30,868</td>
<td>31,915</td>
<td>33,773</td>
</tr>
</tbody>
</table>

Represented by:

- Long Service Leave: 7,237
- Reserves: 12,406
- Unrestricted cash (working capital): 11,255

**Total:** 30,848
## Budgeted Standard Balance Sheet

**For the five years ending 30 June 2017**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>30,648</td>
<td>27,532</td>
<td>(3,115)</td>
<td>28,665</td>
<td>30,886</td>
<td>31,915</td>
<td>33,773</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables</td>
<td>3,759</td>
<td>3,905</td>
<td>146</td>
<td>4,056</td>
<td>4,206</td>
<td>4,362</td>
<td>4,528</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receivables - rates and garbage</td>
<td>4,622</td>
<td>5,669</td>
<td>247</td>
<td>5,459</td>
<td>5,743</td>
<td>6,053</td>
<td>6,383</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepayments</td>
<td>550</td>
<td>550</td>
<td>0</td>
<td>568</td>
<td>560</td>
<td>594</td>
<td>610</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inventories</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>39,834</td>
<td>37,681</td>
<td>(2,153)</td>
<td>39,731</td>
<td>41,220</td>
<td>42,931</td>
<td>45,269</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-current assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments in associates</td>
<td>2,695</td>
<td>2,695</td>
<td>-</td>
<td>2,695</td>
<td>2,695</td>
<td>2,695</td>
<td>2,695</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, infrastructure plant &amp; equip.</td>
<td>1,461,724</td>
<td>1,468,339</td>
<td>6,616</td>
<td>1,475,723</td>
<td>1,479,753</td>
<td>1,485,613</td>
<td>1,492,326</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intangible assets</td>
<td>115</td>
<td>115</td>
<td>-</td>
<td>115</td>
<td>115</td>
<td>115</td>
<td>115</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total non-current assets</strong></td>
<td>1,464,534</td>
<td>1,472,148</td>
<td>7,612</td>
<td>1,478,533</td>
<td>1,482,573</td>
<td>1,488,423</td>
<td>1,498,138</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>1,504,468</td>
<td>1,509,207</td>
<td>4,739</td>
<td>1,518,264</td>
<td>1,523,793</td>
<td>1,531,354</td>
<td>1,540,434</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payables</td>
<td>8,557</td>
<td>8,560</td>
<td>(303)</td>
<td>9,061</td>
<td>9,125</td>
<td>9,187</td>
<td>9,246</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust funds</td>
<td>2,557</td>
<td>2,607</td>
<td>(50)</td>
<td>2,657</td>
<td>2,707</td>
<td>2,757</td>
<td>2,807</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td>15,051</td>
<td>15,713</td>
<td>(662)</td>
<td>16,404</td>
<td>17,128</td>
<td>17,880</td>
<td>18,667</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defined Benefits superannuation</td>
<td>-</td>
<td>3,000</td>
<td>(3,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest-bearing loans and borrowings</td>
<td>887</td>
<td>726</td>
<td>(161)</td>
<td>1,214</td>
<td>1,313</td>
<td>1,420</td>
<td>1,535</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td>28,852</td>
<td>30,906</td>
<td>(2,054)</td>
<td>29,336</td>
<td>30,271</td>
<td>31,244</td>
<td>32,257</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-current liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td>1,083</td>
<td>1,131</td>
<td>(48)</td>
<td>1,181</td>
<td>1,233</td>
<td>1,287</td>
<td>1,344</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest-bearing loans and borrowings</td>
<td>11,706</td>
<td>10,980</td>
<td>726</td>
<td>16,515</td>
<td>15,203</td>
<td>13,783</td>
<td>12,248</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provision - landfill rehabilitation</td>
<td>2,130</td>
<td>2,130</td>
<td>-</td>
<td>2,130</td>
<td>2,130</td>
<td>2,130</td>
<td>2,130</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total non-current liabilities</strong></td>
<td>14,919</td>
<td>14,241</td>
<td>678</td>
<td>19,826</td>
<td>18,538</td>
<td>17,200</td>
<td>15,722</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>41,771</td>
<td>45,147</td>
<td>(3,376)</td>
<td>49,162</td>
<td>48,837</td>
<td>48,444</td>
<td>47,979</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td>1,462,697</td>
<td>1,444,060</td>
<td>1,637</td>
<td>1,468,102</td>
<td>1,474,996</td>
<td>1,482,910</td>
<td>1,492,455</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td>585,288</td>
<td>591,304</td>
<td>5,016</td>
<td>595,156</td>
<td>600,320</td>
<td>607,284</td>
<td>615,436</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asset revaluation reserve</td>
<td>864,003</td>
<td>864,003</td>
<td>-</td>
<td>864,003</td>
<td>864,003</td>
<td>864,003</td>
<td>864,003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserves</td>
<td>12,406</td>
<td>8,753</td>
<td>(3,653)</td>
<td>9,043</td>
<td>10,633</td>
<td>11,223</td>
<td>13,013</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>1,482,007</td>
<td>1,444,060</td>
<td>1,637</td>
<td>1,486,102</td>
<td>1,474,996</td>
<td>1,482,910</td>
<td>1,492,455</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Financial Resources

The financial outcomes and forecast long-term financial statements provided in this Strategic Resource Plan are reviewed on an annual basis. The 4 year Financial Plan presented in this section is the position of Council once adopted as part of the 2012-2013 budget.

Budgeted Standard Income Statement
For the five years ending 30 June 2017

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates and charges</td>
<td>80,188</td>
<td>64,469</td>
<td>4,303</td>
<td>90,647</td>
<td>95,717</td>
<td>100,923</td>
<td>103,389</td>
</tr>
<tr>
<td>Garbage charges</td>
<td>3,799</td>
<td>4,033</td>
<td>237</td>
<td>4,169</td>
<td>4,334</td>
<td>4,508</td>
<td>4,678</td>
</tr>
<tr>
<td>User charges, fees and fines</td>
<td>11,011</td>
<td>12,623</td>
<td>1,622</td>
<td>12,901</td>
<td>13,308</td>
<td>13,847</td>
<td>14,586</td>
</tr>
<tr>
<td>Grants - Operating</td>
<td>20,572</td>
<td>21,779</td>
<td>1,207</td>
<td>22,281</td>
<td>22,731</td>
<td>23,187</td>
<td>23,694</td>
</tr>
<tr>
<td>Contributions and donations - Operating</td>
<td>2,516</td>
<td>2,743</td>
<td>227</td>
<td>2,901</td>
<td>2,981</td>
<td>3,237</td>
<td>3,320</td>
</tr>
<tr>
<td>Interest</td>
<td>2,422</td>
<td>2,142</td>
<td>(280)</td>
<td>2,246</td>
<td>2,358</td>
<td>2,482</td>
<td>2,628</td>
</tr>
<tr>
<td>Other income</td>
<td>5,775</td>
<td>34</td>
<td>(5,741)</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
</tr>
<tr>
<td>Total income before capital grants and non monetary contributions</td>
<td>126,278</td>
<td>121,865</td>
<td>1,575</td>
<td>135,199</td>
<td>141,533</td>
<td>146,215</td>
<td>155,325</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee benefits</td>
<td>55,974</td>
<td>50,207</td>
<td>1,233</td>
<td>56,863</td>
<td>57,427</td>
<td>60,130</td>
<td>60,562</td>
</tr>
<tr>
<td>Contractors and services</td>
<td>35,572</td>
<td>37,272</td>
<td>1,700</td>
<td>38,774</td>
<td>40,174</td>
<td>41,951</td>
<td>44,185</td>
</tr>
<tr>
<td>Materials</td>
<td>2,302</td>
<td>2,523</td>
<td>131</td>
<td>2,596</td>
<td>2,690</td>
<td>2,725</td>
<td>2,769</td>
</tr>
<tr>
<td>Utilities</td>
<td>2,510</td>
<td>2,670</td>
<td>160</td>
<td>2,796</td>
<td>2,922</td>
<td>3,056</td>
<td>3,203</td>
</tr>
<tr>
<td>Contributions and donations</td>
<td>4,372</td>
<td>4,583</td>
<td>211</td>
<td>4,633</td>
<td>4,747</td>
<td>4,863</td>
<td>4,994</td>
</tr>
<tr>
<td>Depreciation</td>
<td>16,250</td>
<td>17,226</td>
<td>956</td>
<td>17,813</td>
<td>17,703</td>
<td>17,676</td>
<td>17,885</td>
</tr>
<tr>
<td>Capital projects - operational expenses</td>
<td>4,734</td>
<td>5,205</td>
<td>(4,480)</td>
<td>4,746</td>
<td>6,052</td>
<td>6,065</td>
<td>6,432</td>
</tr>
<tr>
<td>Operational initiatives</td>
<td>1,905</td>
<td>1,905</td>
<td>0</td>
<td>500</td>
<td>500</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Finance costs</td>
<td>772</td>
<td>928</td>
<td>156</td>
<td>1,402</td>
<td>1,308</td>
<td>1,203</td>
<td>1,092</td>
</tr>
<tr>
<td>Bad and doubtful debts</td>
<td>53</td>
<td>87</td>
<td>34</td>
<td>90</td>
<td>92</td>
<td>94</td>
<td>97</td>
</tr>
<tr>
<td>Net loss (gain) on disposal of property, infrastructure, plant &amp; equipment</td>
<td>6,372</td>
<td>1,457</td>
<td>(4,915)</td>
<td>1,602</td>
<td>1,682</td>
<td>1,531</td>
<td>1,433</td>
</tr>
<tr>
<td>Total expenses</td>
<td>132,057</td>
<td>132,004</td>
<td>(3)</td>
<td>133,982</td>
<td>139,247</td>
<td>143,841</td>
<td>149,371</td>
</tr>
<tr>
<td>Net surplus (deficit) before capital grants and non monetary contributions</td>
<td>(5,729)</td>
<td>(4,161)</td>
<td>1,578</td>
<td>1,217</td>
<td>2,286</td>
<td>4,374</td>
<td>5,954</td>
</tr>
<tr>
<td>Grants - Capital</td>
<td>5,178</td>
<td>2,364</td>
<td>(2,814)</td>
<td>1,559</td>
<td>1,569</td>
<td>1,560</td>
<td>1,590</td>
</tr>
<tr>
<td>Contributions and donations - Capital</td>
<td>1,764</td>
<td>1,150</td>
<td>(614)</td>
<td>265</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contributions - non monetary assets</td>
<td>1,000</td>
<td>2,000</td>
<td>1,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Surplus for the year</td>
<td>2,213</td>
<td>1,383</td>
<td>(850)</td>
<td>5,041</td>
<td>5,855</td>
<td>7,954</td>
<td>9,544</td>
</tr>
<tr>
<td>Other comprehensive income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total comprehensive income for the year</td>
<td>2,213</td>
<td>1,383</td>
<td>(850)</td>
<td>5,041</td>
<td>5,855</td>
<td>7,954</td>
<td>9,544</td>
</tr>
</tbody>
</table>

NB: The amount indicated for Rates Income and Garbage Charges includes an estimate of income from supplementary rates (i.e. properties newly subdivided or improved upon during the year) and therefore doesn’t balance to the amounts indicated in the Declaration of Rates and Charges in Appendix B. The amount indicated for Contributions and Donations - Capital includes a $30.265 million Capital Contribution in 2012-13 and in 2013-14 for the Knox Regional Sports Park.

This format calculates a surplus or deficit directly attributable to operations and distinguishes this from the net result for the year. The alternative presentation allows the impact of non-operating or once off items on the net surplus or deficit for the year to be measured. Items excluded include capital grants and contributions and granted assets.
Introduction

The Strategic Resource Plan 2012-2013 to 2016-2017 details the financial and non-financial resources required for the next four years to achieve the Council Plan’s objectives, and deliver on the strategies, priority actions and service delivery activity listed in Knox’s Council Plan. This four-year forecast provides a high-level, medium term view of how Council intends to use and govern its resources to achieve the strategic direction. The Strategic Resource Plan will be reviewed annually following the finalisation of new Annual Plans and budgets, and will form an appendix to Knox’s Council Plan 2009-2013.

The resources available to Council can be grouped into three main sections:
- Financial Resources
- Non-Financial Resources: Infrastructure
- Non-Financial Resources: Human Resources
10.2 REVIEW OF COUNCIL’S CARETAKER POLICY

SUMMARY: Manager – Governance (Rhys Thomas)

This report proposes a number of amendments to Council’s Caretaker Policy (previously known as the Election Period Policy) following advice received from Local Government Victoria and amendments to the Local Government Act since the 2008 municipal elections. The policy amendments reinforce and strengthen Council’s commitment to conducting elections in a transparent and accountable manner on behalf of its citizens.

The caretaker provisions will take effect from midnight on 25 September 2012 and apply until 6.00pm on 27 October 2012 inclusive. The draft policy is presented to Council for consideration and endorsement.

RECOMMENDATION

That Council adopt the Caretaker Policy attached as Appendix A to this report.

1. INTRODUCTION

Whilst local governments continue to have legal legitimacy until the expiration of their elected terms, established practice for democratic governance suggests that local governments enter a caretaker period, immediately preceding a general election. Local government’s role is to ensure that ordinary business continues until the time of the election. This means, where possible, Council should avoid making major policy decisions or commitments during the election period on matters that may have an ongoing impact and be of significant interest to a new Council.

2. DISCUSSION

The caretaker provisions outlined in the attached policy are intended to assure the community that Council will not make major or significant policy decisions in the lead up to an election that may unnecessarily bind the incoming Council or use public resources during an election period for the purpose of campaigning.

Council is committed to conducting elections that are fair, equitable to candidates and publicly perceived as such. The attached policy clearly articulates Council’s commitment to the community in how this will be achieved during the election period.
### 10.2 Review of Council's Caretaker Policy (cont’d)

The attached policy is presented to Council with the following changes:

<table>
<thead>
<tr>
<th>Section of Policy</th>
<th>Identified change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 3 - Scope</td>
<td>The scope has been strengthened by including reference to relevant legislative provisions and expanded to apply to committee members.</td>
</tr>
<tr>
<td>Section 6.3 – Council Resources</td>
<td>Under the definition of resources the wording has been amended to include “but not limited to” and the additional inclusion of photographs as a resource; The addition of Council publications not being able to be used for, or linked in any way to a candidate’s election campaign; An additional requirement that no Council funded telephone numbers or email addresses are to be used in candidate election material; In accordance with the Ward Contingency Policy, Councillor ward funds will be quarantined at 70% of the annual ward fund allocation.</td>
</tr>
<tr>
<td>Section 6.5 – Council Publications</td>
<td>This is a new section and its purpose is to ensure that the Council and the Chief Executive comply with the legislative responsibilities outlined in the Local Government Act 1989. It also specifies how the Annual Report is to be treated during the Election Period.</td>
</tr>
<tr>
<td>Section 6.6 – Publicity</td>
<td>Since the adoption of the previous Election Period Policy the uptake of social media use has increased significantly. The inclusion of this section within the policy is in line with the Best Practice Guidelines issued by Local Government Victoria.</td>
</tr>
<tr>
<td>Section 6.8 – Conduct of Council Meetings</td>
<td>This is a new section and its purpose is to reinforce and demonstrate Council’s commitment to good governance practices during an election period.</td>
</tr>
<tr>
<td>Section 6.9 – Events and Functions</td>
<td>The intent of the legislation is to ensure that the ordinary business of Council continues and that it is kept separate from Councillor candidate activities. This section is new and is intended to provide guidance to Councillors on this matter.</td>
</tr>
<tr>
<td>Form One</td>
<td>Relates to section 6.5 – Council Publications.</td>
</tr>
</tbody>
</table>
3. **CONSULTATION**

The Department of Planning and Community Development recently issued a practice note which deals with caretaker arrangements for the 2012 elections. The note provides practical advice to Councils in regards to ensuring compliance with the relevant legislative provisions as well as identifying good governance practices during an election period. In addition to the information provided in the practice note, staff have also consulted with a number of Councils regarding their caretaker arrangements to ensure that Knox Council’s policy is reflective of best practice during an election period.

4. **ENVIRONMENTAL/AMENITY ISSUES**

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

5. **FINANCIAL & ECONOMIC IMPLICATIONS**

Financial implications associated with this policy relate to the ability of Council to make major policy decisions as defined by Section 93A of the Local Government Act.

6. **SOCIAL IMPLICATIONS**

This policy supports Council’s commitment to being open, fair, equitable and transparent in the conduct of Council elections and will further enhance good governance practices in the lead up to the October 2012 municipal elections.

7. **RELEVANCE TO COUNCIL PLAN**

Municipal elections are conducted in accordance with the Local Government Act 1989 and form the basis of Council’s good governance in the sound stewardship of Knox City Council. The Chief Executive Officer has prime responsibility in regards to the conduct of the Council elections.

8. **CONCLUSION**

This report recommends that Council make a number of amendments to Council’s Caretaker Policy following advice from Local Government Victoria and amendments to the Local Government Act since the 2008 elections. The policy amendments will reinforce and strengthen Council’s commitment to conducting elections in a transparent and accountable manner.

9. **CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

*Report Prepared By:* Manager Governance (Rhys Thomas)

*Report Authorised By:* Director Corporate Development (Mark Dupe)
1. PURPOSE

This policy has been developed to ensure that the Knox City Council municipal elections are conducted in a manner that is fair, equitable, transparent and publicly perceived as such.

2. CONTEXT

The Caretaker Policy aims to further promote and support the good governance of the Knox City Council on behalf of its citizens.

Whilst local governments continue to have legal legitimacy until the expiration of their elected terms, established practice for democratic governance suggests that local governments enter a caretaker period, immediately preceding a general election. Local government’s role is to ensure that ordinary business continues until the time of the election. This means, where possible, Council should avoid making major policy decisions or commitments during the election period on matters that may have an ongoing impact and be of significant interest to a new Council.

3. SCOPE

This policy will apply to:

3.1 Councillors

Councillors must comply with this policy, regardless of whether they intend to nominate or have already nominated as candidates for election.

3.2 Council Staff

Council staff who are candidates for election must comply with this policy and in addition:

a. take leave from their duties for the duration of the election period in accordance with section 29(3) of the Act (if not enough paid leave is accrued, unpaid leave will be available).
b. return any Council equipment (including, but not limited to, motor vehicles, telephones and computers), documents or information which is not available to the public for the duration of the election period.

c. immediately resign upon election.

3.3 Committee members

Council committee members who are candidates for election are expected to comply with this policy and in addition:

a. return any council equipment, documents or information which is not available to the public for the duration of the election period.

b. immediately resign from the committee upon election.

4. REFERENCES

4.1 Council Plan
- Effective Governance
- Partnering and Engaging

4.2 Relevant Legislation
- Local Government Act 1989

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
- Supersedes version three of this policy adopted at the Ordinary Council Meeting on 23 September 2008.
- Councillor Code of Conduct
- Staff Code of Conduct
- Ward Contingency Fund Policy

4.5 Related Council Procedures
- Nil

5. DEFINITIONS

In this Policy:

<table>
<thead>
<tr>
<th>Council</th>
<th>means Knox City Council, whether constituted before or after the commencement of this Policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Period</td>
<td>is the period commencing on the last day on which nominations for that election can be received and ending at 6.00pm on Election Day. In 2012, this period begins at midnight on 25 September 2012 and ends at 6.00pm on 27 October 2012.</td>
</tr>
<tr>
<td>Election Day</td>
<td>means in the case of an election, the day of an election determined under section 31 or 38 of the Local Government Act 1989.</td>
</tr>
</tbody>
</table>
### Electoral Matter

As defined in section 3(1A) and 3(1B) of the Local Government Act 1989 and detailed below:

Electoral matter means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.

Without limiting the generality of the definition of electoral matter, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on—

(a) the election; or  
(b) a candidate in the election; or  
(c) an issue submitted to, or otherwise before, the voters in connection with the election.

### Major Policy Decision

As defined in Section 93A(6) of the Local Government Act 1989 and detailed below:

(a) relating to the employment or remuneration of a Chief Executive Officer under section 94, other than a decision to appoint an acting Chief Executive Officer;  
(b) to terminate the appointment of a Chief Executive Officer under section 94;  
(c) to enter into a contract the total value of which exceeds whichever is the greater of—  
   i. $100 000 or such higher amount as may be fixed by Order in Council under section 186(1); or  
   ii. 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year;  
(d) to exercise any power under section 193 if the sum assessed under section 193(5A) in respect of the proposal exceeds whichever is the greater of $100 000 or 1% of the Council's revenue from rates and charges levied under section 158 in the preceding financial year.

### 6. Council Policy

#### 6.1 Election Period

No later than 30 days prior to the commencement of the Election Period, the Chief Executive Officer will ensure that all Councillors, Committee Members and Staff are informed of the application of this policy.
6.2 Council Decision Making

Where possible, the Chief Executive Officer will ensure that matters that are defined as Major Policy Decisions or Significant Decisions, will be scheduled for Council’s consideration to ensure that decisions are resolved prior to the commencement of the Election Period or scheduled for determination by the incoming Council.

6.2.1 Furthermore, during an Election Period, Council will not make significant decisions that bind the incoming Council except where the issue:

- is urgent;
- cannot be reasonably deferred without major negative repercussions for the operations of Council; or
- relates to the implementation or completion of activity already under way and/or endorsed by Council eg: via the Budget, Council Plan, Strategy etc.

The Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. Therefore, where a delay in making a “significant decision” would result in significant detriment to the local community, or the broader community, the Council may make an exception to this procedure. In making an exception to this procedure, the Council will deal with the matter impartially, having regard to the long term interests of the community and as transparently as possible.

6.3 Council Resources

Councillors, Committee Members and staff will ensure that due propriety is observed in the use of all Council resources during an Election Period. In any circumstances where the use of Council resources might be construed as being related to a candidate’s election campaign, advice will be sought from the Chief Executive Officer or his/her nominated delegate.

The following policy principles will apply:

6.3.1 Council resources, including (but not limited to) offices, staff, hospitality services, photographs, equipment (including Council email addresses and mobile phones) and stationery will be used exclusively for normal Council business during the Election Period and will not be used in connection with any election campaign activity.

6.3.2 Reimbursements of Councillors’ out-of-pocket expenses during the Election Period will only apply to costs that have been incurred in the performance of normal Council duties and not for expenses that could be perceived as supporting or being connected with a candidate’s election campaign.
6.3.3 No Council logos, publications, letterheads, or other Knox City Council branding will be used for, or linked in any way to, a candidate’s election campaign.

6.3.4 Council staff, and in particular the Personal Assistant to the Mayor and Councillors, Governance staff and Marketing and Communications staff, will not undertake any tasks connected directly or indirectly with electioneering.

6.3.5 Council funded telephone numbers and email addresses are not to be used in candidate election material.

6.3.6 Ward communications in the form of Ward meetings or Council newsletters will not be arranged during the Election Period.

6.3.7 Council will quarantine 70% of the annual Ward fund allocation in the financial year in which a general election is held for use by the respective incoming Ward Councillor in accordance with the Ward Contingency Policy.

6.3.8 Councillors will ensure that Ward funds are not committed or expended during the Election Period.

6.4 Information

All election candidates have equal rights to information relevant to their election campaigns from the Council administration. However, it is important that sitting Councillors continue to receive information that is necessary to fulfill their existing elected roles.

6.4.1 Neither Councillors nor candidates will receive information or advice from Council staff that may be perceived to support election campaigns. There shall be complete transparency in the provision of all information and advice during the Election Period.

6.4.2 Information and briefing material prepared by staff for Councillors during the Election Period will relate only to factual matters or to existing Council services. Information must not relate to public or election debates or to issues that may be perceived to be connected with a candidate’s election campaign.

6.5 Council Publications

Council is required to comply with Section 55D of the Local Government Act which states:

“A Council must not print, publish or distribute or cause, permit or authorise to be printed, published or distributed any advertisement, handbill, pamphlet or notice during the election period unless the advertisement, handbill, pamphlet or notice has been certified, in writing, by the Chief Executive Officer.”
All advertisements, handbills, pamphlets or notices for printing, publication or distribution during the election period will be certified by the Chief Executive Officer using Form 1 (attached) and the process for the certification will be as follows:

(i) Publication authors are to check that no election material is included when preparing a publication and submit the completed publication to the Manager Governance for review

(ii) The Manager Governance is to confirm that no election material is included, and return the publication to the author (if election material is present) or submit it to the Chief Executive for authorisation (if it complies with the requirements of the Act).

(iii) The Chief Executive is to authorise or reject the publication and return it to the Manager Governance.

(iv) The Manager Governance is to maintain a register of all documents authorised under this section.

6.5.1 Due to the likely publication date of the Annual Report occurring during the election period, it is affected by the legislative restrictions on publications and therefore information about Councillors in the Annual Report will be restricted to what is required by the Local Government (Finance and Reporting) Regulations 2004 and membership of Special Committees and other bodies to which they have been appointed by the Council.

6.6 **Publicity**

Council publicity is intended to promote Council activities and services. Council publicity should not be used in any way that might favour any election candidate or influence the outcome of a Council Election.

6.6.1 During the Election Period, no Council employee may make any public statement that could be construed as influencing the election. This does not include statements of clarification in relation to the election process that are approved by the Chief Executive Officer.

6.6.2 During the Election Period, Council publicity campaigns, other than for the purpose of conducting the election, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council service or function, it must be approved by the Chief Executive Officer. Council publicity during the Election Period will be restricted to promoting normal Council activities.

6.6.3 Any requests for media advice or assistance from Councillors during the Election Period will be channelled through the Chief Executive Officer. In any event, no media advice or assistance will be provided in relation to election campaign matters. In particular, the use of any Council publications that feature specific Councillors and/or individual achievements will be avoided for the duration of the Election Period.
6.6.4 During the Election Period, Councillors will not use the Council’s website for any election campaign matters.

6.6.5 For the duration of the Election Period, social media utilised by Council, including but not limited to facebook and twitter, will be closely monitored and any electoral matter posted by members of the community will be promptly removed.

6.7 Assistance to Candidates

The Council affirms that all candidates for the Council election will be treated equally.

6.7.1 Any assistance and advice to be provided to candidates as part of the conduct of the Council Election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to all candidates in advance.

6.7.2 All election related enquiries from candidates, whether sitting Councillors nor not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer or his/her delegate for determination.

6.8 Conduct of Council Meetings

6.8.1 During the Election Period, Councillors will limit their discussion during debate in Council Meetings to the matter under consideration and will avoid raising electoral matter where possible.

6.8.2 Councillors will not raise other items that contain or relate to electoral matter during the election period at a Council Meeting.

6.9 Events and Functions

6.9.1 Councillors are able to continue to attend meetings, events and functions during the election period which are relevant to the Council and the community.

6.9.2 Council’s annual program of events will continue during the Election Period however speeches will be contained to a short welcome, and should not contain any express or implied reference to the election. Any publicity will be mindful of the controls on electoral material outlined in this policy.

6.9.3 Councillors are able to attend events or functions conducted by external bodies during the Election Period, however when attending as a representative of Council, Councillors must be mindful that they do not use that opportunity to promote their election campaign.
REQUEST FOR CERTIFICATION OF PUBLICATION DURING THE ELECTION PERIOD

1. Author to complete

   Document description (attach document)
   Intended distribution channel

   I declare that this material contained in the attached document has been checked by me and to the best of my knowledge does not contain any electoral matter.

   Name and Title
   Signature
   Date

2. Manager Governance (or delegate) to complete

   I have reviewed the material contained in the attached document can advise that to the best of my knowledge it does not contain any electoral matter.

   Name and Title
   Signature
   Date

3. Chief Executive to complete

   In accordance with section 55D(1) of the Local Government Act 1989, I certify that the attached advertisement, handbill, pamphlet or notice may be printed, published or distributed during the election period on behalf of Knox City Council.

   Signature
   Date

4. Manager Governance (or delegate) to place on Register
TIRHATUAN WARD

10.3 PROPOSED DISCONTINUANCE AND SALE OF ROAD BETWEEN 17 AND 19 AVALON ROAD, ROWVILLE (MELWAY REF: 81 H2)

SUMMARY: Property Management Coordinator (Angela Mitchell)

Council has received a request from abutting property owners to purchase the area of road reserve between 17 and 19 Avalon Road, Rowville. It is recommended that Council commence the statutory procedures to implement a road closure and sale of this land.

RECOMMENDATION

That Council, being of the opinion that area of road reserve being Lot 1 on TP 902984L and contained in Certificate of Title Volume 5137 Folio 349, Part of Parish of Scoresby and shown hatched on the plan attached (Appendix A), is not reasonably required as a road for public use and hereby resolves:

1. Under Section 189 and Section 206, Schedule 10 Clause 3 of the Local Government Act 1989, that statutory procedures be commenced to discontinue and sell:

   • 99m² to the property owner at 17 Avalon Road, Rowville for $45,540 plus GST; and
   • 99m² to the property owner at 19 Avalon Road, Rowville for $45,540 plus GST

   and that under 207(a) and Section 223 of that Act give public notice of the proposed discontinuance and sale in the Knox Leader and Knox Weekly.

2. To hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Cr Cr Cr Cr to consider submissions at 5.00pm on 14 August 2012.

3. That a further report be presented to Council following the conclusion of the statutory process.

1. INTRODUCTION

Council received a request from the abutting property owners (17 and 19 Avalon Road, Rowville) for each to purchase an equal area of the road reserve and consolidate the land with their properties.

The area of road reserve is between 17 and 19 Avalon Road, Rowville and is known as Lot 1 on TP 902984L and contained within Certificate of Title Volume 5137 Folio 349 and Part of the Parish of Scoresby.
10.3 Proposed Discontinuance and Sale of Road between 17 and 19 Avalon Road, Rowville (cont’d)

2. DISCUSSION

Following an assessment of the road network in the area and Council’s future land needs, it has been determined that this area of road reserve (as indicated in Appendix A) is surplus to Council’s requirements. This area of road is in the name of the original owner (1943) and has remained as road from that time. The road comprising an area of 198m$^2$ is zoned Residential 1 with easements at the rear in favour of Knox City Council and South East Water.

The two abutting property owners have requested to purchase 99m$^2$ each and consolidate this area into their existing properties. The area is currently maintained by these property owners.

A valuation has been obtained for this area (report attached under separate cover) together with correspondence from the abutting owners indicating their offer to acquire this land (also attached under separate cover).

3. CONSULTATION

Section 189 and Section 206, Schedule 10 Clause 3 of the Local Government Act 1989 provides the statutory procedures to enable discontinuance and sale to be commenced and Section 207(a) and Section 223 of that Act requires public notice of the proposed discontinuance be given in a newspaper generally circulating in the municipal district. In giving public notice, Council must state that submissions in respect of the discontinuance will be considered.

In accordance with Section 223 of the Act, Council or where Council determines, a Committee of Council shall consider any written submissions which are received by Council within 28 days after the publication of the public! notice and allow persons making submissions to appear in support of their submission. If submissions are received, a further report will be presented to Council for its consideration prior to taking further action on the proposed road closure.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this land. The closure and sale of this road will alleviate any anti-social behaviour that may arise due to the road being a dead end with no linkage to any reserve or property.

5. FINANCIAL & ECONOMIC IMPLICATIONS

It is proposed that any sale would be subject to the purchasers meeting all Council’s costs in relation to the sale and the land to be sold at a valuation obtained in accordance with Council’s Valuation of Council Land for Sale Policy. Confidential correspondence in relation to this is attached together with correspondence from the abutting property owners.
10.3 Proposed Discontinuance and Sale of Road between 17 and 19 Avalon Road, Rowville (cont’d)

6. SOCIAL IMPLICATIONS

This area of road is only used by the abutting property owners and the proposed sale will not impact on other land owners within that vicinity.

7. RELEVANCE TO COUNCIL PLAN

The report deals with actions to ensure proper and ordered development of the City in cooperation with residents. This action is aligned with the ‘Vibrant and Connected Communities’ Key Result Area section of the Council Plan.

8. CONCLUSION

As the road is not reasonably required as a road for public use, it is recommended that Council resolve to commence the necessary statutory procedures for the discontinuance and sale of this road reserve to the abutting property owners.

9. CONFIDENTIALITY

Confidential correspondence has been circulated under separate cover.

Report Prepared By: Property Management Coordinator (Angela Mitchell)

Report Authorised By: Director – Corporate Development (Mark Dupe)
AREA OF ROAD PROPOSED TO BE CLOSED AND SOLD TO THE ABUTTING PROPERTY OWNERS
11.1 WARD CONTINGENCY FUND ALLOCATIONS FOR THE PERIOD 1 JANUARY 2012 - 31 MARCH 2012

SUMMARY: Coordinator - Governance (Carrie Bruce)

This report provides an overview of the allocations from each ward contingency fund for the third quarter of the 2011/12 financial year.

RECOMMENDATION

That Council note the ward contingency fund allocations for the period 1 January 2012 to 31 March 2012.

1. INTRODUCTION

As part of the annual budget, each ward Councillor is provided with an allocation of $16,330 discretionary funding for the financial year. Expenditure against each ward is at the discretion of the relevant ward Councillor in accordance with policy guidelines previously adopted by Council.

2. DISCUSSION

At a meeting on 27 March 2012, Council approved guidelines for the use of ward contingency funds. The purpose of these funds is for meeting:

- Requests for incidental funding from individuals and/or community groups within Knox on a ward basis (excluding applications by individuals for Sporting Grants and Arts and Cultural Grants); and

- Requests for incidental funding on a ward basis which are not eligible for funding under another Council program or funding arrangement.

While funding approval is at the Ward Councillor’s discretion, the following criteria are used in determining any application for ward contingency funds:

- All requests for funding must be in writing;

- Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community;

- For applications of $1,000 or more, successful applicants must provide a statement to Council that the funds have been spent in accordance with their funding application;

- The maximum funding per application, per ward is $1000 with a maximum of $3000 for any one application. For applications funded by more than one ward, it must be demonstrated that the applicant contributes to and benefits each ward that is contributing funds;
11.1  Ward Contingency Fund Allocations (cont'd)

- Applications for financial donations and general fundraising activities will not be supported through the Ward Contingency Fund; and

- Allocated funds must provide a community benefit and be in keeping with the objectives and directions of the Council Plan.

Ward contingency allocations for the third quarter of the 2011/12 financial year are as follows:

**BAIRD WARD**
Cr. Peter Cole

<table>
<thead>
<tr>
<th>Date</th>
<th>Requested By</th>
<th>Purpose of Grant</th>
<th>Granted $</th>
<th>Balance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
<td>1000.00</td>
<td>9,294.43</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Alice Johnson 3 year old Preschool group</td>
<td>Assistance with Public Liability Insurance costs</td>
<td>906.51</td>
<td>8,387.92</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Knox Infolink Inc</td>
<td>20th Birthday Celebration costs</td>
<td>472.73</td>
<td>7,915.19</td>
</tr>
</tbody>
</table>

**CHANDLER WARD**
Cr. John Mortimore

<table>
<thead>
<tr>
<th>Date</th>
<th>Requested By</th>
<th>Purpose of Grant</th>
<th>Granted $</th>
<th>Balance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/1/12</td>
<td>Bayswater Park Cricket Club (Joint grant by 2 Councillors)</td>
<td>Family Day</td>
<td>950.00</td>
<td>9,106.13</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
<td>300.00</td>
<td>8,806.13</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Prader-Willi Syndrome Association (Joint grant by 6 Councillors)</td>
<td>Strategic Planning session</td>
<td>300.00</td>
<td>8,506.13</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Boronia Soccer Club (Joint grant by 6 Councillors)</td>
<td>Purchase of uniforms</td>
<td>300.00</td>
<td>8,206.13</td>
</tr>
<tr>
<td>29/2/12</td>
<td>The Basin Cricket Club</td>
<td>Purchase of BBQ</td>
<td>299.00</td>
<td>7,907.13</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Knox Historical Society</td>
<td>Hire of Community bus</td>
<td>198.00</td>
<td>7,709.13</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Knox Community Gardens Society (Joint grant by 5 Councillors)</td>
<td>New garden plots</td>
<td>300.00</td>
<td>7,409.13</td>
</tr>
<tr>
<td>31/3/12</td>
<td>The Basin Senior Citizens Centre Inc</td>
<td>Cost of meals and facility for dinner concert</td>
<td>884.00</td>
<td>6,525.13</td>
</tr>
<tr>
<td>31/3/12</td>
<td>The Basin Urban Fire Brigade</td>
<td>Printing of Safety Information</td>
<td>454.55</td>
<td>6070.58</td>
</tr>
</tbody>
</table>
## 11.1 Ward Contingency Fund Allocations (cont’d)

### COLLIER WARD

**Allocation for the period 01/01/2012 – 31/03/2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Requested By</th>
<th>Purpose of Grant</th>
<th>Granted $</th>
<th>Balance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
<td>300.00</td>
<td>9,165.46</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Prader-Willi Syndrome Association (Joint grant by 6 Councillors)</td>
<td>Strategic planning session</td>
<td>200.00</td>
<td>8,965.46</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Boronia Soccer Club (Joint grant by 6 Councillors)</td>
<td>Purchase of uniforms</td>
<td>500.00</td>
<td>8,465.46</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Knox Community Gardens Society (Joint grant by 5 Councillors)</td>
<td>New garden plots</td>
<td>300.00</td>
<td>8,165.46</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Wantirna Primary School</td>
<td>Centenary celebration costs</td>
<td>909.09</td>
<td>7,256.37</td>
</tr>
</tbody>
</table>

### DINSDALE WARD

**Allocation for the period 01/01/2012 – 31/03/2012**

<table>
<thead>
<tr>
<th>Date</th>
<th>Requested By</th>
<th>Purpose of Grant</th>
<th>Granted $</th>
<th>Balance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/1/12</td>
<td>1st Bayswater Scout Group</td>
<td>Jamboree Expenses</td>
<td>900.00</td>
<td>11,233.63</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Bayswater Park Cricket Club (Joint grant by 2 Councillors)</td>
<td>Family Day</td>
<td>999.00</td>
<td>10,234.63</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
<td>500.00</td>
<td>9,734.63</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Prader-Willi Syndrome Association (Joint grant by 6 Councillors)</td>
<td>Strategic Planning Session</td>
<td>260.00</td>
<td>9,474.63</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Boronia Soccer Club (Joint grant by 6 Councillors)</td>
<td>Purchase of Uniforms</td>
<td>500.00</td>
<td>8,974.63</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Our Lady of Lourdes School</td>
<td>Grant – Breakfast Club</td>
<td>900.00</td>
<td>8,074.63</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Knox Community Gardens Society (Joint grant by 5 Councillors)</td>
<td>New garden plots</td>
<td>438.00</td>
<td>7,636.63</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Bayswater Cricket Club</td>
<td>Repair of practice nets</td>
<td>950.00</td>
<td>6,686.63</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Studfield Wantirna Community Newspaper</td>
<td>Sponsorship of page in newspaper</td>
<td>908.18</td>
<td>5,778.45</td>
</tr>
</tbody>
</table>
### 11.1  Ward Contingency Fund Allocations (cont'd)

<table>
<thead>
<tr>
<th>Ward</th>
<th>Allocation for the period 01/01/2012 – 31/03/2012</th>
<th>Cr. Sue McMillan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOBSON WARD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Requested By</td>
<td>Purpose of Grant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31/1/12</td>
<td>Rowville Netball Club (Joint grant by 4 Councillors)</td>
<td>Purchase of Laptop and Software</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Upwey FTG Baseball Club</td>
<td>Purchase of equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FRIBERG WARD</strong></th>
<th>Allocation for the period 01/01/2012 – 31/03/2012</th>
<th>Cr. Andrew Walter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Requested By</td>
<td>Purpose of Grant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31/1/12</td>
<td>Rowville Netball Club (Joint grant by 4 Councillors)</td>
<td>Purchase of Laptop and Software</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Prader-Willi Syndrome Association (Joint grant by 6 Councillors)</td>
<td>Strategic Planning session</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Mountain Gate Cricket Club</td>
<td>Update of Junior Playing kits</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Boronia Soccer Club (Joint grant by 6 Councillors)</td>
<td>Purchase of Uniforms</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Scoresby Striders Little Athletics Club</td>
<td>Purchase of Trophies</td>
</tr>
</tbody>
</table>
## 11.1 Ward Contingency Fund Allocations (cont'd)

### SCOTT WARD

Cr. David Cooper

<table>
<thead>
<tr>
<th>Date</th>
<th>Requested By</th>
<th>Purpose of Grant</th>
<th>Granted $</th>
<th>Balance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
<td>500.00</td>
<td>10,243.17</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Prader-Willi Syndrome Association (Joint grant by 6 Councillors)</td>
<td>Strategic Planning session</td>
<td>200.00</td>
<td>10,043.17</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Knox Gardens Preschool</td>
<td>Installation of water tank</td>
<td>727.27</td>
<td>9,315.90</td>
</tr>
<tr>
<td>31/3/12</td>
<td>K Daly</td>
<td>Community Celebration Christmas in July</td>
<td>500.00</td>
<td>8,815.90</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Knox Community Gardens Society (Joint grant by 5 Councillors)</td>
<td>New garden plots</td>
<td>300.00</td>
<td>8,515.90</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Wantirna South Primary</td>
<td>Grant – Major Fundraiser</td>
<td>200.00</td>
<td>8,315.90</td>
</tr>
</tbody>
</table>

### TAYLOR WARD

Cr. Darren Pearce

<table>
<thead>
<tr>
<th>Date</th>
<th>Requested By</th>
<th>Purpose of Grant</th>
<th>Granted $</th>
<th>Balance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/1/12</td>
<td>Rowville Netball Club (Joint grant by 4 Councillors)</td>
<td>Purchase of Laptop and Software</td>
<td>250.00</td>
<td>9,484.54</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
<td>300.00</td>
<td>9,184.54</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Boronia Soccer Club (Joint grant by 6 Councillors)</td>
<td>Purchase of Uniforms</td>
<td>300.00</td>
<td>8,884.54</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Rowville Cricket Club</td>
<td>Costs associated with Pink Stumps Day</td>
<td>500.00</td>
<td>8,384.54</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Knox Community Gardens Society (Joint grant by 5 Councillors)</td>
<td>New garden plots</td>
<td>300.00</td>
<td>8,084.54</td>
</tr>
<tr>
<td>31/3/12</td>
<td>Park Ridge Preschool</td>
<td>Purchase of Art &amp; Craft supplies</td>
<td>908.18</td>
<td>7,176.36</td>
</tr>
</tbody>
</table>
11.1 Ward Contingency Fund Allocations (cont'd)

<table>
<thead>
<tr>
<th>Date</th>
<th>Requested By</th>
<th>Purpose of Grant</th>
<th>Granted $</th>
<th>Balance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/1/12</td>
<td>Rowville Netball Club (Joint grant by 4 Councillors)</td>
<td>Purchase of Laptop and Software</td>
<td>250.00</td>
<td>5,474.58</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Rotary Club of Knox (Joint grant by 9 Councillors)</td>
<td>Community Liaison Unit vehicle</td>
<td>300.00</td>
<td>5,174.58</td>
</tr>
<tr>
<td>31/1/12</td>
<td>Prader-Willi Syndrome Association (Joint grant by 6 Councillors)</td>
<td>Strategic Planning session</td>
<td>300.00</td>
<td>4,874.58</td>
</tr>
<tr>
<td>29/2/12</td>
<td>Boronia Soccer Club (Joint grant by 6 Councillors)</td>
<td>Purchase of uniforms</td>
<td>300.00</td>
<td>4,574.58</td>
</tr>
</tbody>
</table>

3. CONSULTATION

No consultation has been undertaken in relation to this report. This information is presented as part of Council’s accountability to the community.

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL IMPLICATIONS

Council allocated $146,970 in the 2011/12 financial year to ward contingencies. This report reflects allocations expended for the period 1 January 2012 to 31 March 2012.

6. SOCIAL IMPLICATIONS

The ward contingency program allows Council the flexibility to respond to requests for funding from individuals and/or community groups within Knox on a ward basis. These grants provide applicants the opportunity to participate and support a variety of community based programs.

7. RELEVANCE TO COUNCIL PLAN

Provision of contingency funds assists Council in meeting its general objectives under the Council Plan.

8. CONCLUSION

This report of expenditure for each contingency account is presented for noting and provides details of expenditure for the period 1 January 2012 to 31 March 2012.
11.1 Ward Contingency Fund Allocations (cont'd)

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

Report Prepared By: Acting Manager – Governance (Carrie Bruce)

Report Authorised By: Director – Corporate Development (Mark Dupe)
11.2 SUPPLEMENTARY VALUATIONS

SUMMARY: Coordinator–Property & Revenue Services (Ian Goulet)

This report summarises the effect of Supplementary Valuations returned to Council from 1 June 2011 to 31 May 2012 (see attached Appendix).

RECOMMENDATION

That Council adopt the Supplementary Valuation adjustments (as per attached Appendix A) prepared and tabled under Section 13DF of the Valuation of Land Act 1960.

1. INTRODUCTION

As part of the ongoing valuation process Supplementary Valuations have been carried out on a number of properties. The Supplementary Valuations are as a result of subdivision, consolidation, the erection or removal of improvements, arithmetical or descriptive errors. The valuations returned are shown in the report as the Valuations as at 1 July 2010.

These Supplementary Valuations are undertaken and have been returned in accordance with Section 13DF of the Valuation of Land Act 1960.

2. DISCUSSION

The Supplementary Valuation return process is ongoing to ensure that the valuations on all properties reflect the current levels and in turn the correct rates.

Reports are presented to Council to reflect changes in property values.

Depending on the nature or date of each individual supplementary valuation the effective date will vary. These supplementary valuations are effective from 1 July 2011, 1 August 2011, 1 October 2011, 1 December 2011, 1 January 2012, 1 March 2012 and 1 May 2012 being the date they were returned to Council.
11.2 Supplementary Valuations (cont’d)

The following tables set out the changes in valuations as a result of these Supplementary Valuation returns.

**Valuations as at 1 May 2011**

<table>
<thead>
<tr>
<th>Site Value</th>
<th>Capital Improved Value</th>
<th>Net Annual Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,181,099,800</td>
<td>$30,554,930,800</td>
<td>$1,659,761,125</td>
</tr>
</tbody>
</table>

**Adjustments Due To Supplementary Valuation Returns**

<table>
<thead>
<tr>
<th>Site Value</th>
<th>Capital Improved Value</th>
<th>Net Annual Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$42,900,244</td>
<td>$242,902,344</td>
<td>$11,522,112</td>
</tr>
</tbody>
</table>

**New Valuation Totals as at 1 May 2011**

<table>
<thead>
<tr>
<th>Site Value</th>
<th>Capital Improved Value</th>
<th>Net Annual Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,224,000,044</td>
<td>$30,797,833,144</td>
<td>$1,671,283,237</td>
</tr>
</tbody>
</table>

Site Value – Represents the land value alone.

Capital Improved Value – Represents the combined value of land and any improvements. It is the basis on which rates are raised.

Net Annual Value – Represents the notional rental value of the improved property.

Whilst the rates can be effective from different dates the valuation is determined based on the level of valuation as at 1 January 2010.

Details of specific properties affected by these Supplementary Valuations are available upon request.

3. **CONSULTATION**

There is no requirement for any specific consultation in regards to this matter.

4. **ENVIRONMENTAL/AMENITY ISSUES**

There are no environmental or amenity impacts as a result of this report.

5. **FINANCIAL & ECONOMIC IMPLICATIONS**

The processing of Supplementary Valuations may create additional income for Council. This particular Supplementary Valuation return, based on an increase in Capital Improved Value of $242,902,344 for the 2011/2012 financial year, has generated rates of $336,638.
11.2 Supplementary Valuations (cont’d)

6. SOCIAL IMPLICATIONS

Regular processing of Supplementary Valuations ensures accuracy of Council records and thus Council rate charging is as equitable as possible.

7. RELEVANCE TO COUNCIL PLAN

Valuations and Rating is part of Council’s Governance responsibility in delivering the Knox Council Plan.

8. CONCLUSION

It is recommended that Council receive, approve and adopt the following Supplementary Valuation Return(s) and relevant Statutory Declaration(s) of the Valuer. As a result of these revised valuations (Appendix A), the changes have been reflected in rate notices issued.

9. CONFIDENTIALITY

Confidentiality is not an issue in this instance.

Report Prepared By: Coordinator – Property & Revenue Services
(Ian Goullet)

Report Authorised By: Finance Manager (Jon Gorst)
COUNCIL – ITEMS FOR INFORMATION

26 June 2012

APPENDIX A

SUPPLEMENTARY VALUATION RETURNS

The Supplementary Valuation identification numbers are:

- SUPP ID 152  1 March 2011 Subdivision
- SUPP ID 153  1 March 2011 Capital Improved Value
- SUPP ID 162  1 May 2011 Retro Objection
- SUPP ID 170  1 July 2011 Knox Ozone
- SUPP ID 171  1 July 2011 Knox City Shopping Centre
- SUPP ID 172  1 July 2011 Stud Park Shopping Centre
- SUPP ID 149  1 July 2010 Sub- Division Retrospective
- SUPP ID 153  1 March 2011 – Capital Improved Value
- SUPP ID 154  1 March 2011 – Retrospective
- SUPP ID 162  1 May 2011 – Objection Retrospective
- SUPP ID 164  1 July 2011 – Subdivision
- Supp ID 165  1 July 2011 - CIV
- SUPP ID 167A  1 August 2011 CIV & Subdivision
- SUPP ID 167B  1 August 2011 CIV
- SUPP ID 167C  1 August 2011 CIV
- SUPP ID 168  1 August 2011 Sub-Division
- SUPP ID 170  1 July 2011 Knox Ozone Objection
- SUPP ID 171  1 July 2011 Knox Shopping Centre
- SUPP ID 172  1 July 2011 Stud Park Shopping Centre
- SUPP ID 173  1 July 2011 CIV
- SUPPID 174  1 October 2011 CIV
- SUPP ID 176  1 October 2011 CIV Query
- SUPP ID 176A  1 August 2011 CIV
- SUPP ID 180  1 October 2011 Subdivision
- SUPP ID 181  1 October 2011 CIV
- SUPP ID 182  1 October 2011 Subdivision
- SUPP ID 183  1 October 2011 CIV Objections
- SUPP ID 184  1 October 2011 Subdivision
- SUPP ID 185  1 November 2011 CIV
- SUPP ID 186  1 December 2011 CIV
- SUPP ID 187  1 October 2011 CIV
**Supplementary Valuation Returns (cont’d)**

- SUPP ID 188  
  1 January 2012 CIV
- SUPPID 189  
  1 December 2011 Subdivision
- SUPPID 190  
  1 December, 2011 CIV
- SUPP ID 191  
  1 January 2012 CIV
- SUPP ID 192  
  1 December 2012 Subdivision
- SUPP ID 193  
  1 December 2012 Subdivision
- SUPP ID 194  
  1 January 2012 Subdivision
- SUPP ID 195  
  1 January 2012 CIV
- SUPP ID 196  
  1 January 2012 Subdivision
- SUPP ID 197  
  1 January 2012 CIV
- SUPP ID 199  
  1 January 2012 CIV
- SUPP ID 200  
  1 January 2012 Subdivision
- SUPPID 201  
  1 January 2012 Subdivision
- SUPP ID 202  
  1 January 2012 CIV
- SUPP ID 203  
  1 January 2012 CIV
- SUPP ID 204  
  1 January 2012 CIV
- SUPP ID 205  
  1 January 2012 CIV
- SUPP ID 207  
  1 January 2012 Land Tax Objections
- SUPP ID 208  
  1 January 2012 Subdivision
- SUPP ID 209  
  1 January 2012 Subdivision
- SUPP ID 210  
  1 January 2012 Subdivision
- SUPP ID 213  
  1 March 2012 Subdivision
- SUPP ID 215  
  1 April 2012 Subdivision
- SUPP ID 216  
  1 March 2012 CIV
- SUPP ID 217  
  1 December 2011 Subdivision
- SUPP ID 219  
  1 March 2012 CIV
- SUPP ID 224  
  1 April 2012 Land Tax Objections
- SUPP ID 225  
  1 January 2012 Subdivision
- SUPP ID 226  
  1 April 2012 CIV
- SUPP ID 227  
  1 April 2012 CIV
- SUPP ID 228  
  1 May 2012 CIV
- SUPP ID 229  
  1 May 2012 Land Tax Objections
- SUPP ID 230  
  1 May 2012 CIV
## TABLE 1

<table>
<thead>
<tr>
<th>SUPPLEMENTARY REFERENCE ID</th>
<th>VALUER’S RETURN DECLARATION DATE</th>
<th>SITE VALUE</th>
<th>CAPITAL IMPROVED VALUE</th>
<th>NET ANNUAL VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPP ID 152</td>
<td>1 March 2011</td>
<td>-783,000</td>
<td>-451,000</td>
<td>-272,500</td>
</tr>
<tr>
<td>SUPP ID 153</td>
<td>1 March 2011</td>
<td>-361,000</td>
<td>1,403,000</td>
<td>107,050</td>
</tr>
<tr>
<td>SUPP ID 162</td>
<td>1 May 2011</td>
<td>-405,000</td>
<td>-741,000</td>
<td>12,600</td>
</tr>
<tr>
<td>SUPP ID 170</td>
<td>1 July 2011</td>
<td>0</td>
<td>-24,712,000</td>
<td>-2,251,200</td>
</tr>
<tr>
<td>SUPP ID 171</td>
<td>1 July 2011</td>
<td>-2,282,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SUPP ID 172</td>
<td>1 July 2011</td>
<td>-2,576,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SUPP ID: 149</td>
<td>1 July 2011</td>
<td>-582,000</td>
<td>-865,000</td>
<td>-43,250</td>
</tr>
<tr>
<td>SUPP ID: 164</td>
<td>1 July 2011</td>
<td>11,082,545</td>
<td>14,125,045</td>
<td>19,304</td>
</tr>
<tr>
<td>SUPP ID: 165</td>
<td>1 July 2011</td>
<td>3,042,000</td>
<td>12,845,000</td>
<td>642,000</td>
</tr>
<tr>
<td>SUPP ID: 167A</td>
<td>1 August 2011</td>
<td>507,000</td>
<td>12,562,000</td>
<td>726,100</td>
</tr>
<tr>
<td>SUPP ID 167C</td>
<td>1 August 2011</td>
<td>1,557,000</td>
<td>11,174,000</td>
<td>558,700</td>
</tr>
<tr>
<td>SUPP ID 168</td>
<td>1 August 2011</td>
<td>2,859,000</td>
<td>20,115,000</td>
<td>1,005,750</td>
</tr>
<tr>
<td>SUPP ID 176</td>
<td>1 October 2011</td>
<td>120,925</td>
<td>554,925</td>
<td>27,746</td>
</tr>
<tr>
<td>SUPP ID 179</td>
<td>1 August 2011</td>
<td>120,295</td>
<td>12,133,000</td>
<td>704,650</td>
</tr>
<tr>
<td>SUPP ID 180</td>
<td>1 October 2011</td>
<td>210,000</td>
<td>185,000</td>
<td>9,200</td>
</tr>
<tr>
<td>SUPP ID 181</td>
<td>1 October 2011</td>
<td>-2,067,000</td>
<td>4,653,00</td>
<td>-232,650</td>
</tr>
<tr>
<td>SUPP ID 182</td>
<td>1 October 2011</td>
<td>-319,000</td>
<td>-511,000</td>
<td>-25,550</td>
</tr>
<tr>
<td>SUPP ID 183</td>
<td>1 October 2011</td>
<td>298,000</td>
<td>94,000</td>
<td>4,700</td>
</tr>
<tr>
<td>SUPP ID 184</td>
<td>1 October 2011</td>
<td>82,000</td>
<td>-327,000</td>
<td>-16,350</td>
</tr>
<tr>
<td>SUPP ID 185</td>
<td>1 November 2011</td>
<td>-50,000</td>
<td>-72,000</td>
<td>-14,755</td>
</tr>
<tr>
<td>SUPP ID 186</td>
<td>1 December 2011</td>
<td>186,000</td>
<td>303,000</td>
<td>15,150</td>
</tr>
<tr>
<td>SUPP ID 187</td>
<td>1 October 2011</td>
<td>-898,845</td>
<td>2,419,255</td>
<td>94,711</td>
</tr>
<tr>
<td>SUPP ID 191</td>
<td>1 January 2012</td>
<td>-131,000</td>
<td>413,000</td>
<td>20,650</td>
</tr>
<tr>
<td>SUPP ID 192</td>
<td>1 December 2011</td>
<td>-325,000</td>
<td>-110,600</td>
<td>-5,530</td>
</tr>
<tr>
<td>SUPP ID 193</td>
<td>1 December 2011</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SUPP ID 194</td>
<td>1 January 2012</td>
<td>28,660,000</td>
<td>28,660,000</td>
<td>1,433,000</td>
</tr>
<tr>
<td>SUPP ID 195</td>
<td>1 January 2012</td>
<td>0</td>
<td>-2,975,000</td>
<td>-167,200</td>
</tr>
<tr>
<td>SUPP ID 196</td>
<td>1 January 2012</td>
<td>3,905,000</td>
<td>3,905,000</td>
<td>195,250</td>
</tr>
<tr>
<td>SUPP ID 197</td>
<td>1 January 2012</td>
<td>-375,000</td>
<td>-303,000</td>
<td>-15,150</td>
</tr>
<tr>
<td>SUPP ID 199</td>
<td>1 January 2012</td>
<td>-1,013,100</td>
<td>-1,418,000</td>
<td>0</td>
</tr>
<tr>
<td>SUPP ID 200</td>
<td>1 January 2012</td>
<td>7,889,000</td>
<td>7,889,000</td>
<td>394,450</td>
</tr>
<tr>
<td>SUPP ID 203</td>
<td>1 January 2012</td>
<td>145,000</td>
<td>247,000</td>
<td>12,350</td>
</tr>
<tr>
<td>SUPP ID 201</td>
<td>1 January 2012</td>
<td>16,112,000</td>
<td>16,112,000</td>
<td>805,600</td>
</tr>
<tr>
<td>SUPP ID 207</td>
<td>1 January 2012</td>
<td>-24,236,200</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SUPP ID 167B</td>
<td>1 January 2012</td>
<td>-131,000</td>
<td>6,043,000</td>
<td>302,650</td>
</tr>
</tbody>
</table>
## TABLE 1 (cont’d)

<table>
<thead>
<tr>
<th>SUPPLEMENTARY REFERENCE ID</th>
<th>VALUER’S RETURN DECLARATION DATE</th>
<th>SITE VALUE</th>
<th>CAPITAL IMPROVED VALUE</th>
<th>NET ANNUAL VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPP ID 204</td>
<td>1 January 2012</td>
<td>-1,143,500</td>
<td>-413,000</td>
<td>-20,650</td>
</tr>
<tr>
<td>SUPP ID 174</td>
<td>1 January 2012</td>
<td>3,463,000</td>
<td>15,749,500</td>
<td>796,000</td>
</tr>
<tr>
<td>SUPP ID 173</td>
<td>1 January 2012</td>
<td>0</td>
<td>8,449,000</td>
<td>422,450</td>
</tr>
<tr>
<td>SUPP ID 189</td>
<td>1 January 2012</td>
<td>-3,000</td>
<td>3,870,000</td>
<td>193,500</td>
</tr>
<tr>
<td>SUPP ID 210</td>
<td>1 January 2012</td>
<td>1,707,000</td>
<td>2,515,000</td>
<td>125,750</td>
</tr>
<tr>
<td>SUPP ID 188</td>
<td>1 January 2012</td>
<td>-3,000</td>
<td>3,870,000</td>
<td>193,500</td>
</tr>
<tr>
<td>SUPP ID 216</td>
<td>1 March 2012</td>
<td>-5,473,000</td>
<td>-5,660,100</td>
<td>-492,505</td>
</tr>
<tr>
<td>SUPP ID 217</td>
<td>1 December 2011</td>
<td>-2,564,000</td>
<td>6,335,000</td>
<td>316,750</td>
</tr>
<tr>
<td>SUPP ID 224</td>
<td>1 April 2012</td>
<td>-734,000</td>
<td>1,340,000</td>
<td>126,700</td>
</tr>
<tr>
<td>SUPP ID 213</td>
<td>1 March 2012</td>
<td>-27,000</td>
<td>12,354,000</td>
<td>617,700</td>
</tr>
<tr>
<td>SUPP ID 219</td>
<td>1 March 2012</td>
<td>313,000</td>
<td>2,015,000</td>
<td>100,750</td>
</tr>
<tr>
<td>SUPP ID 226</td>
<td>1 April 2012</td>
<td>-7,060,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SUPP ID 225</td>
<td>1 January 2012</td>
<td>0</td>
<td>-39,000</td>
<td>-1,950</td>
</tr>
<tr>
<td>SUPP ID 227</td>
<td>1 April 2012</td>
<td>-381,000</td>
<td>-232,000</td>
<td>-12,000</td>
</tr>
<tr>
<td>SUPP ID 208</td>
<td>1 April 2012</td>
<td>2,139,000</td>
<td>2,139,000</td>
<td>106,950</td>
</tr>
<tr>
<td>SUPP ID 209</td>
<td>1 January 2012</td>
<td>4,737,000</td>
<td>4,737,000</td>
<td>236,850</td>
</tr>
<tr>
<td>SUPP ID 229</td>
<td>1 May 2012</td>
<td>-6,659,900</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SUPP ID 205</td>
<td>1 January 2012</td>
<td>456,000</td>
<td>2,829,000</td>
<td>231,200</td>
</tr>
<tr>
<td>SUPP ID 215</td>
<td>1 April 2012</td>
<td>524,000</td>
<td>10,198,000</td>
<td>509,90</td>
</tr>
<tr>
<td>SUPP ID 230</td>
<td>1 May 2012</td>
<td>-315,000</td>
<td>39,000</td>
<td>1,950</td>
</tr>
<tr>
<td>SUPP ID 202</td>
<td>1 January 2012</td>
<td>3,415,000</td>
<td>10,550,000</td>
<td>926,400</td>
</tr>
<tr>
<td>SUPP ID 225</td>
<td>1 January 2012</td>
<td>2,897,000</td>
<td>24,067,000</td>
<td>1,203,350</td>
</tr>
<tr>
<td>SUPP ID 228</td>
<td>1 May 2012</td>
<td>971,500</td>
<td>15,890,500</td>
<td>799,500</td>
</tr>
<tr>
<td>SUPP ID 190</td>
<td>1 January 2012</td>
<td>6,507,000</td>
<td>19,273,000</td>
<td>1,741,350</td>
</tr>
</tbody>
</table>

| TOTAL                      | $18,224,000,044               | $30,797,833,144 | $1,671,283,237 |
11.3 WORKS REPORT AS AT 12 JUNE 2012

SUMMARY: Coordinator – Capital Works (Gene Chiron)

The Works Report shows projects on Council’s Capital Works Program and indicates the status of each project as at 12 June 2012.

RECOMMENDATION

That the works report for June 2012 be received and noted.

1. INTRODUCTION

This report summarises progress on Council’s Capital Works Program for the 2011/2012 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 12 June 2012, is attached as Appendix A.

Report Prepared By: Coordinator – Capital Works (Gene Chiron)

Report Authorised By: Director – Engineering & Infrastructure
<table>
<thead>
<tr>
<th>Item</th>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Bridges Renewal Program</td>
<td>$57,000</td>
</tr>
<tr>
<td></td>
<td>Henderson Road shared path bridge has been completed and works have commenced on Ferntree Gully Community Centre bridge, while finalising material for the shared path bridge at the rear of the transfer station is underway.</td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>High Risk Road Failures</td>
<td>$525,177</td>
</tr>
<tr>
<td></td>
<td>Major projects at Ferndale Road and Cornish Road have now been completed. Patching works at Albert Avenue will complete this year’s program.</td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>Road Surface Renewal Program</td>
<td>$4,173,756</td>
</tr>
<tr>
<td></td>
<td>11/12 program has been completed.</td>
<td></td>
</tr>
<tr>
<td>008</td>
<td>Drainage Pit and Pipe Renewal Program</td>
<td>$1,889,000</td>
</tr>
<tr>
<td></td>
<td>Program progressing. Works programmed for May/June include Halsel Drive, Orson Street, The Glade, Hilda Avenue, The Avenue and Myrtle Crescent.</td>
<td></td>
</tr>
<tr>
<td>009</td>
<td>Footpath Renewal Program</td>
<td>$2,900,000</td>
</tr>
<tr>
<td></td>
<td>Program progressing on schedule at 95% complete.</td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>Bicycle / Shared Path Renewal Program</td>
<td>$857,000</td>
</tr>
<tr>
<td></td>
<td>Contract 1906 has been completed. Minor maintenance works will finalise the program.</td>
<td></td>
</tr>
<tr>
<td>011</td>
<td>Information System Plan Implementation</td>
<td>$392,000</td>
</tr>
<tr>
<td></td>
<td>PCs and Laptops’ quotes have been requested. Scoping and design work for new servers are underway.</td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td><strong>Building Renewal Program</strong></td>
<td>$1,589,000</td>
<td></td>
</tr>
<tr>
<td>Program is 93% committed/expended - works commencing and/or nearing completion over the month of June include Eastgate - Internal painting; Eildon Pavilion - internal painting; Rowville Library - public toilets refit; Knox Gardens Community Hall - toilets refit; Scoresby Pavilion - Away Changerooms toilet/shower refit; Fairpark Pavilion - internal/external painting, kitchen refit; Orana Neighbourhood House - DDA retrofitting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Playground Renewal Program</strong></td>
<td>$455,800</td>
<td></td>
</tr>
<tr>
<td>Design works completed and construction commenced in early May for completion in June 2012.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fire Hydrant Replacement Program</strong></td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Payments to South East Water due by late June.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Car Park Renewal Program</strong></td>
<td>$201,000</td>
<td></td>
</tr>
<tr>
<td>Contract 1906 for carparks has now been completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Plant &amp; Machinery Replacement Program</strong></td>
<td>$2,123,500</td>
<td></td>
</tr>
<tr>
<td>Program under way with 56% of funds expended and 85% of funds committed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Street Tree Replacement Program</strong></td>
<td>$610,000</td>
<td></td>
</tr>
<tr>
<td>All tree and stump removals for streets included in the program have been completed. Planting for these streets is underway and will be completed by the end of the financial year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stamford Park Redevelopment</strong></td>
<td>$120,000</td>
<td></td>
</tr>
<tr>
<td>The Planning Panel met at Stamford Park on 21 May to consider submissions to the proposed planning scheme amendment. The Panel's report is expected to be received in August. Following public advertising of the subdivision planning permit, no objections were received. Referrals have now been sent to relevant infrastructure supply authorities by Council to ascertain their requirements for the subdivision.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Shade Sails for Family and Children's Services Facilities  
Program complete.

Corhanwarrabul Creek Trail (to Dandenong Creek) - Shared Path  
(1) Demolition of Stamford House shed completed and the remainder of pathway link from rear of Stamford House to Emmeline Row to be completed when weather permits. 
(2) Design works only for next stage to be undertaken in consultation with Parks Victoria and the Scoresby Employment Precinct developer.

Dog Related Signage  
Project funds are 50% committed and 10% expended.

Drainage Upgrades - Ongoing Customer Response  
Works and defects have been completed for all jobs. Final inspection to be made.

Open Space Fencing Replacement  
Permission to install fencing obtained 12/4/2012. Further permits requested by MainCo. 29/5/2012. Expect a response by 6/6/2012 for contractor to commence works.

Major Reserves Conversion to Warm Season Grass  
Warm season grass sod laid at Fair Park. Irrigation system connected to stormwater tank. Top dressing to occur in Spring.

Roadside Furniture Renewal Program  
Program has been completed.

Wantirna Mall Place Management Design Implementation  
Powerline and civil contract works completed.
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy &amp; Greenhouse Program for Council Facilities</td>
<td>$82,000</td>
</tr>
<tr>
<td>Quotes received for insulation pilot project which will be carried out during June. The LED lighting on the canopy outside the Knox Arts Centre to be completed following asbestos remedial works scheduled for mid June 2012.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Code Australia Compliance</td>
<td>$241,678</td>
</tr>
<tr>
<td>Emergency Systems Management programmed works are approximately 80% complete.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warm Water Facility - Construction.</td>
<td>$58,276</td>
</tr>
<tr>
<td>Works completed.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boronia Park Landscaping Implementation Stage 3</td>
<td>$500,000</td>
</tr>
<tr>
<td>Undertaking drainage analysis for upgrade of retarding basin and once completed will need to consult with Melbourne Water and the community. Detailed design underway.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Basin Triangle Landscape Implementation Stage 2</td>
<td>$116,965</td>
</tr>
<tr>
<td>Road Safety Audit has been done. Require consultation with The Basin Traders prior to construction plans being finalised and calling for tenders.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberty Avenue Reserve Master Plan Implementation Stage 1</td>
<td>$300,000</td>
</tr>
<tr>
<td>Works have met Practical Completion. Minor rectification works taking place to tree surround, seats and water pooling over path in drainage channel. Currently under 13 week Maintenance Period. Final completion due 10 July 2012.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferntree Gully Village: Development of Design Plan</td>
<td>$200,000</td>
</tr>
<tr>
<td>Streetscape contract awaiting approval.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Neville Arboretum Toilet - Design and Construct</td>
<td>$290,000</td>
</tr>
<tr>
<td>Project on schedule for end of June completion.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Project Description</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>289</td>
<td>CSR Quarry Reserve - Implementation Stage 3</td>
</tr>
<tr>
<td></td>
<td>Works are underway with concrete works nearing completion. Fine trimming, mulching, planting, installation of hand rails and furniture will be carried out in the coming weeks. Due to unforeseen issues with plant supply, some planting will be delayed with a third of the plants to be planted in Spring 2012.</td>
</tr>
<tr>
<td>299</td>
<td>Tulip Crescent - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>304</td>
<td>Walker Reserve Oval - Renewal</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>310</td>
<td>Egan Lee Reserve - Floodlighting Installation</td>
</tr>
<tr>
<td></td>
<td>Contractor appointed with trenching and excavation commenced for cable to be installed.</td>
</tr>
<tr>
<td>316</td>
<td>Stud Road, Rowville - Sunshine Street to Timbertop Drive - Footpath</td>
</tr>
<tr>
<td></td>
<td>Developer has additional land to transfer to Council as a result of roadworks to widen exit from Sunshine Street. All land will be package into one title for transfer to Council after completion of roadworks.</td>
</tr>
<tr>
<td>317</td>
<td>Mowbray Drive, Wantirna South LATM - Construction</td>
</tr>
<tr>
<td></td>
<td>Works complete.</td>
</tr>
<tr>
<td>318</td>
<td>Bike Storage - Various Locations</td>
</tr>
<tr>
<td></td>
<td>Bike hoops now complete except for the Marie Wallace site which will be completed in the coming two weeks.</td>
</tr>
<tr>
<td>327</td>
<td>Karoo Reserve - Site Development</td>
</tr>
<tr>
<td></td>
<td>Construction underway.</td>
</tr>
<tr>
<td>330</td>
<td>Lantana Court - Site Development</td>
</tr>
<tr>
<td></td>
<td>Works to Lantana Court Reserve are complete.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>eServices</td>
<td>Over 20 Teamsites have been developed throughout the organisation to assist with communication and collaboration. A project to manage and maintain existing Teamsites has also occurred.</td>
</tr>
<tr>
<td>Kings Park Storm Water Harvesting - Stage 2</td>
<td>Tank connected. Quotes being sought to connect to irrigation system.</td>
</tr>
<tr>
<td>Eildon Park Storm Water Harvesting - Stage 2</td>
<td>Irrigation system being connected to tank.</td>
</tr>
<tr>
<td>Asbestos Removal</td>
<td>Funds 65% committed and 45% expended.</td>
</tr>
<tr>
<td>Miscellaneous Industrial Roads - Pavement Rehabilitation</td>
<td>Works programmed at Mountain Highway and Waldheim Road will complete program.</td>
</tr>
<tr>
<td>Guy Turner Reserve Pavilion Upgrade</td>
<td>Upgrade to public toilets completed.</td>
</tr>
<tr>
<td>Avalon/Stamford/Stud Road Intersection Modification</td>
<td>Further detailed community consultation is required. To be deferred pending resolution of Stud Park Structure Plan.</td>
</tr>
<tr>
<td>Eastern Recreation Precinct - Indoor Sports Stadium</td>
<td>Commissioning of equipment and certification nearing completion. Certificate of Occupancy has now been issued. Acromat have completed construction of structural frame and seats for the retractable seating. Installation of electrical motors and connection of drivers currently underway. Final inspection of structure by engineer completed. All construction works have now received Practical Completion.</td>
</tr>
<tr>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>356</td>
<td>Eastern Recreation Precinct - Civil Works</td>
</tr>
<tr>
<td></td>
<td>Pavilion area works completed.</td>
</tr>
<tr>
<td>357</td>
<td>Eastern Recreation Precinct - Soccer Pavilion</td>
</tr>
<tr>
<td></td>
<td>All works completed</td>
</tr>
<tr>
<td>358</td>
<td>Eastern Recreation Precinct - Synthetic Soccer Pitches</td>
</tr>
<tr>
<td></td>
<td>All works have been completed, now on maintenance.</td>
</tr>
<tr>
<td>362</td>
<td>Knox Gardens Tennis Court Reinstatement - Stage 2</td>
</tr>
<tr>
<td></td>
<td>Court resurfacing works completed.</td>
</tr>
<tr>
<td>363</td>
<td>Local Area Access Program (LAAP) Knox Central Bike Connections</td>
</tr>
<tr>
<td></td>
<td>Project complete.</td>
</tr>
<tr>
<td>365</td>
<td>Boronia Reserve - Boronia Radio Controlled Car Club Clubroom - Design</td>
</tr>
<tr>
<td></td>
<td>Detailed design complete.</td>
</tr>
<tr>
<td>367</td>
<td>Gilbert Park Pavilion Upgrade (Knox Softball Association) - Consultation &amp; Design</td>
</tr>
<tr>
<td></td>
<td>Final design progressing well.</td>
</tr>
<tr>
<td>369</td>
<td>Carrington Park Reserve Sports Pavilion Upgrade - Consultation &amp; Design</td>
</tr>
<tr>
<td></td>
<td>Preliminary final drawings received for review.</td>
</tr>
<tr>
<td>371</td>
<td>Benedikt Park Reserve - Relocation of cricket pitch</td>
</tr>
<tr>
<td></td>
<td>Minor works completed</td>
</tr>
<tr>
<td>372</td>
<td>Lewis Park Skate Bowl</td>
</tr>
<tr>
<td></td>
<td>New signage has been ordered for the skate bowl.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>375</td>
<td>Ambleside Park Masterplan Implementation</td>
</tr>
<tr>
<td></td>
<td>Project is complete.</td>
</tr>
<tr>
<td>376</td>
<td>Murrindal Playroom Extension (Stage - One)</td>
</tr>
<tr>
<td></td>
<td>Building works completed and Certificate of Occupancy issued.</td>
</tr>
<tr>
<td>377</td>
<td>Eildon Parade Playroom Extension - Construction</td>
</tr>
<tr>
<td></td>
<td>Project on hold for a needs review.</td>
</tr>
<tr>
<td>378</td>
<td>Taylors Lane Playroom Extension - Construction</td>
</tr>
<tr>
<td></td>
<td>Project on hold for a needs review.</td>
</tr>
<tr>
<td>385</td>
<td>Cavell Street - Pram Crossing</td>
</tr>
<tr>
<td></td>
<td>Works complete apart from the installation of bollards.</td>
</tr>
<tr>
<td>387</td>
<td>Local Road Safety Initiatives – Five various locations</td>
</tr>
<tr>
<td></td>
<td>Reconstruction of speed cushions in Bridgewater Way to occur in June.</td>
</tr>
<tr>
<td>393</td>
<td>Tirhatuan Drive (No 18) Rowville - Drainage Design</td>
</tr>
<tr>
<td></td>
<td>Feasability work on the retarding basin within school has been completed and the retarding basin is feasible. School and Education Department approval is required. Also, other outstanding works that Council needs to undertake are currently being finalised.</td>
</tr>
<tr>
<td>396</td>
<td>Batterham Park - Storm Water Harvesting Design/Construct</td>
</tr>
<tr>
<td></td>
<td>Tank installed and connected to stormwater pipe.</td>
</tr>
<tr>
<td>399</td>
<td>McKay Road - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>400</td>
<td>Norris Road - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Contract works completed.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>401</td>
<td>Raymond Road - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>404</td>
<td>Highmoor Avenue Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Works complete.</td>
</tr>
<tr>
<td>405</td>
<td>Pine Road - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Works complete.</td>
</tr>
<tr>
<td>406</td>
<td>Knox Park Athletics Track</td>
</tr>
<tr>
<td></td>
<td>Works complete.</td>
</tr>
<tr>
<td>408</td>
<td>Batterham Reserve No 2 - Renovation</td>
</tr>
<tr>
<td></td>
<td>Rain has delayed sand slitting and</td>
</tr>
<tr>
<td></td>
<td>grassing works.</td>
</tr>
<tr>
<td>409</td>
<td>Parks Furniture Renewal</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>410</td>
<td>Parks Signage Renewal</td>
</tr>
<tr>
<td></td>
<td>All signage installed, program</td>
</tr>
<tr>
<td></td>
<td>complete.</td>
</tr>
<tr>
<td>411</td>
<td>BBQ Renewal</td>
</tr>
<tr>
<td></td>
<td>New units installed at Bayswater Park</td>
</tr>
<tr>
<td></td>
<td>project complete.</td>
</tr>
<tr>
<td>412</td>
<td>Water Sensitive Urban Design Renewal</td>
</tr>
<tr>
<td></td>
<td>Investigation on initial project</td>
</tr>
<tr>
<td></td>
<td>list has been undertaken. List</td>
</tr>
<tr>
<td></td>
<td>of projects to be renewed are as</td>
</tr>
<tr>
<td></td>
<td>follows:</td>
</tr>
<tr>
<td></td>
<td>(1) Cardiff Street, Boronia -</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td></td>
<td>(2) Bergins Road Wetland - Works</td>
</tr>
<tr>
<td></td>
<td>completed.</td>
</tr>
<tr>
<td></td>
<td>(3) Koolamara Waters Wetland -</td>
</tr>
<tr>
<td></td>
<td>Works commenced.</td>
</tr>
<tr>
<td></td>
<td>(4) Juniper Road, Wantirna -</td>
</tr>
<tr>
<td></td>
<td>Works being finalised.</td>
</tr>
<tr>
<td></td>
<td>(5) Government Road, Lysterfield -</td>
</tr>
<tr>
<td></td>
<td>swale to wetland - (Design complete,</td>
</tr>
<tr>
<td></td>
<td>quotes obtained, works to be</td>
</tr>
<tr>
<td></td>
<td>completed in new financial year).</td>
</tr>
<tr>
<td></td>
<td>(6) Rowville Community Centre</td>
</tr>
<tr>
<td></td>
<td>signage upgrade - Contractor</td>
</tr>
<tr>
<td></td>
<td>appointed.</td>
</tr>
<tr>
<td>Item Number</td>
<td>Project Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>413</td>
<td>Wicks Reserve Bio-Infiltration Basin</td>
</tr>
<tr>
<td></td>
<td>Project completed.</td>
</tr>
<tr>
<td>415</td>
<td>Wellington Road / EastLink - Shared Path</td>
</tr>
<tr>
<td></td>
<td>(1) Bridge Crossings - Contractor ready to install bridges but prevented by poor weather.</td>
</tr>
<tr>
<td></td>
<td>(2) Shared Use Path - concrete path 70% complete. Awaiting construction of bridge to complete outstanding length of path.</td>
</tr>
<tr>
<td>416</td>
<td>Rocco Drive, Scoresby - Drainage Design</td>
</tr>
<tr>
<td></td>
<td>Design complete.</td>
</tr>
<tr>
<td>417</td>
<td>Waverley Christian College Footpath and Footbridge Installation</td>
</tr>
<tr>
<td></td>
<td>Works completed. Invoice for final actual costs forwarded to Waverley Christian College.</td>
</tr>
<tr>
<td>418</td>
<td>Guy Turner Reserve Masterplan Implementation</td>
</tr>
<tr>
<td></td>
<td>Masterplan has been endorsed by Council. Construction Works have been awarded to Delfino Paving. Pre-commencement meeting has taken place on site. Residents have been advised.</td>
</tr>
<tr>
<td>419</td>
<td>Marie Wallace Oval - Bench Seating</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>420</td>
<td>Marie Wallace Oval - Gate Entry Upgrade</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>421</td>
<td>Marie Wallace Oval - Terraced Seating</td>
</tr>
<tr>
<td></td>
<td>Terrace one and two completed.</td>
</tr>
<tr>
<td>422</td>
<td>Marie Wallace Oval - Coach Boxes</td>
</tr>
<tr>
<td></td>
<td>Boxes are complete and keys have been issued.</td>
</tr>
<tr>
<td>Item Number</td>
<td>Project Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>423</td>
<td>Marie Wallace Oval - Utility Service Upgrade</td>
</tr>
<tr>
<td></td>
<td>Utilities upgrade works are now complete as per scope and design.</td>
</tr>
<tr>
<td>424</td>
<td>Marie Wallace Oval - Floodlighting</td>
</tr>
<tr>
<td></td>
<td>Excavation for footings about to commence, depending on favourable weather conditions.</td>
</tr>
<tr>
<td>426</td>
<td>Coonara House upgrade</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>427</td>
<td>Knox Community Arts Centre Upgrade (Stage One)</td>
</tr>
<tr>
<td></td>
<td>Project completed.</td>
</tr>
<tr>
<td>429</td>
<td>Coonara Community School Building Compliance</td>
</tr>
<tr>
<td></td>
<td>Works complete.</td>
</tr>
<tr>
<td>430</td>
<td>The Haven Guide Hall - Drainage Upgrade</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>431</td>
<td>Michael Street, Scoresby - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Works complete.</td>
</tr>
<tr>
<td>432</td>
<td>Della Street, Scoresby - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Works complete.</td>
</tr>
<tr>
<td>433</td>
<td>Leslie Avenue, Boronia - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Resurfacing to be undertaken as part of 12/13 Road Resurfacing Program.</td>
</tr>
<tr>
<td>434</td>
<td>Burston Road, Boronia - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Resurfacing to be undertaken as part of 12/13 Road Resurfacing Program.</td>
</tr>
<tr>
<td>Item No</td>
<td>Project Description</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>435</td>
<td>Gordon Crescent, Boronia - Reconstruction</td>
</tr>
<tr>
<td></td>
<td>Contract works completed. Practical Completion is yet to be finalised.</td>
</tr>
<tr>
<td>436</td>
<td>Burwood Hwy, Ferntree Gully, Service Road - Design</td>
</tr>
<tr>
<td></td>
<td>Survey complete.</td>
</tr>
<tr>
<td>437</td>
<td>Boronia Road, Wantirna, Service Road - Design</td>
</tr>
<tr>
<td></td>
<td>Survey completed and design commenced.</td>
</tr>
<tr>
<td>438</td>
<td>Egan Lee Reserve - Design &amp; Renovation</td>
</tr>
<tr>
<td></td>
<td>Works completed with top dressing to occur in spring.</td>
</tr>
<tr>
<td>439</td>
<td>Rowville Recreation Reserve No 1 - Renovation Design</td>
</tr>
<tr>
<td></td>
<td>Design complete once irrigation system design is finalised.</td>
</tr>
<tr>
<td>440</td>
<td>Ferntree Gully Reserve Terracing Construction</td>
</tr>
<tr>
<td></td>
<td>Works to be undertaken with water harvesting installation in 2012/13.</td>
</tr>
<tr>
<td>441</td>
<td>Tim Neville Arboretum Masterplan Implementation</td>
</tr>
<tr>
<td></td>
<td>Works being coordinated with the public toilet replacement project. Lighting design now completed.</td>
</tr>
<tr>
<td>442</td>
<td>Local Area Traffic Management Scheme Landscape Renewal</td>
</tr>
<tr>
<td></td>
<td>LATMs in Carrington Estate Rowville completed. Works about to be finalised in Rankin Road. Contractors to complete Rankin Road this financial year.</td>
</tr>
<tr>
<td>443</td>
<td>Reserves Paths Renewal</td>
</tr>
<tr>
<td></td>
<td>Program complete.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>444</td>
<td>Colchester Reserve - Floodlight Design/Installation</td>
</tr>
<tr>
<td></td>
<td>Contractor due to excavate for footings and foundations pending weather conditions.</td>
</tr>
<tr>
<td>445</td>
<td>Rowville Reserve - Floodlight Design/Installation</td>
</tr>
<tr>
<td></td>
<td>Works complete.</td>
</tr>
<tr>
<td>446</td>
<td>Orana Neighbourhood House - Design &amp; Construction</td>
</tr>
<tr>
<td></td>
<td>Works progressing well with 95% completed.</td>
</tr>
<tr>
<td>448</td>
<td>Traffic Hotspot Treatment Program</td>
</tr>
<tr>
<td></td>
<td>Approvals and consultation processes are underway. Letter drop completed at Liberty Avenue.</td>
</tr>
<tr>
<td>449</td>
<td>Erica Avenue, Boronia - Pedestrian Crossing Design</td>
</tr>
<tr>
<td></td>
<td>Design completed.</td>
</tr>
<tr>
<td>450</td>
<td>High Street Road - Bus Stop Connection</td>
</tr>
<tr>
<td></td>
<td>Works completed.</td>
</tr>
<tr>
<td>451</td>
<td>Springfield Road - Bus Stop Connection</td>
</tr>
<tr>
<td></td>
<td>Works have been delayed. Works now scheduled for completion by mid June.</td>
</tr>
<tr>
<td>452</td>
<td>Bayswater Park - Passive Open Space Reinstatement</td>
</tr>
<tr>
<td></td>
<td>Council will award and sign the contract shortly. Anticipating works to begin by mid June.</td>
</tr>
<tr>
<td>453</td>
<td>Arthur Kleinert Reserve - Masterplan Implementation</td>
</tr>
<tr>
<td></td>
<td>Works nearing completion.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>454</td>
<td>Doysal Avenue, Lording Street, Alexander Crescent, Ferntree Gully Drain Design</td>
</tr>
<tr>
<td></td>
<td>Drainage investigation completed and is currently being reviewed.</td>
</tr>
<tr>
<td>455</td>
<td>Park Crescent, Cypress Avenue, Boronia - Drainage Upgrade</td>
</tr>
<tr>
<td></td>
<td>(1) Drainage Reserve: Survey work complete. Final letter to residents requesting removal of obstructions sent and title boundary survey establishment nearing completion. Working through some issues with residents and obtaining fencing quotes.</td>
</tr>
<tr>
<td></td>
<td>(2) Retarding Basin: Response received from Melbourne Water supporting Council proposal to upgrade retarding basin. Analysis and design has commenced.</td>
</tr>
<tr>
<td>456</td>
<td>Knowledge Management</td>
</tr>
<tr>
<td></td>
<td>The folder structure has been set up for a number of departments to enable the G:\ drive migration to ECM (Dataworks). Information for most departments has been consolidated in readiness for the migration to ECM. Customer Service has been completed with many other business units nearing completion.</td>
</tr>
<tr>
<td>457</td>
<td>Lewis Park - Pavilion Upgrade Design</td>
</tr>
<tr>
<td></td>
<td>Awaiting briefing as to the scope of works.</td>
</tr>
<tr>
<td>458</td>
<td>Ferntree Gully Reserve - Stormwater Harvesting Design</td>
</tr>
<tr>
<td></td>
<td>Detailed design complete.</td>
</tr>
<tr>
<td>459</td>
<td>1825 Ferntree Gully Road Drainage - Design</td>
</tr>
<tr>
<td></td>
<td>Consultant about to present design options for Council consideration. Expect to have detailed design completed this financial year.</td>
</tr>
<tr>
<td>460</td>
<td>Straughan Close - Drainage Upgrade</td>
</tr>
<tr>
<td></td>
<td>Contract works essentially complete. Issue has arisen with slippage of lower section of upper embankment due to poor material. Geotechnical consultant appointed to assess stabilisation requirements.</td>
</tr>
</tbody>
</table>
461 Reservoir Crescent, Rowville - Dam Repair $14,865
Detailed design complete.

462 Coonara Stone Cottage Stabilisation Works $0
Works completed.

463 High Street Road School Crossing Relocation $0
Works complete.

464 Ferntree Gully Road Footpath - Koornang Road to Janine Street $69,877
Works have now been completed apart from the installation of some fencing, which will be finalised shortly.

465 Carrington Park Viewing Platform Reconstruction $0
Completed.

466 Dorset Road Garbage Bin Stands $0
Installation of concrete slabs completed.

467 Traffic Signal Upgrades $0
The upgrade of two sets of Council pedestrian operated signals (including extensive works to the set at Albert Road near Bunbury Street) to meet current standards. VicRoads has commenced works.

468 Knox Gardens Community Hall Airconditioning $22,000
Works are now complete.

469 Old Belgrave Road, Upper Ferntree Gully - Reconstruction $40,280
Construction of kerb & channel and drainage is completed.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>470</td>
<td>Blue Hills Preschool - Design</td>
<td>$20,000</td>
</tr>
<tr>
<td></td>
<td>Revised concept plan received.</td>
<td></td>
</tr>
<tr>
<td>471</td>
<td>HV Jones Reserve FloodLighting - Concept Plan</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>HV Jones Reserve floodlighting planning is progressing, which will be used for a Sport and Recreation Victoria 'State of the World Game' funding application.</td>
<td></td>
</tr>
<tr>
<td>472</td>
<td>Bowen Avenue and Golden Grove - Water Sensitive Urban Design</td>
<td>$250,000</td>
</tr>
<tr>
<td></td>
<td>Dobsons Creek High Value Catchment Pilot. Melbourne Water funding for Water Sensitive Urban Design streetscape elements along Bowen Avenue and Golden Grove - Design underway.</td>
<td></td>
</tr>
<tr>
<td>473</td>
<td>Audio System Upgrade - Civic Centre</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Contract accepted for upgrade of Civic Centre sound system and microphones.</td>
<td></td>
</tr>
<tr>
<td>474</td>
<td>Security System Upgrade - Civic Centre</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>Quotations being assessed for upgrade of Civic Centre Security System.</td>
<td></td>
</tr>
</tbody>
</table>
11.4 ASSEMBLIES OF COUNCILLORS

SUMMARY: Manager – Governance (Rhys Thomas)

This report provides details of Assembly of Councillors established under section 80A of the Local Government Act as required under section 80A(2) of the Act.

RECOMMENDATION

That Council

1. Note the written record of Assemblies of Councillors as attached to this report.

2. Incorporate the records of the Assemblies into the minutes of the meeting.

1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Details of Assemblies of Councillors that have occurred between Monday 14 May 2012 and Tuesday 12 June 2012 are attached to this report.

A further record of the Assembly of Councillors held on 1 May 2012 (deferral from consideration at the meeting on 29 May 2012) is also attached.

Report Prepared By: Manager – Governance (Rhys Thomas)

Report Authorised By: Director – Corporate Development (Mark Dupe)
**Date of Assembly:** 1/5/2012

**Name of Committee or Group (if applicable):**

Issues Briefing

**Time Meeting Commenced:**

6:30pm

<table>
<thead>
<tr>
<th>Councillors in Attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Adam Gill</td>
</tr>
<tr>
<td>Cr John Mortimore</td>
</tr>
<tr>
<td>Cr Peter Cole</td>
</tr>
<tr>
<td>Cr Darren Pearce</td>
</tr>
<tr>
<td>Cr David Cooper</td>
</tr>
<tr>
<td>Cr Mick Van de Vreede</td>
</tr>
<tr>
<td>Cr Joe Cossari</td>
</tr>
<tr>
<td>Cr Andrew Walter</td>
</tr>
<tr>
<td>Cr Sue McMillan</td>
</tr>
</tbody>
</table>

**Council Staff in Attendance:**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graeme Emonson</td>
</tr>
<tr>
<td>Julian Szafraiec</td>
</tr>
<tr>
<td>Ian Bell</td>
</tr>
<tr>
<td>Shishir Saxena</td>
</tr>
<tr>
<td>Mark Dupe</td>
</tr>
<tr>
<td>Leonie Kellaher</td>
</tr>
<tr>
<td>Angelo Kourambas</td>
</tr>
<tr>
<td>David Barnes</td>
</tr>
<tr>
<td>Kerry Stubbings</td>
</tr>
<tr>
<td>Geoff Underwood</td>
</tr>
<tr>
<td>Kim Rawlings</td>
</tr>
<tr>
<td>Kathy Parton</td>
</tr>
<tr>
<td>Nicole Vickridge</td>
</tr>
<tr>
<td>Annette Dodson</td>
</tr>
</tbody>
</table>

**Matters Considered:**

1. Declaration of Conflict of Interest
2. Rowville Rail Economic Impact Study
3. Jenkins Orchard, High Street Road, Wantirna
4. Basin Community Hub Project
5. Forward Report Schedule
6. Future Call Up Item
7. Budget 2012-13

**Conflict of Interest Disclosures:**

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Mick Van de Vreede</td>
<td>Item 3 - Indirect interest (residential amenity)</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Date of Assembly: 14/5/2012

Name of Committee or Group (if applicable):
Economic Development Advisory Committee

Time Meeting Commenced:
6:00pm

Councillors in Attendance:
Cr Darren Pearce
Cr Joe Cossari

Council Staff in Attendance:
Kim Rawlings
Helen Ruddell

Matters Considered:
1. Knox @ 50
2. Place Management Program
3. Value of Economic Development
4. Current Investment Attraction/Expansion Project
5. Knox Prosperous Modern Economy 2012
6. EnviroTech Action Agenda

Conflict of Interest Disclosures: Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
**Date of Assembly:** 15/5/2012

**Name of Committee or Group (if applicable):** Planning Consultative Committee

**Time Meeting Commenced:**
6:30pm

**Councillors in Attendance:**
- Cr Mick Van de Vreede
- Cr Peter Cole

**Council Staff in Attendance:**
- Denise Barth
- Greg Kent
- Cliff Bostock
- Wilhelmina Knorr

**Matters Considered:**
Construction of seven attached double storey dwellings at 10 Park Crescent, Boronia (Application No. 2011/6933).

**Conflict of Interest Disclosures:** Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Date of Assembly:** 16/5/2012

**Name of Committee or Group (if applicable):**
Environment Advisory Committee

**Time Meeting Commenced:**
6:30pm

**Councillors in Attendance:**
Cr John Mortimore

**Council Staff in Attendance:**
Ellen Mitchell
Nadine Gaskell
Trish Winterling

**Matters Considered:**
1. Municipal Revegetation Plan
2. Sites of Biological Significance Planning Scheme Amendment
3. Genetic Integrity Policy
4. Stamford Park ZEN
5. Strategic Workshop Feedback

**Conflict of Interest Disclosures:** Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Date of Assembly:** 16/5/2012

**Name of Committee or Group (if applicable):** Recreation & Leisure Liaison Group

**Time Meeting Commenced:** 6:40pm

**Councillors in Attendance:**
- Cr Andrew Walter

**Council Staff in Attendance:**
- David Blair
- Marco D’Amico
- Terry Jenvey
- Daniel Clark
- Marshall Kelaher
- Jane Kuchins
- Lisette Pine

**Matters Considered:**
1. Draft Open Space & Liveable Streets Plans
2. Knox @ 50
3. Community Safety
4. Club Development Program
5. Grants Update
6. Capital Works Update
7. Tennis Plan Update
8. Draft 2012-13 Budget Update

**Conflict of Interest Disclosures:** Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
Date of Assembly: 21/5/2012

Name of Committee or Group (if applicable): Knox Central Advisory Committee

Time Meeting Commenced: 6:00pm

Councillors in Attendance:
- Cr Adam Gill
- Cr David Cooper
- Cr Darren Pearce

Council Staff in Attendance:
- Jason Matthews
- Bob Denholm
- Angelo Kourambas
- Kim Rawlings
- Samantha Mazer
- Mark Holdsworth

Matters Considered:
1. Update on Relocation
2. Update on Progress with Melbourne Water
3. Update on Progress with AMP/Knox City
4. Update on Meetings and Presentations
5. Development Prioritisation for Knox Central
6. Planning Update

Conflict of Interest Disclosures: Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Date of Assembly:**  24/5/2012  

**Name of Committee or Group (if applicable):**  
Stamford Park Project Steering Committee  

**Time Meeting Commenced:**  
6:30pm  

**Councillors in Attendance:**  
Cr Mick Van de Vreede  

**Council Staff in Attendance:**  
Peter Kavan  
Denise Barth  
Jonathan Wright  
Jane Kuchins  

**Matters Considered:**  
1. Updates regarding the Stamford Park Planning Scheme Amendment, Subdivision and Procurement process  
2. Project Program  
3. Rowville Plan  
4. Knox @ 50 Project  
5. Stamford Park(Community) Shed Fit-out  
6. Internal Heritage Controls for the Stamford Park Homestead  
7. Corhanwarrabul Creek Shared Pathway Project  
8. Recent Archaeological Discoveries and Proposed Artefact Catalogue  

**Conflict of Interest Disclosures:** Nil  

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
**Date of Assembly:** 29/5/2012

**Name of Committee or Group (if applicable):**
Management Advisory Committee for Knox Transfer Station and Recycling Centre

**Time Meeting Commenced:**
4:00pm

**Councillors in Attendance:**
Cr David Cooper

**Council Staff in Attendance:**
Geoff McMeeken

**Matters Considered:**
1. Mattress Shredding
2. MWMG Grant Application
3. Update on Transfer Station Operations
4. Screening of Transfer Station from Bike Path
5. Review of Contract Minutes

**Conflict of Interest Disclosures:** Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Date of Assembly:** 29/5/2012

**Name of Committee or Group (if applicable):**  
Knox Community Sports Management Committee

**Time Meeting Commenced:**  
5:00pm

**Councillors in Attendance:**  
Cr David Cooper

**Council Staff in Attendance:**  
David Blair  
Marco D'Amico

**Matters Considered:**
1. Asset Renewal Plan  
2. Outstanding Issues with Hockey Club  
3. New Issues with Hockey Club  
4. 2012 YTD Financial Accounts  
5. Review of Long Term Replacement Provision

**Conflict of Interest Disclosures:** Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councilor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
**Date of Assembly:** 29/5/2012

**Name of Committee or Group (if applicable):**
Dinner Prior to Council Meeting

**Time Meeting Commenced:** 6:15pm

**Councillors in Attendance:**

<table>
<thead>
<tr>
<th>Councillor's Name</th>
<th>Type of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Adam Gill</td>
<td>Cr John Mortimore</td>
</tr>
<tr>
<td>Cr Peter Cole</td>
<td>Cr Darren Pearce</td>
</tr>
<tr>
<td>Cr David Cooper</td>
<td>Cr Mick Van de Vreede</td>
</tr>
<tr>
<td>Cr Joe Cossari</td>
<td>Cr Andrew Walter</td>
</tr>
<tr>
<td>Cr Sue McMillan</td>
<td></td>
</tr>
</tbody>
</table>

**Council Staff in Attendance:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graeme Emonson</td>
<td>Kath Oakley</td>
</tr>
<tr>
<td>Ian Bell</td>
<td>Rhys Thomas</td>
</tr>
<tr>
<td>Mark Dupe</td>
<td></td>
</tr>
<tr>
<td>Angelo Kourambas</td>
<td></td>
</tr>
<tr>
<td>Kerry Stubbings</td>
<td></td>
</tr>
</tbody>
</table>

**Matters Considered:**
Planning Applications.

**Conflict of Interest Disclosures:** Nil

<table>
<thead>
<tr>
<th>Councillor's Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
**Date of Assembly:** 4/6/2012

**Name of Committee or Group (if applicable):**
Stamford Park Project Steering Committee

**Time Meeting Commenced:**
6:30pm

**Councillors in Attendance:**
Cr Darren Pearce
Cr Mick Van de Vreede

**Council Staff in Attendance:**
Graeme Emonson
Angelo Kourambas
Peter Kavan
Kim Rawlings
Denise Barth

**Matters Considered:**
1. Updates regarding the Stamford Park Planning Scheme Amendment, Subdivision and Procurement Process
2. Project Program – Daft Budget 2012-13
3. Capital Works including Current Status of the Corhanwarrabul Creek Shared Pathway Project

**Conflict of Interest Disclosures:** Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
### Record of Assembly of Councillors

(Section 80A Local Government Act)

<table>
<thead>
<tr>
<th>Date of Assembly:</th>
<th>5/6/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Committee or Group (if applicable):</td>
<td>Issues Briefing</td>
</tr>
<tr>
<td>Time Meeting Commenced:</td>
<td>6:32pm</td>
</tr>
</tbody>
</table>

#### Councillors in Attendance:
- Cr Adam Gill
- Cr Peter Cole
- Cr David Cooper
- Cr Mick Van de Vreede (items 1-4)
- Cr John Mortimore

#### Council Staff in Attendance:
- David Helms (items 1 & 2)
- Natica Schmeder (items 1 & 2)
- Nicole Vickridge (items 1 & 2)
- Marshall Kelaher (item 3)
- Daniel Clark (item 4)
- Tony Justice (item 5)
- Jemma Wood (item 5)
- Kath Oakley (item 6)

#### Matters Considered:
1. Declaration of Conflict of Interest
2. Heritage Matters
3. Knox Green Streets Policy
4. Seasonal Tenancy Agreements
5. Youth Strategic Plan
6. Caretaker Policy
7. Forward Report Schedule

#### Conflict of Interest Disclosures: Nil

<table>
<thead>
<tr>
<th>Councillor’s Name</th>
<th>Type of Interest</th>
<th>Councillor Left Assembly While Matter Being Considered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
**Date of Assembly:** 12/6/2012  
**Name of Committee or Group (if applicable):** Issues Briefing  
**Time Meeting Commenced:** 8:11pm  
**Councillors in Attendance:**  
<table>
<thead>
<tr>
<th>Councillor's Name</th>
</tr>
</thead>
</table>
| Cr Adam Gill            | Cr Darren Pearce (item 1)  
| Cr Peter Cole (item 1)  | Cr Joe Cossari  
| Cr David Cooper         | Cr Sue McMillan  
| Cr John Mortimore       |  
**Council Staff in Attendance:**  
| Kim Rawlings (item 1)   |  
| Graeme Emonson          | Nicole Vickridge (item 1)  
| Ian Bell                |  
| Mark Dupe               |  
| Angelo Kourambas        |  
| Kerry Stubbings         |  
| Rhys Thomas             |  
**Matters Considered:**  
1. Planning Scheme Amendment, Wantirna South  
2. Knox Civic Centre Structural Repairs  
**Conflict of Interest Disclosures:**  
| Councillor’s Name       | Type of Interest                        | Councillor Left Assembly While Matter Being Considered  
|-------------------------|-----------------------------------------|------------------------------------------------------  
| Cr Mick Van de Vreede   | Indirect interest (residential amenity) | Not in attendance but asked that interest be recorded.  

12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

13. SUPPLEMENTARY ITEMS

14. URGENT BUSINESS

14.1 URGENT BUSINESS

14.2 CALL UP ITEMS

15. QUESTIONS WITHOUT NOTICE