



# **KNOX CITY COUNCIL**

## **AGENDA**

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 27 February 2017

## **KNOX CITY COUNCIL**

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

**ON  
MONDAY 27 FEBRUARY 2017 AT 7.00 P.M.**

### **BUSINESS:**

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#### **1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

#### **2. DECLARATIONS OF CONFLICT OF INTEREST**

#### **3. CONFIRMATION OF MINUTES**

- 3.1 *Confirmation of Minutes of Strategic Planning Committee Meeting held on Tuesday 13 December 2016*
- 3.2 *Confirmation of Minutes of Ordinary Meeting of Council held on Monday 23 January 2017*
- 3.3 *Confirmation of Minutes of Special Meeting of Council held on Monday 20 February 2017*

#### **4. PETITIONS AND MEMORIALS**

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- 5.2 *Ward Issues* **1.**

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| 6.2 | <i>Application For The Development Of A Double Storey Dwelling To The Rear Of The Existing Dwelling And Second Storey Extension To The Existing Dwelling At 5 Tarwin Court, Rowville (P/2016/6366)</i>                  | <b>10.</b>  |
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TONY DOYLE  
CHIEF EXECUTIVE OFFICER

## **5. REPORTS BY COUNCILLORS**

### **5.1 Committees & Delegates**

### **5.2 Ward Issues**

**ALL WARDS****6.1 REPORT OF PLANNING APPLICATIONS DECIDED UNDER DELEGATION**

**SUMMARY:** *Manager – City Planning & Building (Paul Dickie)*

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

**RECOMMENDATION**

**That the planning applications decided under delegation report (between 1 January to 31 January 2017) be noted.**

**REPORT**

Details of planning applications decided under delegation from 1 January to 31 January 2017 are attached. The applications are summarised as follows:

<b>Application Type</b>		<b>No</b>
Building & Works:	Residential	11
	Other	12
Units		16
Tree Removal/Pruning		14
Subdivision		21
Single Dwelling		1
Change of Use		1
Fencing		1
Covenant		1
<b>TOTAL</b>		<b>78</b>

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

**Report Authorised By:** *Director – City Development (Angelo Kourambas)*

**Knox City Council**  
**Planning Applications Decided by Responsible Officer**

1 – 31 January 2017

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2016/6764	1 Kristen Court BORONIA VIC 3155	Variation of restriction (Covenant F164842)	4/01/2017 Approved
Baird	2016/6941	267 Dorset Road BORONIA VIC 3155	Buildings and works associated with the upgrade of the existing drive-thru facility and electronic signage	9/01/2017 Notice of Decision
Baird	2016/6858	2/3 Brunsdon Street BAYSWATER VIC 3153	Buildings and works (resurfacing of car park)	11/01/2017 Approved
Baird	2016/6421	2/6 Holloway Drive BAYSWATER VIC 3153	Change of Use (Indoor Recreational Facility) and Display of Business Identification Signage	9/01/2017 Approved
Baird	2016/6788	18 Sundew Avenue BORONIA VIC 3155	9 Lot subdivision (Approved Unit Development)	13/01/2017 Approved
Baird	2015/6615	22 Central Avenue BORONIA VIC 3155	Four lot subdivision (Approved Unit Development)	13/01/2017 Approved
Baird	2016/6510	16 Flower Street FERNTREE GULLY VIC 3156	Development of the land for three (3) dwellings (two (2) double and one (1) single storey) to the rear of the existing dwelling	13/01/2017 Approved
Baird	2016/6653	6 Benbow Crescent BORONIA VIC 3155	Development of the land for a double storey dwelling to the rear of the existing dwelling	19/01/2017 Notice of Decision
Baird	2016/6699	21 Sinclair Road BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwelling (total three (3) dwellings)	19/01/2017 Approved
Baird	2016/6635	55 Piperita Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings and the subdivision of the land into two (2) lots	13/01/2017 Approved
Baird	2016/6475	29 Rowson Street BORONIA VIC 3155	Development of four (4) dwellings, consisting of three (3) single storey and one (1) double storey	27/01/2017 Notice of Decision

Ward	No/Type	Address	Description	Decision
Baird	2016/6882	5 Sinclair Road BAYSWATER VIC 3153	3 lot subdivision (Approved Unit Site)	31/01/2017 Approved
Baird	2016/6851	11 Duncan Avenue BORONIA VIC 3155	Three (3) lot subdivision (Approved Unit Site)	25/01/2017 Approved
Baird	2016/6871	1&2/29 Linda Crescent FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Unit Development)	31/01/2017 Approved
Chandler	2016/6592	12 Lachlan Road BORONIA VIC 3155	Buildings and Works (Extension to existing dwelling)	4/01/2017 Approved
Chandler	2016/6816	96 Albert Avenue BORONIA VIC 3155	Addition and alteration to existing dwelling	6/01/2017 Approved
Chandler	2016/6811	22 Old Forest Road THE BASIN VIC 3154	Extension to existing dwelling	6/01/2017 Approved
Chandler	2017/9001	3 Cobbitty Court BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholii tree	10/01/2017 Approved
Chandler	2017/6002	7 Boronia Road BORONIA VIC 3155	Remove three trees (2 x Eucalyptus obliqua and 1 x Eucalyptus goniocalyx)	12/01/2017 Approved
Chandler	2016/6809	76 Inverness Avenue THE BASIN VIC 3154	Alteration and addition to dwelling	11/01/2017 Approved
Chandler	2016/6668	318 Dorset Road BORONIA VIC 3155	Buildings and works and vegetation removal (associated with the use of the land for a medical centre)	9/01/2017 Notice of Decision
Chandler	2017/6017	12 Pinevale Court BORONIA VIC 3155	Remove three trees (2 x Eucalyptus globulus and 1 x Corymbia maculata)	19/01/2017 Approved
Chandler	2016/6369	1519 Mountain Highway THE BASIN VIC 3154	Develop the land for a dwelling extension, bushfire shelter and retaining wall	17/01/2017 Approved
Chandler	2016/6783	1/4 Gwyn Crescent BORONIA VIC 3155	Addition to an existing dwelling	18/01/2017 Approved



Ward	No/Type	Address	Description	Decision
Chandler	2016/6787	16 Rosella Avenue BORONIA VIC 3155	5 Lot subdivision (Approved Unit Development)	13/01/2017 Approved
Chandler	2016/6152	18 Prospect Place BORONIA VIC 3155	The construction of twenty (20) industrial buildings and the removal of vegetation	13/01/2017 Approved
Chandler	2017/6018	32 Robertson Crescent BORONIA VIC 3155	Removal of 4 trees.	17/01/2017 Approved
Chandler	2016/6876	8 Lorna Court THE BASIN VIC 3154	Buildings and works (extension to existing dwelling)	13/01/2017 Approved
Chandler	2016/6008	28 Kalman Drive BORONIA VIC 3155	Warehouse Development	16/01/2017 Approved
Chandler	2016/6919	4 Ross Avenue THE BASIN VIC 3154	Construction of alterations and additions to the existing dwelling	16/01/2017 Approved
Chandler	2017/6010	5 Fleur Court BORONIA VIC 3155	Removal of one tree & pruning of another tree	18/01/2017 Approved
Chandler	2016/6806	5 Bambury Street BORONIA VIC 3155	Buildings and works (construction of a dwelling)	17/01/2017 Approved
Chandler	2016/6938	74 Basin-Olinda Road THE BASIN VIC 3154	Buildings and works to construct a deck and swimming pool	24/01/2017 Approved
Chandler	2016/6755	7-9 Wedmore Road BORONIA VIC 3155	8 Lot subdivision (Approved Unit Site)	25/01/2017 Approved
Chandler	2016/6716	8 Isa Way BORONIA VIC 3155	Development of the land for two (2) warehouses	27/01/2017 Approved
Chandler	2016/6444	16 Marland Road BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and the removal of vegetation	27/01/2017 Notice of Decision
Chandler	2016/6855	59 Democrat Drive THE BASIN VIC 3154	Buildings and works (alterations and additions to the existing dwelling)	27/01/2017 Approved
Chandler	2017/9007	2/3 Pascoe Road BORONIA	Front and partial side fence	31/01/2017 Approved
Collier	2015/6545	11 Attenborough Square WANTIRNA VIC 3152	The construction of two (2) double storey dwellings on the land.	4/01/2017 Notice of Decision

Ward	No/Type	Address	Description	Decision
Collier	2016/6940	314 Mountain Highway WANTIRNA VIC 3152	Buildings and works associated with the upgrade of the existing drive-thru facility and electronic signage	6/01/2017 Approved
Collier	2016/6896	322 Wantirna Road WANTIRNA VIC 3152	Construction of a carport to cover existing vacuum bays	06/01/2017 Approved
Collier	2016/6832	31 Shetland Drive WANTIRNA VIC 3152	Two lot subdivision (Approved Unit Site)	9/01/2017 Approved
Collier	2016/6923	101 Barmah Drive West WANTIRNA VIC 3152	Subdivision of the land into Two (2) lots (Approved Unit Site)	11/01/2017 Approved
Collier	2017/6003	203 Mountain Highway WANTIRNA VIC 3152	Remove two trees (Eucalyptus gonicalyx & Eucalyptus melliodora)	11/01/2017 Approved
Collier	2017/9002	390 Mountain Highway WANTIRNA VIC 3152	Two (2) lot subdivision	17/01/2017 Approved
Dinsdale	2016/6722	52 Elizabeth Street BAYSWATER VIC 3153	Development of the land for a single storey dwelling to the rear of the existing dwelling and 2 lot subdivision	5/01/2017 Notice of Decision
Dinsdale	2016/6935	3 & 4 Neal Court BAYSWATER VIC 3153	Removal of twenty-eight indigenous trees	6/01/2017 Approved
Dinsdale	2016/6831	3 Strahan Court BORONIA VIC 3155	Two lot subdivision (Approved Unit Site)	9/01/2017 Approved
Dinsdale	2016/6803	22 Bona Vista Road BAYSWATER VIC 3153	Two (2) lot subdivision (Approved Unit Development)	9/01/2017 Approved
Dinsdale	2016/6857	201 Stud Road WANTIRNA SOUTH VIC 3152	Buildings and works (alterations to existing building)	11/01/2017 Approved
Dinsdale	2016/6791	21 Rathmullen Road BORONIA VIC 3155	2 Lot subdivision (Approved Unit Development)	11/01/2017 Approved
Dinsdale	2016/6729	14 & 16 John Street BAYSWATER VIC 3153	6 Lot subdivision (Approved Unit Site)	20/01/2017 Approved
Dinsdale	2016/6417	22 Wilhelma Avenue BAYSWATER VIC 3153	Development of the land for a single storey dwelling to the rear of the existing dwelling	25/01/2017 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2016/6895	3 Laanecoorie Drive LYSTERFIELD VIC 3156	2 lot subdivision (Approved Unit Site)	11/01/2017 Approved
Dobson	2017/9005	39 Veronica Street FERNTREE GULLY VIC 3156	Removal of one (1) tree (Ulmus glabra Lutescens)	19/01/2017 Approved
Dobson	2017/9004	1/6 Clematis Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus gonicalyx tree.	18/01/2017 Approved
Dobson	2017/9006	28 Warrabel Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua	31/01/17 Approved
Dobson	2016/6834	13 Frederick Street FERNTREE GULLY VIC 3156	Construction of a two storey dwelling and vegetation removal	23/01/2017 Approved
Dobson	2017/6015	55 Finmere Crescent UPPER FERNTREE GULLY VIC 3015	Removal of 3 trees and prune 5 trees	31/01/17 Approved
Friberg	2016/6567	84 Harley Street North KNOXFIELD VIC 3180	Proposed double storey dwelling to the rear of the existing dwelling	17/01/2017 Notice of Decision
Friberg	2016/6275	1781 Ferntree Gully Road FERNTREE GULLY VIC 3156	Development of the land for three (3) double storey and one (1) single storey dwelling (total four (4) dwellings) and alteration to a Road Zone Category 1	17/01/2017 Notice of Decision
Friberg	2016/6335	11 Lydford Road FERNTREE GULLY VIC 3156	Development of land for four (4) double storey dwellings with associated landscaping and carparking	12/01/2017 Approved
Friberg	2016/6749	8 Phillipdale Court FERNTREE GULLY VIC 3156	5 Lot subdivision (Approved Unit Site)	13/01/2017 Approved
Friberg	2016/6738	107 Anne Road KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings	24/01/2017 Notice of Decision
Scott	2016/6651	19 Panorama Drive & 525 Stud Road WANTIRNA SOUTH VIC 3152	9 lot subdivision STAGE AK (Approved Unit Site)	4/01/2017 Approved

Ward	No/Type	Address	Description	Decision
Scott	2016/6652	1 Panorama Drive WANTIRNA SOUTH VIC 3152	9 lot subdivision STAGE AJ (Approved Unit Site)	4/01/2017 Approved
Scott	2017/9000	100 Allister Avenue KNOXFIELD VIC 3180	Removal of one Corymbia ficifolia tree	6/01/2017 Approved
Scott	2016/6365	408 Scoresby Road FERNTREE GULLY VIC 3156	Development of the land for three (3) dwellings (comprising of two (2) double storey dwellings and one (1) single storey dwelling) and the alteration to access in a road zone category 1	19/01/2017 Approved
Scott	2017/6006	16 Valetta Crescent KNOXFIELD VIC 3180	Remove seven trees and prune one tree	13/01/2017 Approved
Taylor	2017/6007	3 Hayes Court LYSTERFIELD VIC 3156	Removal of 2 trees. (Eucalyptus melliodora)	18/01/2017 Refused
Tirhatuan	2016/6815	2 Benedikt Court SCORESBY VIC 3179	2 Lot subdivision (Approved Unit Development)	9/01/2017 Approved
Tirhatuan	2016/6830	6 De Wint Court SCORESBY VIC 3179	Two lot subdivision (approved unit site)	17/01/2017 Approved
Tirhatuan	2016/6745	11 Deschamp Crescent ROWVILLE VIC 3178	4 lot subdivision (Approved Unit Site)	20/01/2017 Approved
Tirhatuan	2016/6801	10 Laser Drive ROWVILLE VIC 3178	Construction of three (3) warehouses with ancillary offices and associated buildings and works	20/01/2017 Approved
Tirhatuan	2016/6316	1/1490 Ferntree Gully Road KNOXFIELD VIC 3180	Extension to two existing warehouses and car parking reduction	25/01/2017 Approved
Tirhatuan	2016/6942	1501 Eastlink SCORESBY VIC 3179	Buildings and works associated with the upgrade of the existing drive-thru facility and electronic signage	23/01/2017 Approved

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<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2016/6711	14 & 16 Lidgate Avenue ROWVILLE VIC 3178	The construction of nine (9) double storey dwellings on the land	24/01/2017 Approved
Tirhatuan	2016/6460	18 Denver Crescent ROWVILLE VIC 3178	The construction of three (3) double storey dwellings on the land.	25/01/2017 Refused

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**Total: 78**

## TAYLOR WARD

**6.2 APPLICATION FOR THE DEVELOPMENT OF A DOUBLE STOREY DWELLING TO THE REAR OF THE EXISTING DWELLING AND SECOND STOREY EXTENSION TO THE EXISTING DWELLING AT 5 TARWIN COURT, ROWVILLE (P/2016/6366)**

**1. SUMMARY:**

<b>Land:</b>	5 Tarwin Court, ROWVILLE VIC 3178
<b>Applicant:</b>	Three Corners
<b>Proposed Development:</b>	Development of a double storey dwelling to the rear of the existing dwelling and second storey extension to the existing dwelling
<b>Existing Land Use:</b>	Single Dwelling
<b>Area/Density:</b>	782sqm, 1: 391
<b>Zoning:</b>	General Residential Zone – Schedule 2
<b>Overlays:</b>	None
<b>Local Policy:</b>	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
<b>Application Received</b>	26 May 2016 (Amended 22 December 2016)
<b>Objections:</b>	Twenty (20)
<b>PCC Meeting:</b>	24 November 2016

**Assessment:**

*It is considered that the proposal provides an appropriate balance between the need for additional housing within an established residential area and the amenity of occupants and adjoining residents.*

*The proposal generally complies with the Municipal Strategic Statement (MSS), the Development in Residential Areas and Neighbourhood Character Policy and ResCode.*

*The proposal complies with the General Residential Zone - Schedule 2.*

*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.*

## **6.2 5 Tarwin Court, Rowville (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 located on the south eastern side of Tarwin Court, in Rowville. It is irregular in shape and is relatively flat.
- The site currently contains a single storey brick dwelling and associated outbuildings.
- A scattering of vegetation exists throughout the property, generally within the front setback.
- Vehicle access to the site is via a single crossover that connects to a concrete driveway providing access to a carport.

#### **2.2 The Proposal**

(Refer to attached plans at Appendix B)

It is proposed to construct a double storey dwelling to the rear of the existing dwelling and construct a second storey extension to the existing dwelling. Details are as follows:

- The existing dwelling (Dwelling 1) on site is to have an upper floor extension, contain four (4) bedrooms and be provided with a double garage.
- The proposed Dwelling 2 is to be double storey in height, contain four (4) bedrooms and be provided with a single garage and a tandem car space.
- Private open space areas to both dwellings are to be located to the rear of each the dwelling and accessed via the living room. Dwelling 1 is to have an overall private open space area of 102sqm with a secluded private open space area of 74sqm while Dwelling 2 is to have an overall private open space area of 98sqm with a secluded private open space area of 75sqm.
- Access to both dwellings is proposed along the western boundary via the existing crossover.
- The existing front setback of 8m remains unchanged.
- The maximum building height on site is to be 7.4 metres.

## 6.2 5 Tarwin Court, Rowville (cont'd)

- The dwellings are to have a brick finish on the ground floor with a render finish on the upper floors. Both dwellings are to have a pitched concrete tile roof.

### **3. CONSULTATION**

#### **3.1 Advertising**

The application was advertised by way of a sign on the site and notices sent to adjoining property owners and occupiers. Twenty (20) objections to the application were received, and are summarised below:

Neighbourhood character

- *Council's Development in Residential Areas and Neighbourhood Character Policy identifies the subject site within a Knox Neighbourhood Area, where areas will continue to be low-scale, characterised by detached houses, dual occupancies and some villa unit developments. These areas will also continue to retain their green and leafy identify through retention of front and back yards and the establishment of a garden setting, including canopy trees. The proposal would provide for a dual occupancy development on a block, with front and rear garden areas in the form of private open space, that can accommodate the planting of canopy trees to establish a garden setting. It is considered that the proposal is consistent with Council's preferred future character for the Knox Neighbourhood area. An assessment against this Policy and the design guidelines is at Section 4.2.2 of this Report.*

Overdevelopment

- *The proposed development achieves the requirements of the Knox Planning Scheme, including Council's Development in Residential Areas and Neighbourhood Character Policy, ResCode, the Schedule to the General Residential 2 Zone and car parking. As such, it is not considered an overdevelopment of the land. Refer to Section 4.1 of this report.*

Increase in traffic congestion and inadequate parking

- *Council's Traffic Engineers have not raised any concerns with the capacity of the court or surrounding street network to absorb the additional traffic that would be generated by the proposed development.*
- *Car parking is provided in accordance with the ratio required by Clause 52.06. Two (2) car parking spaces are provided to both dwellings. Visitor parking is not required.*



## 6.2 5 Tarwin Court, Rowville (cont'd)

### Safety for pedestrians and traffic

- *All vehicles are able to exit the subject site in a forward direction. All parking facilities for the proposal have been accommodated within the subject site. It is not considered that the proposed development will create any additional adverse safety issues for pedestrians or traffic.*

### Access to emergency vehicles

- *The driveway has been designed to ensure that emergency vehicles can access the site.*

### Impact on infrastructure

- *No concerns have been raised with the capacity of the stormwater system by Council's Drainage Engineers, provided a condition is included on any permit to issue that requires stormwater to be detained on site to peak pre-development flows.*

### Bulk and massing of buildings

- *The first floors of the dwellings have been setback from ground floor areas. The amended plans dated 22 December 2016 have increase upper floor setbacks, particularly adjacent to sensitive residential interfaces consistent with Council's Development in Residential Areas and Neighbourhood Character Policy. In addition, setbacks to boundaries exceed the minimum required by ResCode Standard B17 and wall lengths are not excessive, adjacent to sensitive residential interfaces. As such, it is not considered that the proposal will result in adverse amenity impacts through visual bulk, to adjoining residential properties.*

### Overshadowing

- *ResCode Standard B21 requires an assessment of overshadowing to ensure any overshadowing does not result in adverse amenity impacts. This is determined on shadows between 9am and 3pm on the Equinox (22 September). The proposed overshadowing complies with ResCode Standard B21.*

### Overlooking

- *The proposal has generally been designed to avoid overlooking, through screening measures on habitable room windows with direct views to adjoining habitable room windows or secluded open space on adjoining properties, in accordance with ResCode Standard B22. A condition of any permit to issue will require full compliance with Standard B22. Refer to Section 4.4 of this report.*

## **6.2 5 Tarwin Court, Rowville (cont'd)**

Impact on views

- *This is not a valid planning consideration.*

Increase in noise

- *Any noise associated with the dwellings would be typical for a residential area, and it is not expected to create any unreasonable amenity impacts.*

Devaluation of property values

- *This is not a valid planning consideration.*

Precedent for more medium and high density

- *An application must be considered on its own merits with consideration of the site context and requirements in the Planning Scheme at the time.*

Lack of public transport

- *Although the site is not directly serviced by public transport, there are bus routes within the surrounds of the site. Refer to Section 4.2.1 of this report.*

### **3.2 Planning Consultative Committee Meeting**

A Planning Consultative Committee (PCC) Meeting was held at the Civic Centre on 24 November 2016. Eight (8) people signed the attendance sheet at the meeting. Objectors expressed the following main concerns with the proposal:

- Traffic
- Parking congestion
- Infrastructure
- Neighbourhood character

There were no negotiated outcomes at the conclusion of the meeting.

Following the PCC the applicant amended the plans on the 22 December 2016. The following changes were made to the plans:

- Addition of landscape bed to the south of tandem car parking space

## 6.2 5 Tarwin Court, Rowville (cont'd)

- Dwelling 1 bedroom 1 eaves to be splayed along common driveway to ensure a 3m clear to sky access is achieved.
- Removal of upper floor shear wall along the eastern wall of Dwelling 2.
- Alteration of Dwelling 2 open space.
- Clarification of setbacks on site.

The amended plans were not advertised as the changes were minor and do not transform the proposal.

## 3.3 Referrals

The application has been referred to the following internal departments for comment. The following is a summary of relevant advice:

### Traffic Engineer

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

### Drainage Engineer

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

### Assets

- *Existing crossing to be reconstructed to Council standards.*

### Building

- *No objection to proposed works.*

### Landscape

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

### Parks

- *Street tree can be retained and will not be impacted by this development.*

## **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.

## **6.2 5 Tarwin Court, Rowville (cont'd)**

### **4.1 Zoning and Overlays**

#### **4.1.1 Zone**

##### **General Residential 2 Zone**

The land is zoned General Residential Zone – Schedule 2. A permit is required for the construction two or more dwellings on the land pursuant to Clause 32.08-4 of the General Residential Zone – Schedule 2.

A development must meet the requirements of Clause 55 of the Scheme.

- *The proposal is consistent with the purpose of the General Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.*

Schedule 2 to the General Residential Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 175 square metres of the site area including a minimum of one canopy tree within each area of secluded private open space and one canopy tree within the front setback per 5 metres of width of the site. Each tree should be required to be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres. Up to 50 per cent of the permeable surface may be shared with another tree.

- *It is considered that the proposed development can accommodate the required canopy tree planting; subject to conditions on any permit to issue.*

Schedule 2 to the General Residential Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of a minimum area of 80 square metres including one part of secluded private open space at the side or rear of the dwelling with a minimum area of 60 square metres with a minimum dimension of 5 metres with convenient access from a living room.

- *Complies. Both Dwellings are provided with over 60 square metres of secluded private open space with a minimum dimension of 5 metres and exceed the 80 square metres requirement of private open space.*

Schedule 2 to the General Residential Zone also varies the ResCode requirements for Standard B32 (Front fence height) which requires a front fence height of 2m to a street in a Road Zone Category 1 and 1.2m to other streets.

## 6.2 5 Tarwin Court, Rowville (cont'd)

- *No front fence is proposed.*

Dwellings or residential buildings must not exceed a height of 9 metres (dependant on slope).

- *Complies. The proposed dwellings have a maximum height of 7.4 metres.*

### 4.1.2 Overlays

No overlays apply to the land.

## 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 make a positive contribution to the surrounding area, with the built form considered to be appropriate in form and scale. The proposed development incorporates typical neighbourhood character features such as pitched roofs to first floor, brick finishes, eaves, with car parking located behind or to the side of dwellings. Upper levels are reasonably articulated and are smaller than the ground level to reduce building bulk and mass, particularly adjacent to adjoining residential properties.*

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 proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area with good provision of urban services.*

## 6.2 5 Tarwin Court, Rowville (cont'd)

- *The development has also considered solar orientation within the design along with the provisions of eaves and water tanks.*

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 at Section 4.2.2 of the report.*
- Housing choice – *The development provides for dwellings with smaller open space areas than typical for the area.*
- Integration with infrastructure – *The site is located in a fully serviced area. Drainage plans will be required as a condition on any permit to issue.*
- Energy efficiency – *This has been discussed above under Clause 15.02.*
- Location – *While the site is not located within an Activity Centre, it is a large site within an established area with access to a range of urban services. It is considered that the subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Development in Residential Areas and Neighbourhood Character Policy at Section 4.2.2 below.*

Clause 18 Transport – To create a safe and sustainable transport system by integrating land use and transport.

- *The site is located within 610 metres of Bridgewater Way/ Erie Avenue, which is serviced by Bus Route 681/682. Bus Route No. 681/682 from Knox City via Stud Park and the Lysterfield loop operates between 6:10am and 9:25pm Monday to Friday, between 8:14am and 7:05pm on Saturdays, and between 9:14am and 6:01pm on Sundays at various intervals.*

## 6.2 5 Tarwin Court, Rowville (cont'd)

### 4.2.2 Local Planning Policy Framework

Clause 21.01 Municipal Strategic Statement (MSS) – Encourages planning and development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development and influencing the urban form so that Knox itself becomes more sustainable.

All development therefore is encouraged to incorporate Ecologically Sustainable Design (ESD) and Water Sensitive Urban Design (WSUD) principles to ensure that a sustainable urban environment is ultimately achieved with a strong use of existing infrastructure and to reduce dependence on private vehicle travel.

- *The site is located in an established urban area reasonably close to urban services and open space areas, where existing infrastructure is readily available.*
- *The development is designed to be respectful of the preferred neighbourhood character for the area, and provides sufficient setbacks. It responds appropriately to the constraints of the site and interfaces with the wider area. The proposal will also contribute to the landscape character of the area with new landscaping opportunities.*
- *Living areas of the dwellings are open in nature and will receive adequate solar access, including the SPOS of the dwellings. The proposal will also not be detrimental to the energy efficiency of the adjoining sites.*

Clause 21.04 Urban Design – Municipal Strategic Statement (MSS) To ensure that all development responds positively to the existing patterns of urban form and character, the landscape qualities, historic and cultural elements and social aspirations of the Knox community.

- *While the land is not in an Activity Centre, the proposal respects the preferred neighbourhood character and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the open space requirements and provides opportunities for meaningful landscaping.*

## 6.2 5 Tarwin Court, Rowville (cont'd)

- *As highlighted above, the site is located in an established urban area reasonably close to urban services and open space areas.*

Clause 21.05 – Housing This clause implements the *Knox Housing Strategy 2015*. In managing Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

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

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2013, which identifies a scale approach to residential development. The strategy is to direct housing growth toward Local Living and Activity Areas.

- *The site is not located in an Activity Centre. However, the site is sufficiently large to accommodate two (2) dwellings while achieving the open space and landscaping outcomes sought for the Knox Neighbourhood Character Area.*

Objective 2 is to support a diversity of housing choice in appropriate locations. Strategies include encouraging a diversity of housing styles, types, forms and sizes to cater for the changing needs of the community.

- *The development would provide residents with alternative forms of housing styles and sizes.*

Objective 3 is to ensure the quality of housing design in Knox is improved to better respond to neighbourhood identify and to create a stronger sense of place.



## 6.2 5 Tarwin Court, Rowville (cont'd)

Strategies include ensuring that residential development enhances the City's "green and leafy" image, support development that makes a positive contribution to the preferred future character of the area and that is innovative, environmentally sustainable, accessible and site responsive.

- *Each dwelling is provided with areas of private open space, consistent with the Schedule to the General Residential 2 Zone, that will allow for canopy tree planting.*

Objective 4 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality.

- *The site is not located in an area of biological significance.*

Objective 5 is to ensure that residential development better responds to the community's current and future needs, and allows people to 'age-in-place' by supporting the provision of a diverse range of housing including smaller scale dwellings.

- *The development provides for dwellings with smaller private open space areas than typical for the surrounding area. Both dwellings have services and a bedroom at ground level to improve accessibility for residents with reduced mobility.*

### Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area

The desired future character of this area is to:

- Continue to be low-scale neighbourhoods, characterised by detached houses and dual occupancies; with some villa unit developments on larger blocks.
- Retain their green and leafy identity and character through the retention of front and back yards, and the establishment of a garden setting that includes canopy trees.

The key design objectives are:

To retain and enhance the streetscape by the planting of appropriate trees on private land.

- *The setbacks and open space areas within the proposed design provide opportunities to plant new canopy trees. A landscape plan will be required as a condition on any permit to issue.*

## 6.2 5 Tarwin Court, Rowville (cont'd)

To avoid dominance of buildings from the street.

- *The existing dwelling that fronts Tarwin Court will retain the existing setback of 8 metres. The upper floors of both dwellings have been designed to be recessed further, and will not dominate the street.*

To avoid the loss of front and rear garden space.

- *With the exception of garage 2, dwellings are setback from the side and rear boundaries, which will ensure adequate area for canopy tree planting within the front and rear gardens.*

To avoid the dominance of car storage facilities from the street.

- *Car parking facilities are located to the side or rear of the dwellings and will not dominate the streetscape.*

To retain large backyards for landscaping and open space.

- *Dwellings are provided with a minimum of 98sqm of open space and the setbacks and open space areas will accommodate new canopy tree planting.*

To ensure buildings reflect the prevailing scale of buildings in the street.

- *Dwellings are not excessive in scale or bulk. Upper floor areas are recessed to better integrate with the surrounds*

## 4.3 Particular Provisions

### Clause 52.06 – Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided as follows:

To each dwelling at a ratio of one car space to each one or two bedroom dwelling and two spaces for each dwelling with three or more bedrooms (with studies or studios that are separate rooms counted as bedrooms).

## 6.2 5 Tarwin Court, Rowville (cont'd)

- *Each dwelling contains four bedrooms and each dwelling has been provided with 2 car spaces.*
- *Dwelling 1 has been provided with a double garage while Dwelling 2 has been provided with a single garage and a tandem car parking space.*
- *In this regard, the proposal satisfies the car parking requirement of the Scheme.*
- *No visitor car space is required.*

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

Design Standard 1: Access ways – *Complies.*

Design Standard 2: Car Parking Spaces – *Complies.*

Design Standard 3: Gradients – *Complies.*

Design Standard 4: Mechanical Parking – *N/A.*

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

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

#### Neighbourhood Character and Infrastructure

Neighbourhood Character – *Complies, refer to Section 4.2.2 above.*

Residential Policy – *Complies.*

Infrastructure – *Complies. A drainage plan will be required as a condition on any permit to issue.*

Integration with the Street – *Complies.*

#### Site Layout and Building Massing

Street Setback – *Complies, setback is to remain unchanged.*

Building Height – *Complies.*

**6.2 5 Tarwin Court, Rowville (cont'd)**

Site Cover/Permeability – *Complies.*

Energy Efficiency – *Can comply subject to conditions. A condition of any permit issued will required the provision of eaves or shading devices to the north facing meals and kitchen room of Dwelling 2.*

Open Space – *Complies*

Safety – *Complies.*

Landscaping – *Complies, a condition on any permit to issue will require a landscape plan to be submitted to the satisfaction of the Responsible Authority.*

Access – *Complies.*

Parking Location – *Can comply subject to conditions. Dwelling 1 south west facing study room window is proposed to be replaced with a new window with a sill height of 1.7m. A condition of any permit issued will require dwelling 2 west facing living room/kitchen window to have a sill height of 1.4m to ensure future residents are protected from vehicular noise within the development.*

Amenity Impacts

Side and rear setbacks – *Complies.*

Walls on boundaries – *Complies.*

Daylight to existing windows/north facing windows – *Complies.*

Overshadowing open space – *Complies.*

Overlooking – *Can comply subject to conditions. There is potential for overlooking from Dwelling 1 bedroom 4 and Dwelling 2 bedroom 4 south facing windows.*

*A condition of any permit to issue will require Dwelling 1 bedroom 4 and Dwelling 2 bedroom 4 south facing window to be screened with fixed obscured (non-openable) glazing or window sill heights to at least 1.7 metres above finished floor levels. Film will not be accepted and the windows can be openable above 1.7 metres.*

*Additionally, a condition of any permit issued will require that the Dwelling 2 upper floor east elevation be amended to show bathroom window as shown on the upper floor plan.*

Internal views – *Complies.*

## **6.2 5 Tarwin Court, Rowville (cont'd)**

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.*

Site Services – *Complies.*

Front fence – *Complies.*

## **4.5 General Decision Guidelines**

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

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

## **5. CONCLUSION**

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

- *The development is consistent with the objectives and policies of the Knox Neighbourhood Area. The proposal can comply with the General Residential Zone - Schedule 2 and is generally compliant with ResCode subject to conditions on any permit to issue.*

## **6.2 5 Tarwin Court, Rowville (cont'd)**

- *The proposed dwellings are generally consistent with Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07 of the Knox Planning Scheme) in that the design has ensured the retention of front and rear yard open space, first floors are reasonably setback from ground floor areas and the dwellings incorporate materials consistent with the area. In addition to this, both dwellings are provided with usable areas of private open space and appropriate internal amenity.*
- *The development is consistent with State and Local Planning Policy Framework (including the Municipal Strategic Statement).*
- *The development is generally compliant with Clause 52.06 (Car Parking) and Clause 55 (ResCode) subject to changes that will be conditioned on any permit to issue.*

## **6. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

## **RECOMMENDATION**

**That Council issue a Notice of Decision to grant a Planning Permit for the development of a double storey dwelling to the rear of the existing dwelling and second storey extension to the existing dwelling at 5 Tarwin Court Rowville, subject to the following conditions:**

### **Amended Plans**

- 1. Prior to the commencement of any buildings or works, 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 door within the double garage to swing outwards.**
  - 1.2 Existing crossing reconstructed to Council standard and match width of proposed driveway.**
  - 1.3 Annotation stating that all structures including letter boxes, meter boxes and landscaping 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.**

**6.2 5 Tarwin Court, Rowville (cont'd)****Recommendation (cont'd)**

- 1.4 The provision of eaves or shading devices to the north facing meals and kitchen room windows of Dwelling 2.
- 1.5 Dwelling 2 west facing living room window to have a sill height of 1.4m.
- 1.6 Dwelling 1 bedroom 4 south-east facing window and Dwelling 2 bedroom 4 south facing window to be screened with fixed obscured (non-openable) glazing or window sill heights to at least 1.7 metres above finished floor levels.  
  
Film will not be accepted and the windows can be openable above 1.7 metres.
- 1.7 Dwelling 2 upper floor east elevation amended to show bathroom window and reflect first floor plan.
- 1.8 Drainage plans in accordance with Condition 2.
- 1.9 Landscape plans in accordance with Condition 3.

To the satisfaction of the Responsible Authority.

**Drainage**

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.
  - 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 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.

**6.2 5 Tarwin Court, Rowville (cont'd)****Recommendation (cont'd)**

**2.6 All levels to be to AHD (Australian Height Datum).**

**To the satisfaction of the Responsible Authority.**

**Landscaping**

**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 seven (7) canopy trees (to include at least two (2) trees in the front setback and at least one (1) of these to be a large indigenous canopy tree); one (1) medium canopy tree within the SPOS of Dwelling 1; two (2) small canopy trees within the SPOS of Dwelling 2 and one (1) small canopy tree within the landscape bump along the driveway.**

**3.9 A minimum of 40% of all new vegetation (both canopy trees and understorey) is to be indigenous species.**



**6.2 5 Tarwin Court, Rowville (cont'd)****Recommendation (cont'd)**

**3.10 A minimum of 40% of all new vegetation (both canopy trees and understorey) is to be native 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 plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.**

**General**

- 6. All development must be in accordance with the endorsed plans.**
- 7. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:
  - 7.1 An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or**
  - 7.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.**

**Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m<sup>2</sup>.****
- 8. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 9. 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.**
- 10. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

**Car Parking & Accessways**

- 11. Before the dwellings are occupied, driveways and car parking areas must be:**

**6.2 5 Tarwin Court, Rowville (cont'd)****Recommendation (cont'd)**

- 11.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
- 11.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
- 11.3 Treated with an all-weather seal or some other durable surface; and
- 11.4 Line-marked or provided with some other adequate means of showing the car parking spaces.

To the satisfaction of the Responsible Authority.

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

**Fencing**

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

**Amenity During Construction**

- 15. 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:
  - 15.1 the appearance of building, works or materials on the land
  - 15.2 parking of motor vehicles
  - 15.3 transporting of materials or goods to or from the site
  - 15.4 hours of operation
  - 15.5 stockpiling of top soil or fill materials
  - 15.6 air borne dust emanating from the site
  - 15.7 noise
  - 15.8 rubbish and litter
  - 15.9 sediment runoff

**6.2 5 Tarwin Court, Rowville (cont'd)****Recommendation (cont'd)****15.10 vibration**

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

**Stormwater**

16. 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.

**Permit Expiry**

17. This permit will expire if one of the following circumstances applies:
- 17.1 The development is not started within two years of the date of this permit.
- 17.2 The development is not completed within four years of the date of this permit.

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

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

**NOTES**

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff.

**6.2 5 Tarwin Court, Rowville (cont'd)****Recommendation (cont'd)**

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 5.7L/s to the existing Council drainage system for a 5 year ARI event.
- Applicant is to direct all stormwater to the south-west of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

**Other Notes:**

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements without build over easement consent.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- 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.

**6.2 5 Tarwin Court, Rowville (cont'd)****Recommendation (cont'd)**

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.

**Report Prepared By:** *Planner (Ollie Graovac)*

**Report Authorised By:** *Director – City Development  
(Angelo Kourambas)*



**Knox City Council**  
REPORT APPENDIX: A

Property Address

5 Tarwin Court,  
ROWVILLE

Application Number  
Description

P/2016/6366  
Development of a double storey dwelling to the rear of the existing dwelling and second storey extension to the existing dwelling

Wardname

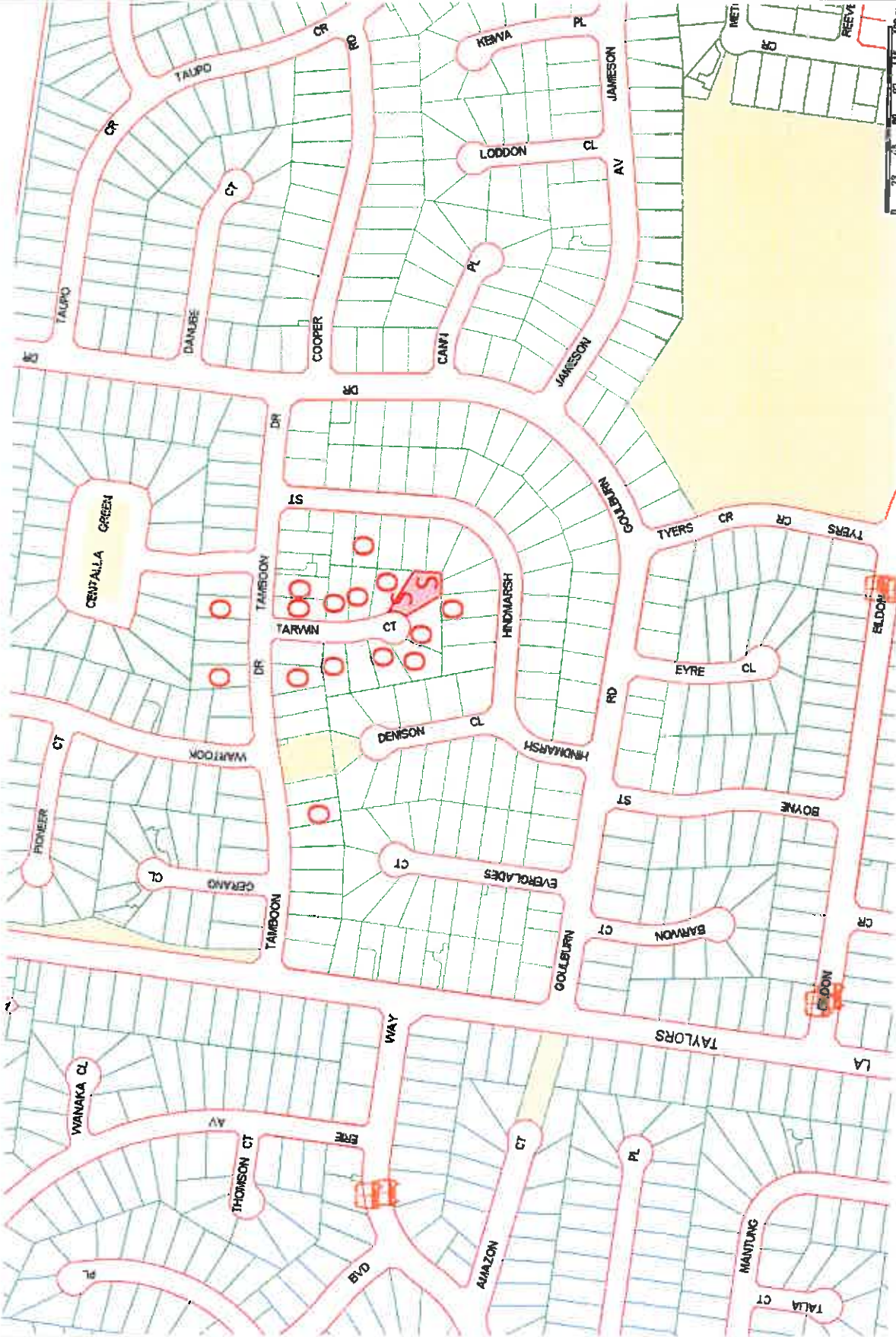
Taylor

**LEGEND:**

- The Boundary
- Road Boundary
- City Boundary
- Bus Route
- Reserves
- Commercial Area
- Tertiary Schools
- Primary Schools
- Secondary Schools
- F-12 School
- Bus Stop
- Clubhouse
- Unit Development
- Subject Property
- Pollution



Scale: 1:3000



**DISCLAIMER:**

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.
4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



Property -  
Address

5 Tarwin  
Court,  
ROWVILLE

Application  
Number  
Description

P/2016/6366

Development  
of a double  
storey dwelling  
to the rear of  
the existing  
dwelling and  
second storey  
extension to  
the existing  
dwelling

Wardname

Taylor

**LEGEND:**

- The Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserve
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P 12 School
- Bus Stops
- Oldfader
- Link Development
- Subject Property
- Foliage



Scale: 1:3000



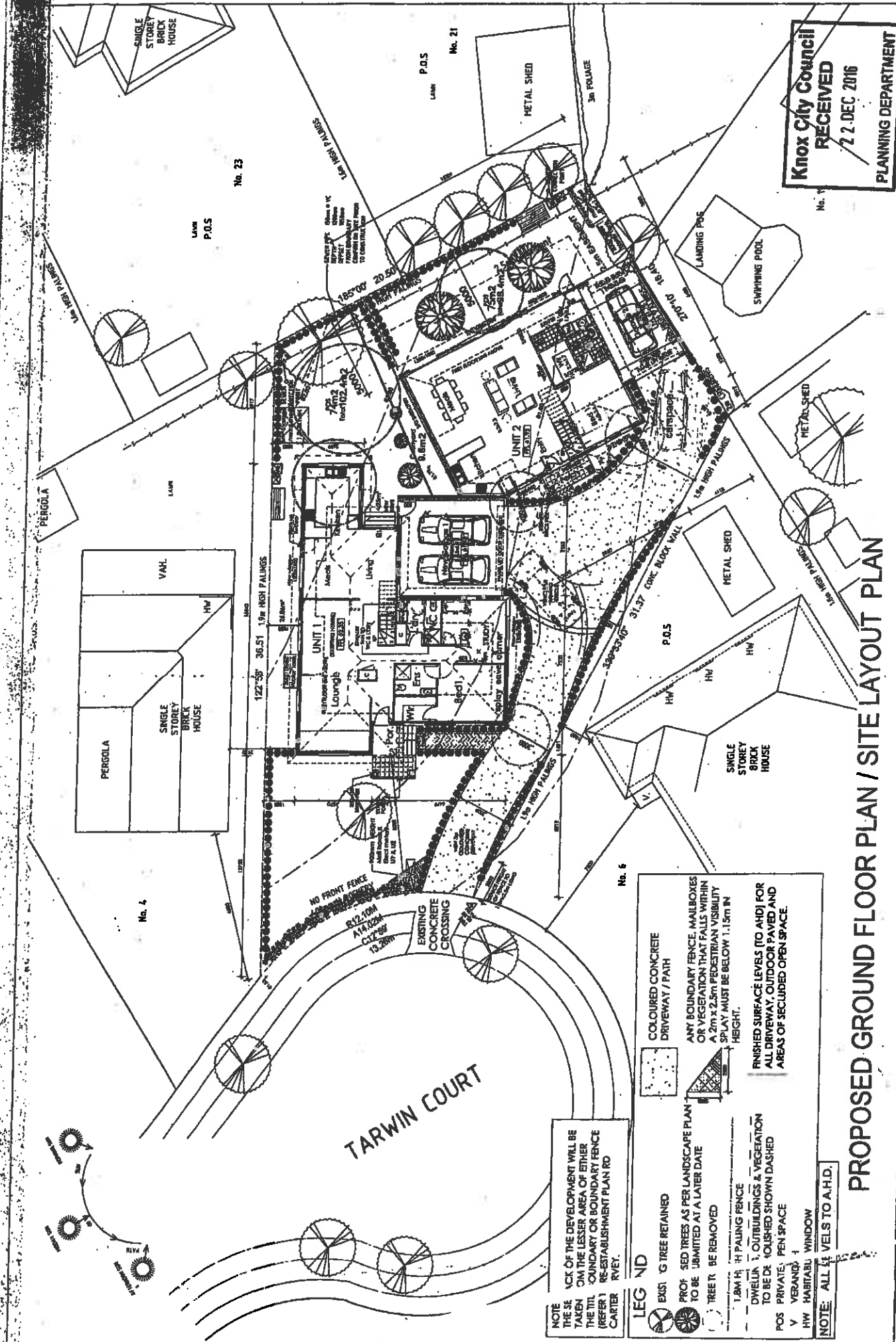
**DISCLAIMER:**

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

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.

# 5 TARWIN COURT ROWVILLE APPENDIX B

**Knox City Council**  
RECEIVED  
22 DEC 2016  
PLANNING DEPARTMENT



PROJECT PROPOSED DUAL OCCUPANCY AT: 5 TARWIN CRT ROWVILLE	CLIENT	TITLE PLANS	DATE AUGUST 2015	SCALE 1:100	NO. OF SHEETS 1 of 9	BY A1	APPROVED BY 	DATE 19/09/15
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**NOTE**  
CHECK OF THE DEVELOPMENT WILL BE TAKEN ON THE LESSEER AREA OF EITHER THE TITLE BOUNDARY OR BOUNDARY FENCE (REFER TO RE-ESTABLISHMENT PLAN BY CARTER RVEY).

- LEG ND**
- EXIST G TREE RETAINED
  - PROF. SED TREES AS PER LANDSCAPE PLAN TO BE LIMITED AT A LATER DATE
  - TREE TO BE REMOVED
  - 1.8M H H PALING FENCE
  - DWELING, OUTBUILDINGS & VEGETATION TO BE DASHED SHOWN DASHED
  - PRIVATE PEN SPACE
  - VERANDA
  - HW HABITABLE WINDOW

COLOURED CONCRETE DRIVEWAY / PATH  
ANY BOUNDARY FENCE, MAILBOXES OR VEGETATION THAT FALLS WITHIN A 2m x 2.5m PEDESTRIAN VISIBILITY DISPLAY MUST BE BELOW 1.15m IN HEIGHT.  
FINISHED SURFACE LEVELS (TO AHD) FOR ALL DRIVEWAY, OUTDOOR PAVED AND AREAS OF SECLUDED OPEN SPACE

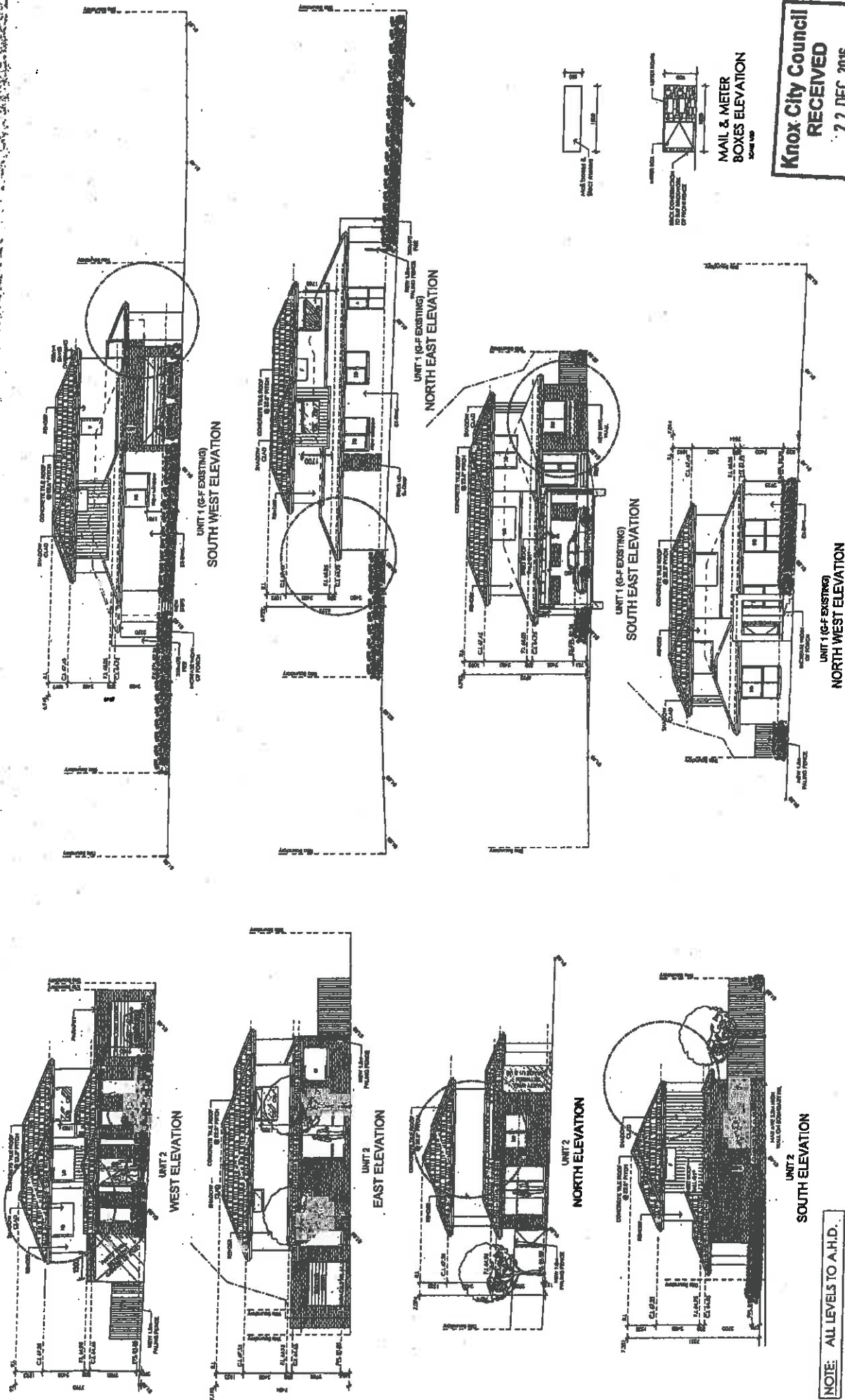
NOTE: ALL LEVELS TO A.H.D.

## PROPOSED GROUND FLOOR PLAN / SITE LAYOUT PLAN

**Carlite ktus**  
PO BOX 1671 BUNDOCKHILL NSW TEL: 02 959 285 285



# 5 TARWIN COURT ROWVILLE APPENDIX B



**Knox City Council**  
**RECEIVED**  
 22 DEC 2016  
**PLANNING DEPARTMENT**

PROJECT: PROPOSED DUAL OCCUPANCY AT: 5 TARWIN CRT ROWVILLE  
 DRAWN: N/A  
 JOB NO: 1100  
 SHEET NO: 3 of 9

**A1**  
 ELEVATIONS

CLIENT: [Blank]  
 TITLE: ELEVATIONS

PROJECT: PROPOSED DUAL OCCUPANCY AT: 5 TARWIN CRT ROWVILLE

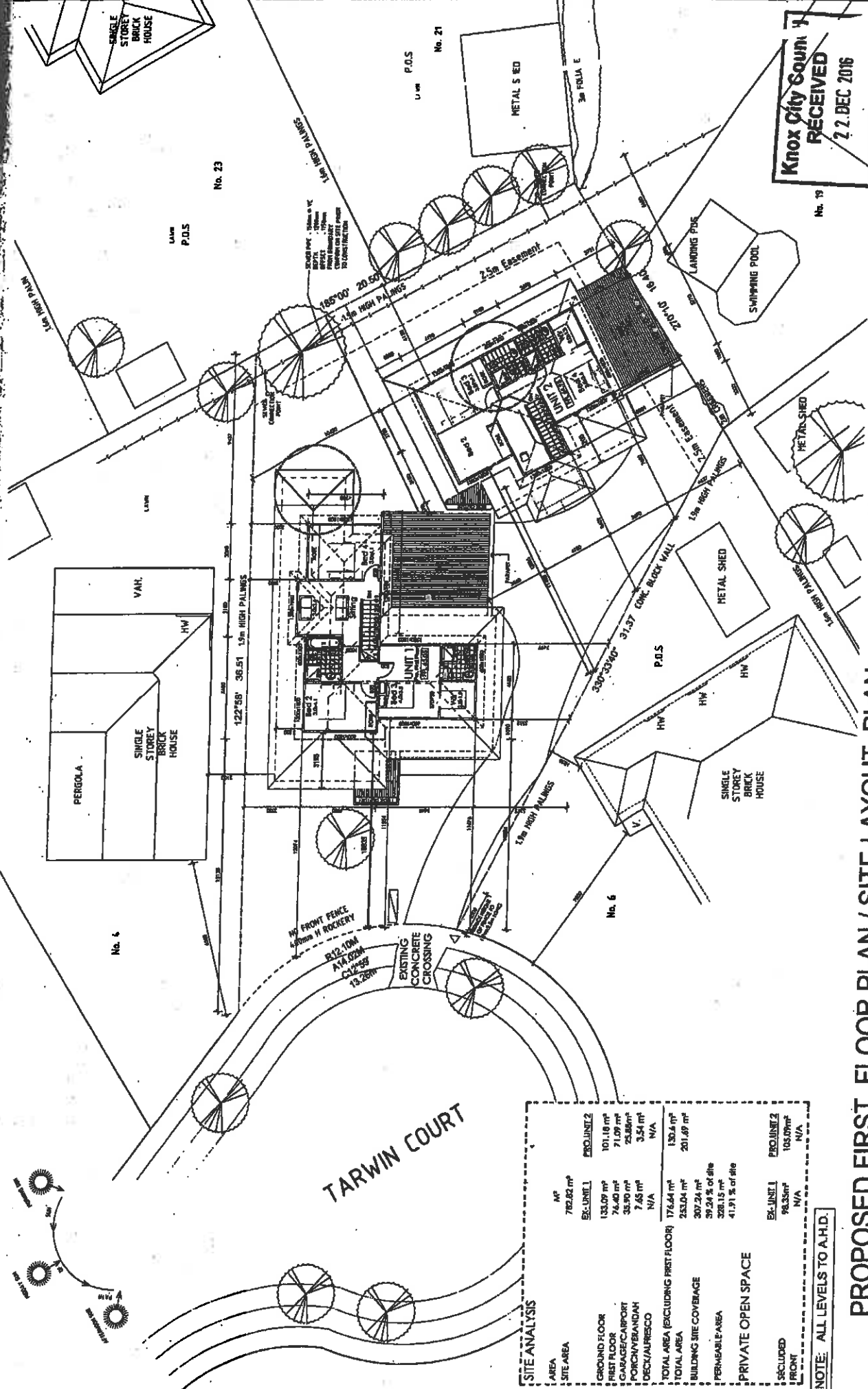
Architektus  
 PO BOX 871 BARRHOODA VIC 3105  
 TEL: 0899 360 285

NOTE: ALL LEVELS TO A.H.D.

## PROPOSED ELEVATIONS

# 5 TARWIN COURT ROWVILLE APPENDIX B

**Knox City Council**  
**RECEIVED**  
 22 DEC 2016  
 PLANNING DEPARTMENT



**SITE ANALYSIS**

AREA	AREA	PROJ. UNIT 1	PROJ. UNIT 2
GROUND FLOOR	782.82 m <sup>2</sup>	133.09 m <sup>2</sup>	101.18 m <sup>2</sup>
FIRST FLOOR		74.40 m <sup>2</sup>	71.07 m <sup>2</sup>
GARAGE/CARPORT		35.90 m <sup>2</sup>	23.88 m <sup>2</sup>
PORCH/BANDAH		7.85 m <sup>2</sup>	3.54 m <sup>2</sup>
DECK/AUBRECO		N/A	N/A
TOTAL AREA (INCLUDING FIRST FLOOR)	1764.44 m <sup>2</sup>	233.04 m <sup>2</sup>	132.6 m <sup>2</sup>
TOTAL AREA		307.24 m <sup>2</sup>	201.49 m <sup>2</sup>
BUILDING SITE COVERAGE		59.24 % of site	
PERMEABLE AREA		328.15 m <sup>2</sup>	
PRIVATE OPEN SPACE		41.91 % of site	
INCLUDED		93.33 m <sup>2</sup>	103.09 m <sup>2</sup>
EXCLUDED		N/A	N/A

NOTE: ALL LEVELS TO A.H.D.

## PROPOSED FIRST FLOOR PLAN / SITE LAYOUT PLAN

**Arkitektus**  
 PO BOX 201 BUNDOORA VIC 3083 TEL: 03 9383 2000

PROJECT: PROPOSED DUAL OCCUPANCY AT: 5 TARWIN CRT ROWVILLE

CLIENT: [Blank]

TITLE: PLANS

NO. 1: A1

DATE: AUGUST 2016

SCALE: 1:100

REVISED: 2 OF 3

**TAYLOR WARD****6.3 APPLICATION FOR THE USE AND DEVELOPMENT OF A RESIDENTIAL AGED CARE FACILITY AND REMOVAL OF VEGETATION AT LOT 3 WELLINGTON ROAD, ROWVILLE, (P/2016/6777)****1. SUMMARY:**

<b>Land:</b>	Lot 3 Wellington Road, Rowville
<b>Applicant:</b>	Urbis Pty Ltd
<b>Proposed Development:</b>	The use and development of a residential aged care facility and removal of vegetation
<b>Existing Land Use:</b>	Vacant land
<b>Area:</b>	1.12 hectares
<b>Zoning:</b>	Low Density Residential Zone
<b>Overlays:</b>	Nil
<b>Local Policy:</b>	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
<b>Application Received:</b>	25 October 2016 (Application amended on 1 February 2017)
<b>Number of Submissions:</b>	0
<b>PCC Meeting:</b>	Not applicable

**Assessment:**

*It is considered that the proposal to use and develop the land for a residential aged care facility and removal of vegetation provides an appropriate balance between the need for additional housing for aged persons within an established area and the amenity of occupants and adjoining residents. The proposal will enable older people to live in appropriate housing in their local community.*

*The proposal responds appropriately to Council's local policies (Municipal Strategic Statement (MSS) and Clause 22.07 Development in Residential Areas and Neighbourhood Character Policy).*

*The proposal appropriately responds to the Low Density Residential Zone and Clause 52.17 (Native Vegetation).*

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

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

#### **2. BACKGROUND**

##### **2.1 Call Up**

On 17 March 2016, Amendment C131 was gazetted and implemented into the Knox Planning Scheme. The Amendment implements the Knox Housing Strategy 2015, the Knox Residential Design Guidelines, the Rowville Plan (2013) and the new residential zones and schedules.

It is noted that this application, whilst generally compliant with the Knox Planning Scheme, is not consistent with Objective 5 of Clause 21.05 of the Municipal Strategic Statement (Housing), and as such, this application is being reported to Council as it has been 'called up' by the Manager of City Planning and Building.

##### **2.2 Subject Site and Surrounds**

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

- The site is located on the east side of Le John Street, approximately 130m to the north of the intersection with Wellington Road, and has an approximate area of 1.12 hectares. The only road frontage is to Le John Street, along the site's west boundary.
- The subject site is currently vacant and is proposed to be subdivided from the larger allotment of Lot 1 on Plan of Subdivision 712704S (Planning Application P/2015/6733). The application relates to the northern 'L' shaped portion of the site.
- The site is generally cleared, except for a shed and the row of landscaping along the Le John Street frontage. The land slopes down from the west to east with a level change of 9m from the highest point to the lowest point.
- The site currently has one informal crossover to Le John Street. Le John Street is partially sealed, with the portion at the site frontage currently unsealed.

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

The area has a mixture of residential and non-residential uses. Non-residential uses include a church, medical centre and fire station which are located to the west and south of the site. To the north and east of the site are residential properties.

#### **2.3 The Proposal**

(Refer to attached plans at Appendix B)

It is proposed to use and develop the site for a residential aged care facility. The key features of the proposal are summarised as follows:

##### *Use*

- 119 rooms;
- Communal lounge, dining and sitting areas;
- Areas of communal open space accessible by walkable connections; and
- Full suite of supporting services and amenities including; a library, chapel, gym and theatre.

##### *Development*

- Demolition / removal of existing sheds on site (permit not required for demolition);
- The proposal is for a two-storey building that will present as a single storey building to the streetscape. The building will have a minimum setback of 5m to the north boundary, 6.12m to the east boundary and 3.29m from the south boundary.
- The building will have a maximum building height of 8.36m.
- The architecture provides a residential design response, including a hip and gable roof form. The external walls of the building will be rendered with a Colorbond roof.
- 6m wide crossover at the south-west corner of the frontage to Le John Street;
- 58 car parking spaces provided at-grade; and
- Removal of vegetation (tree's 43, 50 and 52 on the plans).

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

#### **3. CONSULTATION**

##### **3.1 Advertising**

The application was advertised by way of a sign on the site and notices sent to adjoining property owners and occupiers. No objections were received.

##### **3.2 Referrals**

The application has been referred to VicRoads, Public Transport Victoria and internal departments for comment. The following is a summary of relevant advice:

##### VicRoads

- *VicRoads does not object to the proposal.*

##### Public Transport Victoria

- *Public Transport Victoria does not object to the proposal.*

##### Traffic Engineer

- *The proposed footpath along Le John Street must be at least 1.5m wide with a minimum clearance of 300mm to the site boundary. The footpath must be constructed to Council Standards at the cost of the developer/permit holder.*
- *All internal footpaths and pram ramps must comply with the Disability Discrimination Act (DDA). This includes but not limited to; minimum footpath widths, a continuous path of travel, kerb ramps and Tactile Ground Surface Indicators (TGSI), where appropriate.*
- *The application will result in additional vehicles travelling along Le John Street which is not a completely sealed road. It is considered appropriate for the applicant to construct and seal Le John Street up to the site.*
- *Standard conditions to be included on any permit issued.*

##### Drainage Engineer

- *Inadequate overland flow path through the property is shown. The applicant must demonstrate how overland flow for the 100 year ARI will be appropriately managed to Council's satisfaction.*

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

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

#### Arborist

- *Council's Arborist has raised some concerns with the proposal and its impact on vegetation located on neighbouring properties as well as vegetation located within the front setback of the site. The impacted trees are numbered as follows: 20, 31, 46 and 49.*
- *To address the impact on tree's 20 and 31, a condition of any permit to issue will require root exploratory works to determine the location of the roots of the trees. The proposal may require modifications should significant roots be located.*
- *Council's Arborist has recommended Tree 46 to be removed as it is in poor condition and does not merit retention.*
- *To address the impact on Tree 49, a condition of any permit to issue will require the encroachment into the tree protection zone from the car park and sub-station to be reduced to 9.5%. Pervious paving is to be utilised to car parking spaces no. 1 and 2.*

#### Landscape Officer

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

#### ESD Officer

- *The Sustainable Design Assessment submitted with the application is satisfactory.*

#### City Futures

- *The site is not typical of a residential Bush Suburban area envisaged by the Knox Housing Strategy and Residential Design Guidelines. It is a large site that abuts a church and medical centre, and does not contain significant vegetation. Notwithstanding this, the application demonstrates that the proposal addresses the Bush Suburban elements of the Knox Residential Design Guidelines.*
- *The proposed use responds to an identified need in the Rowville area. In this regard, it is considered that it contributes to the achievement of Objective 5 in the local context.*

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

#### Health

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

#### Waste Services

- *Waste Services have advised that Council does not service residential aged care facilities.*

#### Assets

- *No objection.*

## **4. DISCUSSION**

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

### **4.1 Zoning and Overlays**

#### **4.1.1 Zone**

The site is located within the Low Density Residential Zone (LDRZ). The purpose of the LDRZ is to provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater.

A residential aged care facility is a Section 2 Use and therefore triggers a planning permit. Buildings and works associated with a Section 2 Use also trigger the need for a planning permit.

- *The Aged Care Approvals Round (ACAR) is a competitive application process that enables prospective and existing approved providers of aged care to apply for a range of new Australian Government funded aged care places and financial assistance in the form of a capital grant. Places are allocated to applicants that demonstrate that they can best meet the care needs of older Australians. The 2016/17 Aged Care Approvals Round (ACAR) designates Rowville as “target areas of need” for new aged care facilities.*
- *The subject site presents an important opportunity to provide an aged care facility in an established residential area with proximity to services, and, will provide a net community benefit, particularly for the ageing population in Rowville and the wider area.*



### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

#### **4.1.2 Overlays**

The land is not affected by any overlays.

#### **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 make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates typical neighbourhood character features such as a hip and gable roof form and rendered external finishes.*

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 Sustainable Design Assessment submitted with the application is satisfactory.*

Clause 16.02-3 Residential Aged Care Facilities – To facilitate the timely development of residential aged care facilities to meet existing and future needs.

- *It is evident that Knox has an ageing population and as a result, the demand for aged care living will continue to grow. The proposal will enable older people to live in appropriate housing in their local community. As noted above, the 2016/17 Aged Care Approvals Round (ACAR) designates Rowville as “target areas of need” for new aged care facilities.*

### 6.3 Lot 3 Wellington Rd, Rowville (cont'd)

Clause 16.02-4 Design and location of residential aged care facilities – To encourage well-designed and appropriately located residential aged care facilities.

- *This policy recognises that residential aged care facilities are different to dwellings in their purpose and function, and will have a different built form (including height, scale and mass). It is considered that the proposed built form is appropriate given the context of the site. The building proposes generous setbacks to the side and rear boundaries to allow for existing vegetation to be retained and to allow new vegetation to be established. The building also incorporates design elements (such as hip and gable roof forms and rendered finishes) to complement the neighbourhood character of the residential properties to the north and east of the site.*
- *The site is close to nearby services and is within walking distance of public transport available along Wellington Road and Silkwood Drive.*

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

- *Bus route 697 operates along Wellington Road. The 697 provides transport to the Dandenong Market on Tuesdays only between the hours 9:45am and 10:30am, with a return bus available between the hours of 1:15pm and 2:00pm.*
- *Bus routes 681/682 are available along Silkwood Drive, approximately 390m from the site. The 681/682 runs at various intervals between Lysterfield and Rowville from 6:10am to 9:25pm weekdays, from 8:14am to 7:05pm Saturdays and 9:14am to 6:01pm Sundays.*

#### 4.2.2 Local Planning Policy Framework

Clause 21.01 Municipal Strategic Statement (MSS) – encourages planning and development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development and influencing the urban form so that Knox itself becomes more sustainable.

All development therefore is encouraged to incorporate Ecologically Sustainable Design (ESD) and Water Sensitive Urban Design (WSUD) principles to ensure that a sustainable urban environment is ultimately achieved with a strong use of

### 6.3 Lot 3 Wellington Rd, Rowville (cont'd)

existing infrastructure and to reduce dependence on private vehicle travel.

- *The site is located in an established urban area close to urban services and open space areas, where existing infrastructure, including sewer, is readily available.*
- *The Sustainable Design Assessment submitted with the application is satisfactory.*

Clause 21.04 Urban Design – Municipal Strategic Statement (MSS) To ensure that all development responds positively to the existing patterns of urban form and character, the landscape qualities, historic and cultural elements and social aspirations of the Knox community.

- *The proposal respects the preferred neighbourhood character and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development provides opportunities for meaningful landscaping.*

Clause 21.05 – Housing – The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within a "Bush Suburban" area which includes two distinct areas: The Dandenong Foothills and the Sites of Biological Significance. These areas have distinctive and significant biological values. Limited and low scale residential development is anticipated in these areas in order to protect the environment and biological qualities that make these areas distinct.

### 6.3 Lot 3 Wellington Rd, Rowville (cont'd)

Objective 5 is to ensure that residential development better responds to the community's current and future needs, and allows people to 'age-in-place'. New residential aged care facilities are supported, except in Bush Suburban areas.

- *It is noted that this policy does not support residential aged care facilities in Bush Suburban areas, however, the site is not located within the Dandenong Foothills and is not a Site of Biological Significance. As identified earlier in this report, the site is located within an area of non-residential uses (church, medical centre, fire station) where Bush Suburban characteristics are not evident.*
- *Despite Objective 5, the application is consistent with the objectives of Clause 21.05 of the MSS (Housing).*

Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Bush Suburban Area – Detached dwellings and dual occupancies are supported.

The desired future character of this area is to:

- Contribute to the protection and enhancement of Knox's distinctive environmental and biological values.
- Continue to be low-scale neighbourhoods where significant indigenous and native vegetation is retained and complemented.
- Ensure that built form is subservient to the area's landscape dominant character.

The key (relevant) design objectives are:

Design buildings to be nestled and tucked into the landscape.

- *The development adopts generous setbacks to the side and rear boundaries to allow for the retention of established vegetation and the planting of new vegetation. It is considered the development will appear to be nestled and tucked into the landscape.*

Design buildings to accommodate landscaping including canopy trees in front and rear gardens.

- *The proposal will allow for canopy trees, large feature shrubs and groundcovers to be planted across the site. A landscape plan to the satisfaction of the Responsible Authority will be a requirement of any permit issued.*

### 6.3 Lot 3 Wellington Rd, Rowville (cont'd)

Retain canopy trees and understorey planting, wherever possible.

- *The proposed development has been designed to allow the retention of significant trees within the front setback to contribute to the green and leafy image of Knox.*

Locate carports and garages behind the line of the dwelling or in the rear yard.

- *The application is not for a dwelling however there are no vehicle accommodation structures proposed in the front setback. All car parking spaces within the front setback will be unenclosed and will be setback at least 5m from Le John Street.*

Provide single crossovers for driveways.

- *A single crossover is proposed at the Le John Street frontage.*

Minimise the amount of paving in front yards and driveways.

- *The proposed car park is located within the front setback, in a similar arrangement that has been constructed at the church and medical centre that abut the site to the south.*
- *The car park is complemented by landscaping features that will soften the appearance of the paving.*

Design new buildings to incorporate pitched, hipped or gabled roof forms.

- *The proposal includes hip and gable roof forms, consistent with the policy.*

Significantly setback first floor levels from the ground floor level.

- *The proposal is for a part one and part two-storey building that will present as a single storey building to the streetscape.*
- *Whilst the two-storey component will be to the rear of the site, the proposal adopts sufficient side and rear setbacks to allow for screen planting.*

Provide no, low or transparent front fencing.

- *The front boundary will remain unfenced; however, the vehicle access way will include entry buttresses.*
- *At the car park edge will be a 1.8m high picket fence setback approximately 5m from the front boundary.*

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

Applications must also consider:

#### Accessible Design

- *The proposed development considers the need of people with limited mobility as a clear and accessible path from the street to the front entrance has been provided.*
- *The proposal incorporates a lift to ensure both levels are easily accessible for people with limited mobility.*

#### Sustainable Design

- *A satisfactory Sustainable Design Assessment was submitted with the application.*
- *The site presents good opportunities for water sensitive urban design principles to be incorporated which will be addressed via conditions on any permit to issue.*

#### Architectural Design

- *The design and scale of the proposed development is generally consistent with the housing types encouraged in the area.*
- *The development provides an appropriate degree of visual interest and articulation to present an appropriate scale to Le John Street and adjoining sites.*
- *Large blank walls and facades have been avoided through the incorporation of varied building materials and finishes.*

#### Housing for Aged Persons

- *The proposal has been specifically designed as a form of housing for aged persons.*
- *The proposal will provide a range of on-site services to the residents including a library, chapel, gym and theatre.*

### **4.3 Particular Provisions**

#### Clause 52.06 – Car Parking

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

### 6.3 Lot 3 Wellington Rd, Rowville (cont'd)

The statutory car parking rate for a residential aged care facility is 0.3 spaces to each lodging room.

- *A statutory requirement of 35 car spaces is applicable to the development. The proposal includes the provision of 58 car spaces which exceeds the statutory requirements.*

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

Design Standard 1: Access ways – *Can comply. The kerb outstands at the end of each car parking row must be reduced to maintain the 6.4m wide aisle. This will be included as a condition of any permit to issue.*

Design Standard 2: Car Parking Spaces – *Complies.*

Design Standard 3: Gradients – *Complies.*

Design Standard 4: Mechanical Parking – *N/A.*

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

#### Clause 52.17 – Native Vegetation

The purpose of Clause 52.17 is:

To encourage permitted clearing of native vegetation results in no net loss in the contribution made by vegetation to Victoria's biodiversity. This is achieved through the following approach:

- Avoid the removal of native vegetation that makes a significant contribution to Victoria's biodiversity.
- Minimise impact on Victoria's biodiversity from the removal of native vegetation.
- Where native vegetation is permitted to be removed, ensure that an offset is provided in a manner that makes a contribution to Victoria's biodiversity that is equivalent to the contribution made by the native vegetation to be removed.

### 6.3 Lot 3 Wellington Rd, Rowville (cont'd)

A permit is required pursuant to Clause 52.17 for the removal of three (3) 'scattered trees' (tree no. 43, 50 and 52).

An application to remove, destroy or lop native vegetation must be classified as one of the following risk-based pathways: low, medium or high as defined in the *Permitted clearing of native vegetation – Biodiversity assessment guidelines (Department of Environment and Primary Industries, September 2013)*. The application requirements and decisions guidelines included in this clause must be applied in accordance with the classified pathway.

- *The proposed removal of the three (3) 'scattered trees' fall within a 'low risk' pathway of assessment. This pathway does not require a referral to Department of Environment and Primary Industries.*
- *A condition of permit will ensure that a 'no net loss' offset is provided in a manner that makes a contribution to Victoria's biodiversity that is equivalent to the contribution made by the native vegetation to be removed.*

#### Clause 52.34 – Bicycle Facilities

The provisions of Clause 52.34 are applicable to the proposal. As there is no specific bicycle parking rate for a residential aged care facility, the requirements of Clause 52.34 are to the satisfaction of the Responsible Authority.

- *The proposed development provides 10 bicycle parks and 2 separate showers with change rooms in total.*
- *Given the nature of the proposed use, the provision of 10 on-site bicycle parking spaces is considered adequate. Additional bicycle parks can be provided in the future should the need arise.*

### 4.4 External Amenity

It is considered that the proposed built form will not create any unreasonable amenity impacts on surrounding properties by way of visual bulk, overlooking (subject to condition on any permit to issue) or overshadowing. Whilst ResCode (Clause 55 of the Knox Planning Scheme) does not apply to this application, consideration of the ResCode provisions provide suitable guidance on built form outcomes to surrounding properties. Specifically, the following is noted:

- *All setbacks exceed and satisfy the performance measures of ResCode Standard B17.*



### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

- *The positioning of built form satisfies the performance measures of Standard B19 and it is noted that there are no north facing habitable room windows (on abutting lots) within 3m of the south boundary.*
- *Shadow diagrams indicate that there will be some extent of overshadowing to the secluded private open space on the eastern abutting lots, however these shadows will generally fall within shadows of the existing boundary fences.*
- *There are habitable room windows on the north and east elevations with views into adjoining secluded private open space areas which does not meet the performance measures of Standard B22 of ResCode. A condition of any permit to issue will require overlooking from the upper floor windows on the north and east elevations addressed to satisfy the Objective of Standard B22 of ResCode.*

### **4.5 General Decision Guidelines**

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

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

## **5. CONCLUSION**

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

- *It is considered that the proposal to use and develop the land for a residential aged care facility and removal of vegetation provides an appropriate balance between the need for additional housing for aged persons within an established area and the amenity of occupants and adjoining residents. The proposal will enable older people to live in appropriate housing in their local community.*
- *The proposal responds appropriately to Council's local policies (Municipal Strategic Statement (MSS) and Clause 22.07 Development in Residential Areas and Neighbourhood*

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

*Character Policy). Whilst this type of use is not encouraged in the Bush Suburban area, given the site context is outside of the Dandenong Foothills and Sites of Biological Significance, and the need for aged care facilities in Rowville, the proposal is considered satisfactory for the site in this instance.*

- *The proposal appropriately responds to the Low Density Residential Zone and Clause 52.17 (Native Vegetation).*

## **6. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

## **RECOMMENDATION**

**That Council issue a Planning Permit to use and develop the land for a residential aged care facility and removal of vegetation at Lot 3 Wellington Road, Rowville subject to the following conditions:**

### **Amended plans**

- 1. Prior to the commencement of any buildings or works, 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 prepared by DeNova Group P/L but modified to show:**
  - 1.1 Any changes required to comply with Condition 2.2.**
  - 1.2 The kerb outstands at the end of each car parking row must be reduced to maintain the 6.4m wide aisle to comply with Design Standard 1 of Clause 52.06 (Car Parking) of the Knox Planning Scheme.**
  - 1.3 Overlooking from the upper floor windows on the north and east elevations addressed to satisfy the Objective of Standard B22 of Clause 55 of the Knox Planning Scheme.**
  - 1.4 The proposed footpath along Le John Street must be at least 1.5m wide with a minimum clearance of 300mm to the site boundary. The footpath must be constructed to Council Standards at the cost of the developer/permit holder.**

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

#### **Recommendation (cont'd)**

- 1.5 All internal footpaths and pram ramps must comply with the Disability Discrimination Act (DDA). This includes but not limited to; minimum footpath widths, a continuous path of travel, kerb ramps and Tactile Ground Surface Indicators (TGSi), where appropriate.**
- 1.6 Le John Street fully constructed and sealed from the end of the existing sealed portion of the road to the access way to the subject site (approximately 50m in distance) at the cost of the developer/permit holder.**
- 1.7 The removal of tree's 43, 46, 51 and 52.**
- 1.8 The encroachment into the tree protection zone from the car park and sub-station of Tree 49 to be reduced to 9.5%. Pervious paving is to be utilised to car parking spaces no. 1 and 2.**
- 1.9 Any required re-design or alternative construction methods of the north elevation of the building (including the retaining wall) and the retaining wall adjacent car parking spaces no. 49 and 58, following root investigation works required by Condition 12.**
- 1.10 Tree Protection measures shown in accordance with Conditions 13-20.**

**To the satisfaction of the Responsible Authority.**

#### **Engineering plans and construction**

- 2. Prior to the issue of a building permit under the *Building Act 1993* for the development, three copies of engineering and construction 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 runoff from the property shall be properly collected in a complete and effective system of drains within the property and connected to the Council drainage system.**
  - 2.2 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**

**6.3 Lot 3 Wellington Rd, Rowville (cont'd)****Recommendation (cont'd)**

- 2.3 All levels to be to AHD (Australian Height Datum).
- 2.4 The use of water quality improvement systems is required to be provided for this development. 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.
- 2.5 Construction details of approximately 50m of new road pavement in Le John Street from the existing sealed pavement to the new entry road including the design depth and composition of pavement.
- 2.6 Construction details of the proposed 1.5m wide footpath along Le John Street.

To the satisfaction of the Responsible Authority.

3. Stormwater runoff from all buildings and hardstand 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.

**Landscape plans**

4. 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:
  - 4.1 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.
  - 4.2 Details of the surface finishes of pathways and driveways.
  - 4.3 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
  - 4.4 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.

**6.3 Lot 3 Wellington Rd, Rowville (cont'd)****Recommendation (cont'd)**

- 4.5 Landscaping and planting within all open areas of the site.
- 4.6 The layout of the proposed development.
- 4.7 The plans must also show the provision of additional indigenous or native canopy trees and additional medium/large shrubs chosen from Appendix 4 or 5 of Council's Landscape Guidelines for Planning Permits, where possible. These canopy trees must be a minimum 1.5 metres tall when planted.
- 4.8 Any relevant Water Sensitive Urban Design techniques in accordance with Condition 2.4.

To the satisfaction of the Responsible Authority.

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

**Sustainable Design Assessment**

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

**General**

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

**6.3 Lot 3 Wellington Rd, Rowville (cont'd)****Recommendation (cont'd)****Tree Root Investigations**

- 12. Air knife, hydro-excavation or hand digging by spade shall be used to determine the location of roots of the to the depth of proposed cut, footings or foundations where applicable, allowing an assessment of the developments impact on Tree 20 and Tree 31, and the development amended accordingly in accordance with Condition 1.10 if required. Council's Arborist must be contacted on 9298 8125 to enable inspection of the root investigation work to determine whether any roots encountered will require alternative construction methods or re-design of the warehouse.**

**Tree Protection**

- 13. 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.**
- 14. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
- 15. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 16. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

#### **Recommendation (cont'd)**

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

#### **Native Vegetation Offsets**

21. A total of three (3) 'scattered trees' as well as the area identified as Habitat Zone 1 (0.010ha), are considered lost due to the permitted development of this land. The extent of the loss of native vegetation and the location in which it occurs, results in a low risk-based pathway under DEPI (2013).

##### **21.1 Offset requirement**

**A general offset will be required:**

In order to offset the removal of 0.010 hectares of native vegetation and three (3) scattered trees approved as part of this permit, the applicant must provide a native vegetation offset that meets the following requirements, and is in accordance with the Permitted clearing of native vegetation – Biodiversity assessment guidelines and the Native vegetation gain scoring manual.

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

#### **Recommendation (cont'd)**

##### **21.2 General offset**

The offset must:

- contribute gain of 0.008 general biodiversity equivalence units
- be located within the Port Phillip and Westernport Catchment Management Authority boundary or Knox City Council municipal district
- have a strategic biodiversity score of at least 0.80

##### **21.3 Offset evidence**

Before any native vegetation is removed evidence that an offset has been secured must be provided to the satisfaction of the responsible authority. This offset must meet the offset requirements set out in this permit and be in accordance with the requirements of *Permitted clearing of native vegetation – Biodiversity assessment guidelines* and *the Native vegetation gain scoring manual*. Offset evidence can be either:

- a security agreement, to the required standard, for the offset site or sites, including a 10 year offset management plan.
- a credit register extract from the Native Vegetation Credit Register.

##### **21.4 Monitoring and reporting on onsite offset implementation**

In the event that a security agreement is entered into as per condition 21.3, the applicant must provide notification to the responsible authority of the management actions undertaken towards the implementation of the offset management plan each anniversary of the security agreement for ten years. An offset site condition statement, including photographs must be included in this notification.



**6.3 Lot 3 Wellington Rd, Rowville (cont'd)****Recommendation (cont'd)****Car parking and Driveways**

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

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

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

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

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

**To the satisfaction of the Responsible Authority.**

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

**24. Car parking areas must not be used for storage.**

**25. 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.**

**Construction of road and footpath**

**26. Before the development is occupied, the new road pavement and footpath in Le John Street must be constructed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority.**

**6.3 Lot 3 Wellington Rd, Rowville (cont'd)****Recommendation (cont'd)****Connection to sewer**

- 27. Before the development is occupied, the site must be connected to sewer to the satisfaction of the Responsible Authority.**

**Fencing**

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

**Amenity during construction**

- 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.**

**6.3 Lot 3 Wellington Rd, Rowville (cont'd)****Recommendation (cont'd)****Amenity**

- 31. Noise from the premises must not exceed limits prescribed by the State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1.**
- 32. All outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent light from the site causing any detriment to the locality.**
- 33. The amenity of the area must not be adversely affected by the use or development as a result of:**
  - 33.1 transport of materials, goods or commodities to or from the land;**
  - 33.2 appearance of any building, works, stored goods or materials;**
  - 33.3 emission of noise, artificial light, vibration, smell, fumes, smoke, steam, soot, ash, dust, waste water, waste products or oil; or**
  - 33.4 the presence of vermin.**
  - 33.5 To the satisfaction of the Responsible Authority.**
- 34. All bins and receptacles used for the collection and storage of garbage, bottles and other wastes must be kept in a storage area to the satisfaction of the Responsible Authority. This storage area must be:**
  - 34.1 properly paved and drained to a legal point of discharge;**
  - 34.2 screened from view with a suitable designed enclosure;**
  - 34.3 supplied with adequate water; and**
  - 34.4 maintained in a clean and tidy condition free from offensive odours;**

**To the satisfaction of the Responsible Authority.**

**6.3 Lot 3 Wellington Rd, Rowville (cont'd)****Recommendation (cont'd)****Permit Expiry**

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

**35.1 The use/development is not started within two years of the date of this permit.**

**35.2 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 six months afterwards.**

**NOTES**

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

- **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.**
- **Stormwater discharge from the property is to be directed to the Council Stormwater pit near the north-east corner of the property to Council standards and satisfaction.**
- **The total Permissible Site Discharge for the property is 46.6 L/s to the existing Council drainage system for a 5 year ARI event.**
- **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.**

### **6.3 Lot 3 Wellington Rd, Rowville (cont'd)**

#### **Recommendation (cont'd)**

**Landscape Notes (to be read in conjunction with the above landscape conditions):**

- **The plans must incorporate WSUD design; Raingardens and/or Bioswales to treat the water runoff from the hard surfaces (car parks and driveway's). The surface area of the proposed raingarden should be 3-5% of the surface area of the catchment feeding it. The levels should be shown on the plan and the concrete pavement should be shaped to drain into the raingardens/bioswales (at the lowest points on the south east areas of carpark) through gaps in the kerbing. Details of the raingarden/bioswales should be shown on drainage and landscape plan in accordance with Knox City Council's standard. The roof water is to be captured by rainwater tanks of around 60,000 litres (3 x 20,000 litres) and reused for toilet flushing and garden.**
- **The paved pathways/pedestrian areas and public courtyard areas are to incorporate permeable paving to the satisfaction of the responsible authority.**
- **Note no formal underground detention system will be required when the WSUD approach is fully incorporated.**
- **The proposed screening vegetation around the boundary and the proposed vegetation in the carpark must be predominately indigenous and native vegetation. Larger indigenous upper canopy trees must be incorporated where there is appropriate space available.**
- **At least 50% of the vegetation species located in the raingarden/bioswales should comprise of some or all of the following; Carex sp, Juncus sp, Melaleuca and Goodenia. This ensures adequate removal of Nitrogen and Phosphorus. Low and tufting plants proposed for the raingarden should be planted at a minimum density of 6 plants/m2.**

**Other Notes:**

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

**6.3 Lot 3 Wellington Rd, Rowville (cont'd)****Recommendation (cont'd)**

- Road opening permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements without Council consent.
- All litter and rubbish associated with the construction must be contained on site at all times.
- The Native Offset was determined using the Permitted clearing of native vegetation – Biodiversity assessment guidelines or Appendix E of this handbook. This is either a direct physical loss or an anticipated loss over time given that the vegetation will be retained within the proposed development. Such retention is not considered secure in the long term given that a permit under Clause 52.17 will not be required in the future on an allotment less than 0.4 ha.

***Report Prepared By:***                      ***Senior Planner (Nancy Neil)***

***Report Authorised By:***                ***Director – City Development  
(Angelo Kourambas)***



**REPORT APPENDIX: A**

Property -  
Address

LOT 3  
Wellington  
Road,  
ROWVILLE

P/2016/6777

Application  
Number  
Description

Use and  
development  
of a residential  
aged care  
facility

Wardname

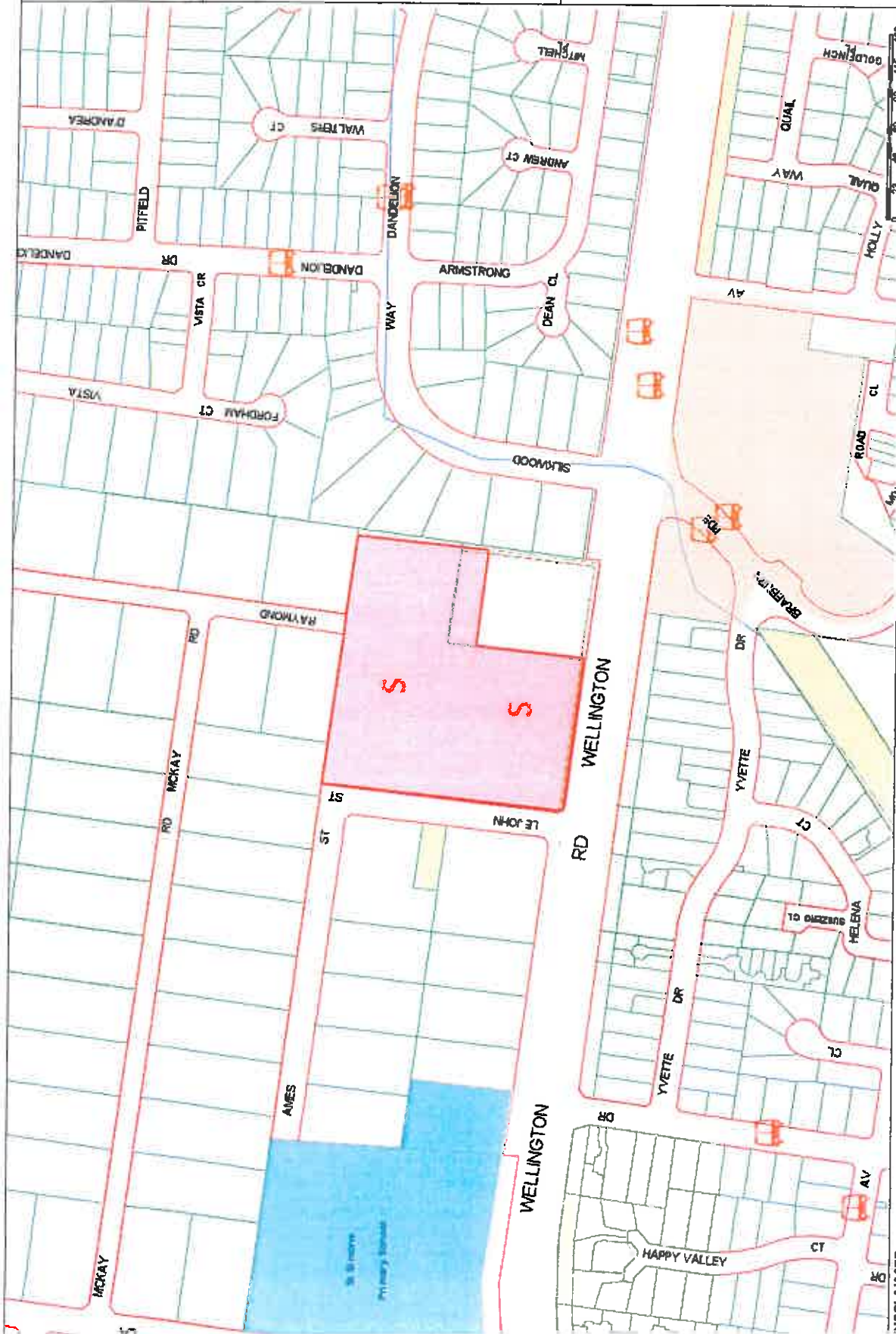
Taylor

**LEGEND:**

- Title Boundary
- Road Boundary
- City Boundary
- Bus Route
- Reserve
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- E-a Shops
- Ulladool
- Unit Development
- Subject Property
- Feltion



Scale: 1:3000



**DISCLAIMER:**

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



**Knox City Council**  
REPORT APPENDIX: A

Property -  
Address

LOT 3  
Wellington  
Road,  
ROWVILLE

Application  
Number

PI/2016/6777

Description

Use and  
development  
of a residential  
aged care  
facility

Wardname

Taylor

**LEGEND:**

- Title Boundary
- Road Boundary
- City Boundary
- Bus Route
- Reserve
- Commercial Area
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Link Development
- Subject Property
- Petition



Scale: 1:3000



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roads and Title Boundaries - State of Victoria, Knox City Council  
Planning Scheme information - DPCD, Knox City Council  
Aerial Photography - AAM ( flown January 2013 - unless otherwise stated)  
Melbourne Water Drainage information - Melbourne Water



# LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B



**PLANT SCHEDULE**

SYMBOL	PLANT NAME	QUANTITY	HEIGHT	SPREAD	PLANT CODE
[Symbol]	Amur Dogwood	20	2.5	2.5	1001
[Symbol]	Amur Dogwood	10	5	5	1002
[Symbol]	Amur Dogwood	15	5	5	1003
[Symbol]	Amur Dogwood	10	5	5	1004
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[Symbol]	Amur Dogwood	10	5	5	1050



**Knox City Council**  
RECEIVED  
25 OCT 2016  
PLANNING DEPARTMENT

**NOT FOR CONSTRUCTION**  
FOR TOWN PLANNING PURPOSES ONLY

**LE JOHN STREET, ROWVILLE**  
LANDSCAPE PLAN  
COMPOSITE LOWER AND UPPER GROUND FLOOR

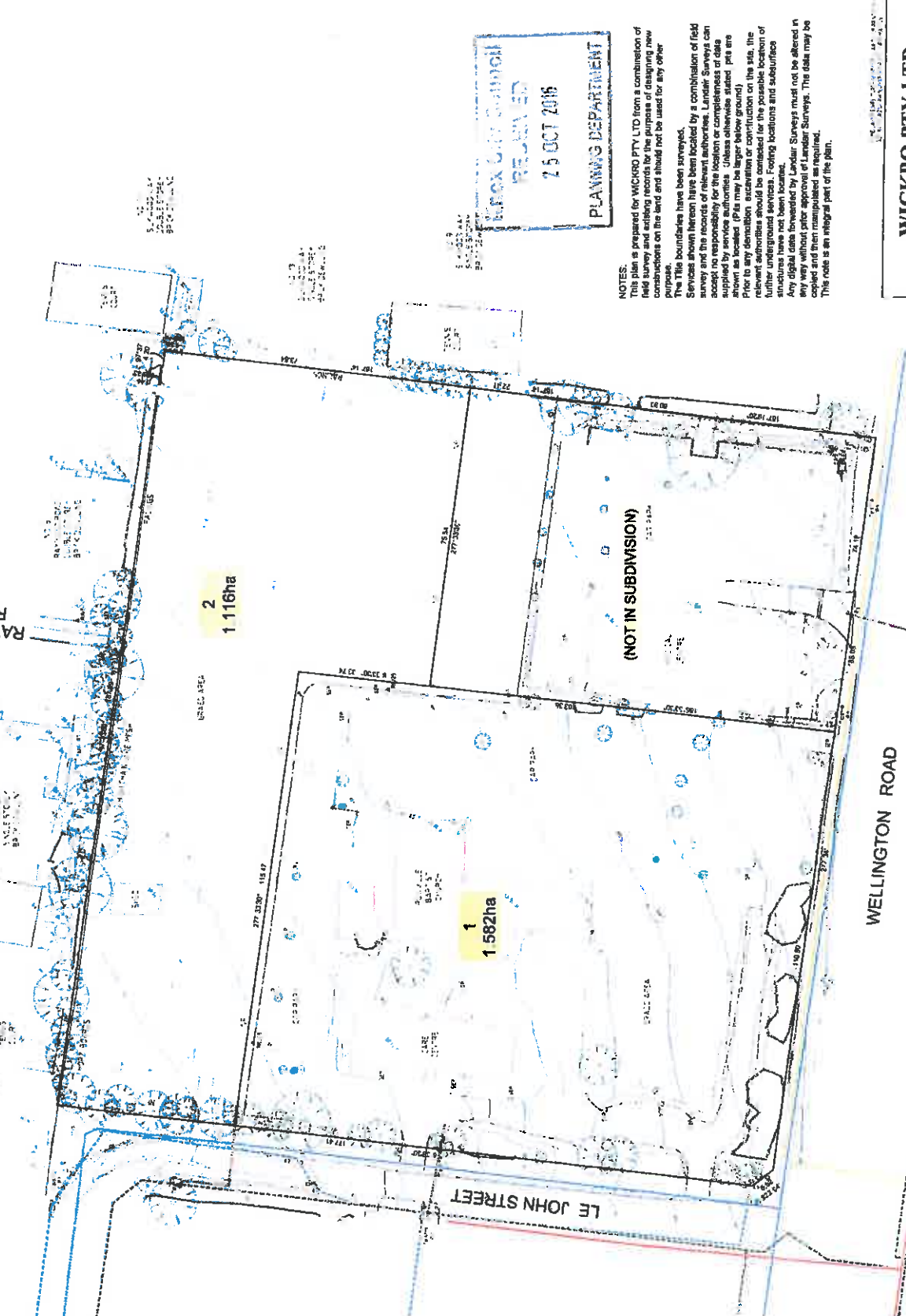
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Date: 10/10/16

**CDA**

**CONCEPT DESIGN Pty Ltd**  
10/10/16

# LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B

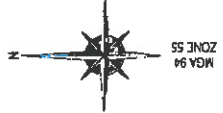
SCHEDULE OF MAIN ZONE 55 CO-ORDINATES			
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68	348232.71	333705.28	70.31
69	348232.71	333705.28	70.31
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71	348232.71	333705.28	70.31
72	348232.71	333705.28	70.31
73	348232.71	333705.28	70.31
74	348232.71	333705.28	70.31
75	348232.71	333705.28	70.31
76	348232.71	333705.28	70.31
77	348232.71	333705.28	70.31
78	348232.71	333705.28	70.31
79	348232.71	333705.28	70.31
80	348232.71	333705.28	70.31
81	348232.71	333705.28	70.31
82	348232.71	333705.28	70.31
83	348232.71	333705.28	70.31
84	348232.71	333705.28	70.31
85	348232.71	333705.28	70.31
86	348232.71	333705.28	70.31
87	348232.71	333705.28	70.31
88	348232.71	333705.28	70.31
89	348232.71	333705.28	70.31
90	348232.71	333705.28	70.31
91	348232.71	333705.28	70.31
92	348232.71	333705.28	70.31
93	348232.71	333705.28	70.31
94	348232.71	333705.28	70.31
95	348232.71	333705.28	70.31
96	348232.71	333705.28	70.31
97	348232.71	333705.28	70.31
98	348232.71	333705.28	70.31
99	348232.71	333705.28	70.31
100	348232.71	333705.28	70.31



RECEIVED  
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**NOTES.**  
This plan is prepared by WICKRO PTY LTD from a combination of field survey and existing records for the purpose of designing new connections on the land and should not be used for any other purpose.  
The Thin boundaries have been strepced.  
Services shown hereon have been located by a combination of field survey and the records of relevant authorities. Landoir Surveys can accept no responsibility for the location or completeness of data supplied by service authorities. Unless otherwise stated, pits are shown as located (Pit may be larger below ground).  
Prior to any demolition, excavation or construction on the site, the relevant authorities should be consulted for the possible location of such underground services, footing locations and subsurface utilities.  
Any digital data forwarded by Landoir Surveys must not be altered in any way without prior approval of Landoir Surveys. This data may be copied and then manipulated as required.  
This note is an integral part of the plan.

**WICKRO PTY LTD**  
**FEATURE AND LEVEL SURVEY**  
**3 & 1101 WELLINGTON ROAD**  
**ROWVILLE**











































SCALE 1:500  
SHEET SIZE A1  
ORIGINAL SHEET SIZE A1  
1 OF 1

DATE OF SURVEY: 10/08/16  
DATE OF PLAN: 10/08/16  
DATE OF CHECK: 10/08/16  
DATE OF APPROVAL: 10/08/16

REF: A 10/08/16  
APPROVED COMPLETED DRAWING: 10/08/16  
COMBINED REV: 1



# LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B

IRACK City Council  
RECEIVED  
25 OCT 2016

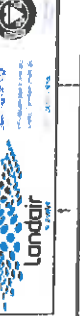
WICKHAMPS DEPARTMENT  
FEATURE AND LEVEL SURVEY  
3 & 1101 WELLINGTON ROAD  
ROWVILLE

SCALE  
1:1000  
VERTICAL SCALE  
1:1000

ORIGINAL SHEET SIZE A1  
SCALE SHEET SIZE A1

MAJOR CONTROL INTERVAL: 5m  
CONTROLS TO BE MAINTAINED THROUGHOUT THE SURVEY  
SURVEY TO BE COMPLETED BY 11:00 AM  
DATE OF PLAN REVIEW: 11/1/16

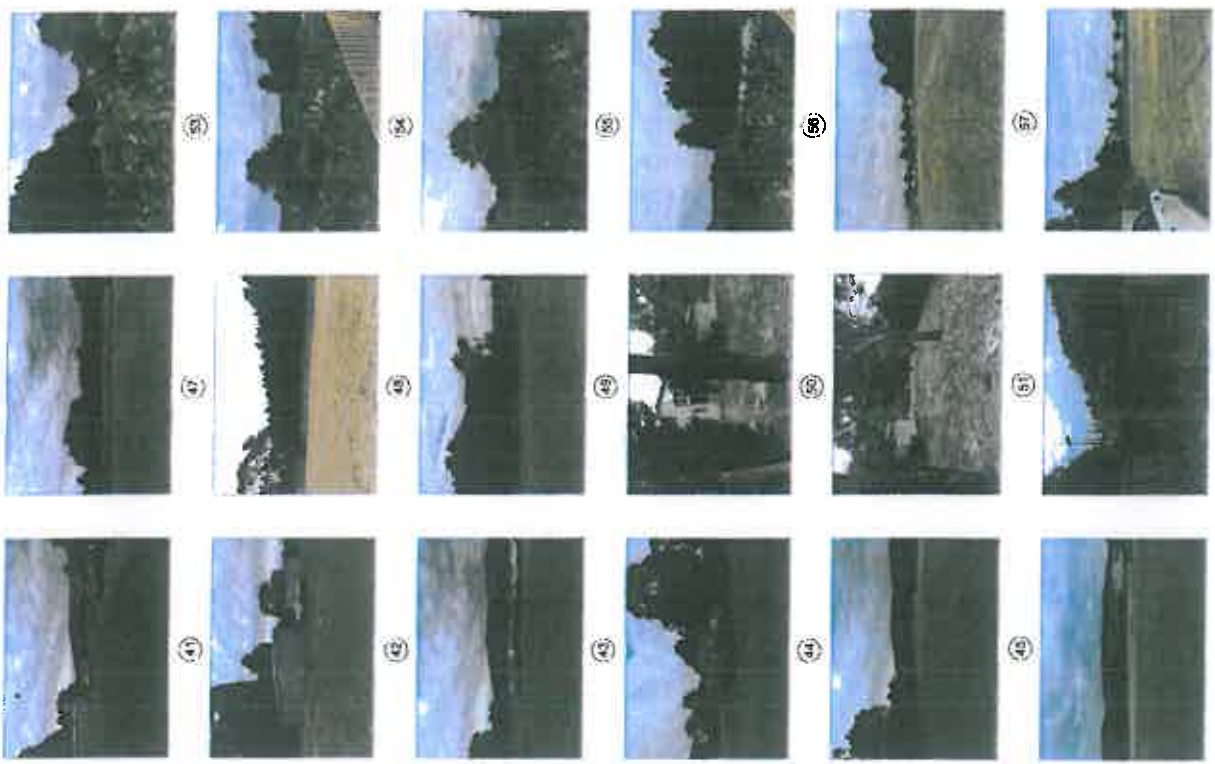
REP: 30/01/2016 10:11 AM  
COMPARED TO: 16/12/15  
COMPARED TO: 16/12/15



# LOT 3 WELLINGTON ROAD ROWVILLE EAST, ENDIX B

ROCKWELL  
 23 OCT 2016  
 PLANNING DEPARTMENT

**WICKRO PTY LTD**  
**FEATURE AND LEVEL SURVEY**  
**3 & 1101 WELLINGTON ROAD**  
**ROWVILLE**



ORIGINAL SHEET  
 SCALE 1:500  
 SHEET SIZE A1  
 SHEET 3 OF 3

SCALE  
 1" = 100'

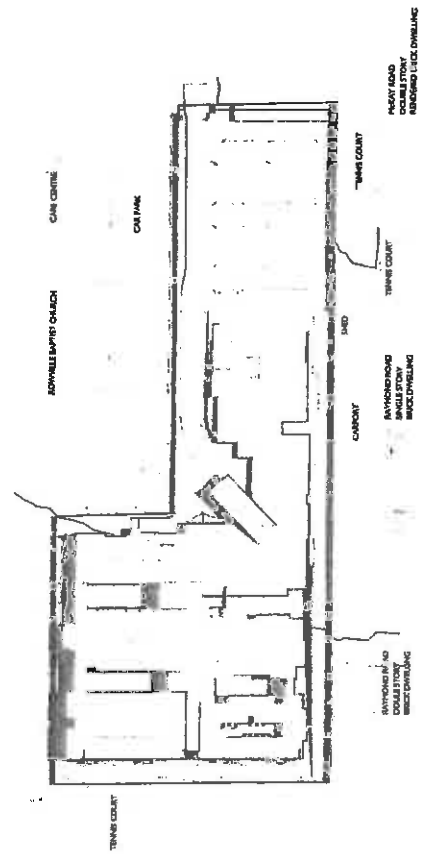
ALL PHOTOGRAPHS TAKEN ON 23 OCT 2016  
 CONSULTANT: LANDAIR CONSULTANTS  
 1111 11th St, Suite 100  
 Rowville, VIC 3178  
 PH: 03 9499 1111  
 WWW.LANDAIR.COM.AU

THE SURVEYING ACT 1962  
 THE SURVEYING REGULATIONS 1962  
 THE SURVEYING ACT 1988  
 THE SURVEYING REGULATIONS 1988

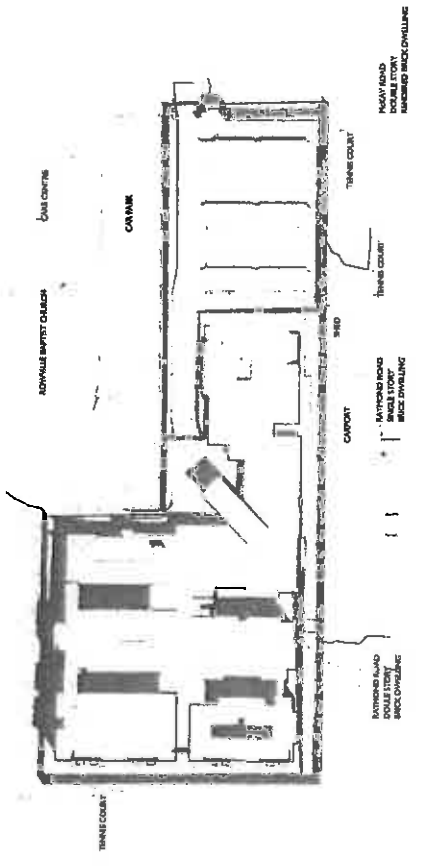


LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B

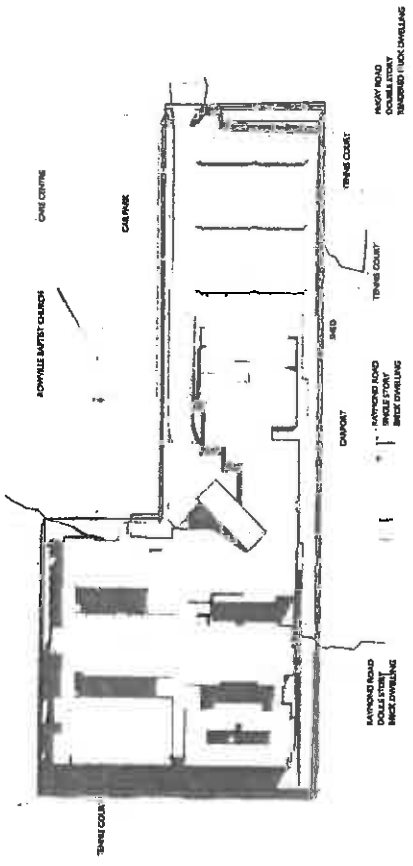
15/16  
 TOWN PLANNING APP  
 OCTOBER 2016



SHADOW DIAGRAM 13 PM, SEPTEMBER 22 EQUINOX  
 1:500



SHADOW DIAGRAM 19 AM, SEPTEMBER 22 EQUINOX



SHADOW DIAGRAM 3 PM, SEPTEMBER 22 EQUINOX

PROPOSED TRAFFIC ACCIDENT INVESTIGATION ROWVILLE FOR INDICITY LTD		
TO:	INDICITY LTD	
FROM:	INDICITY LTD	
SHADOW DIAGRAM - SEPT 22		
DATE:	22/09/2016	BY:
SCALE:	1:500	PROJECT:
PREPARED BY:	INDICITY LTD	CHECKED BY:
DATE:	22/09/2016	APPROVED BY:
INDICITY LTD 1/50 Wellington Road Rowville NSW 2047 Australia Phone: 02 9218 2222 Fax: 02 9218 2223 Email: info@indicity.com.au web: www.indicity.com.au		

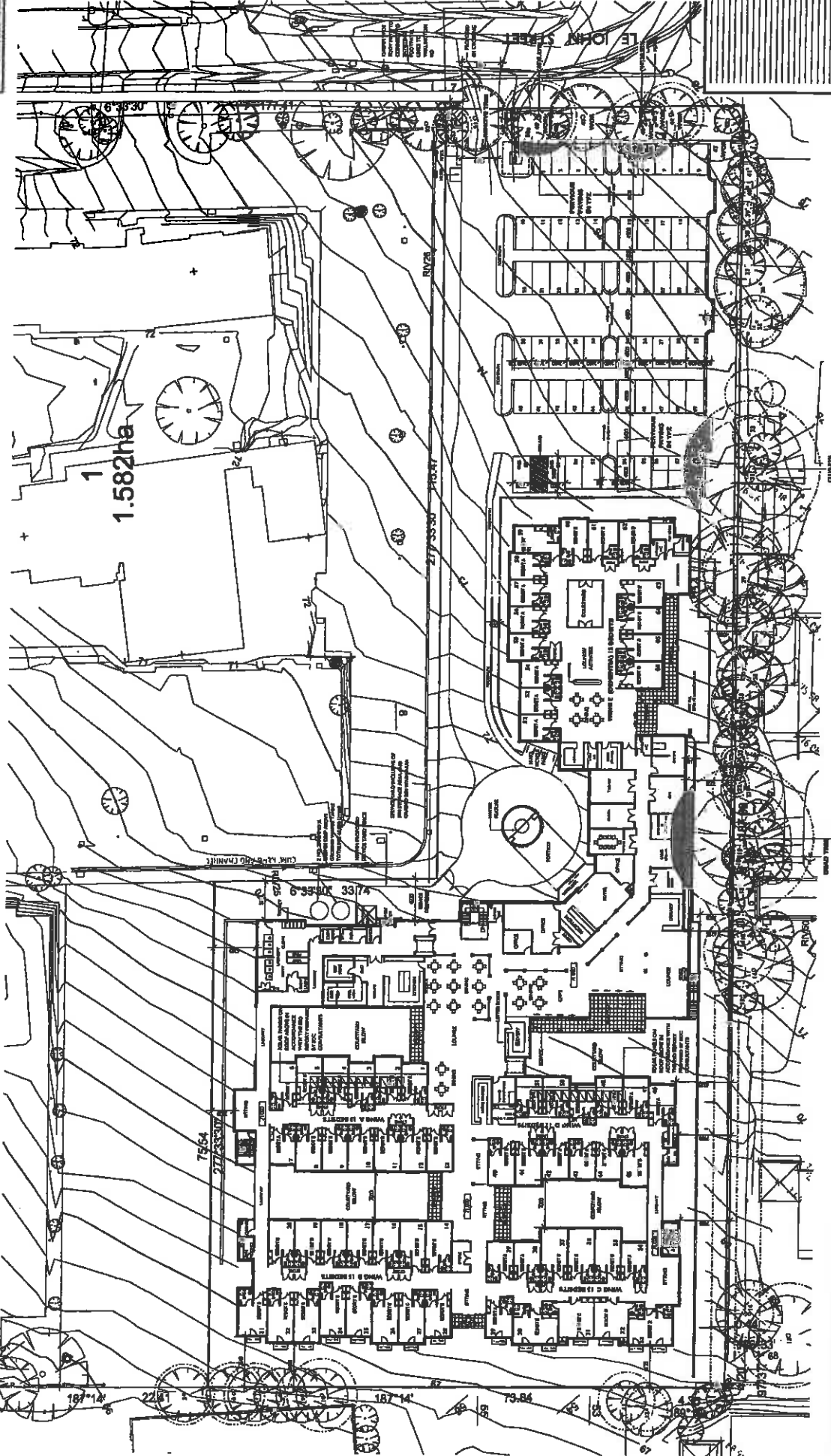
**Knox City Council**  
 RECEIVED  
 25 OCT 2016  
 PLANNING DEPARTMENT

LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B

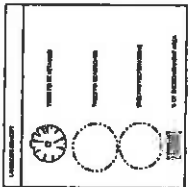
TOWN PLANNING ACT  
OCTOBER 2016

RECORDED UNDER THE ACT  
AT LEICESTER, ROWVILLE  
FOR VIC PLAN 1/100

UTRECHT ROAD ROWVILLE  
DATE 2016  
OCTOBER 2016



Knox City Council  
RECEIVED  
25 OCT 2016  
PLANNING DEPARTMENT



PROPERTY	AREA	PERCENTAGE
1	1.582ha	
2		
3		
4		
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11		
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# LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B

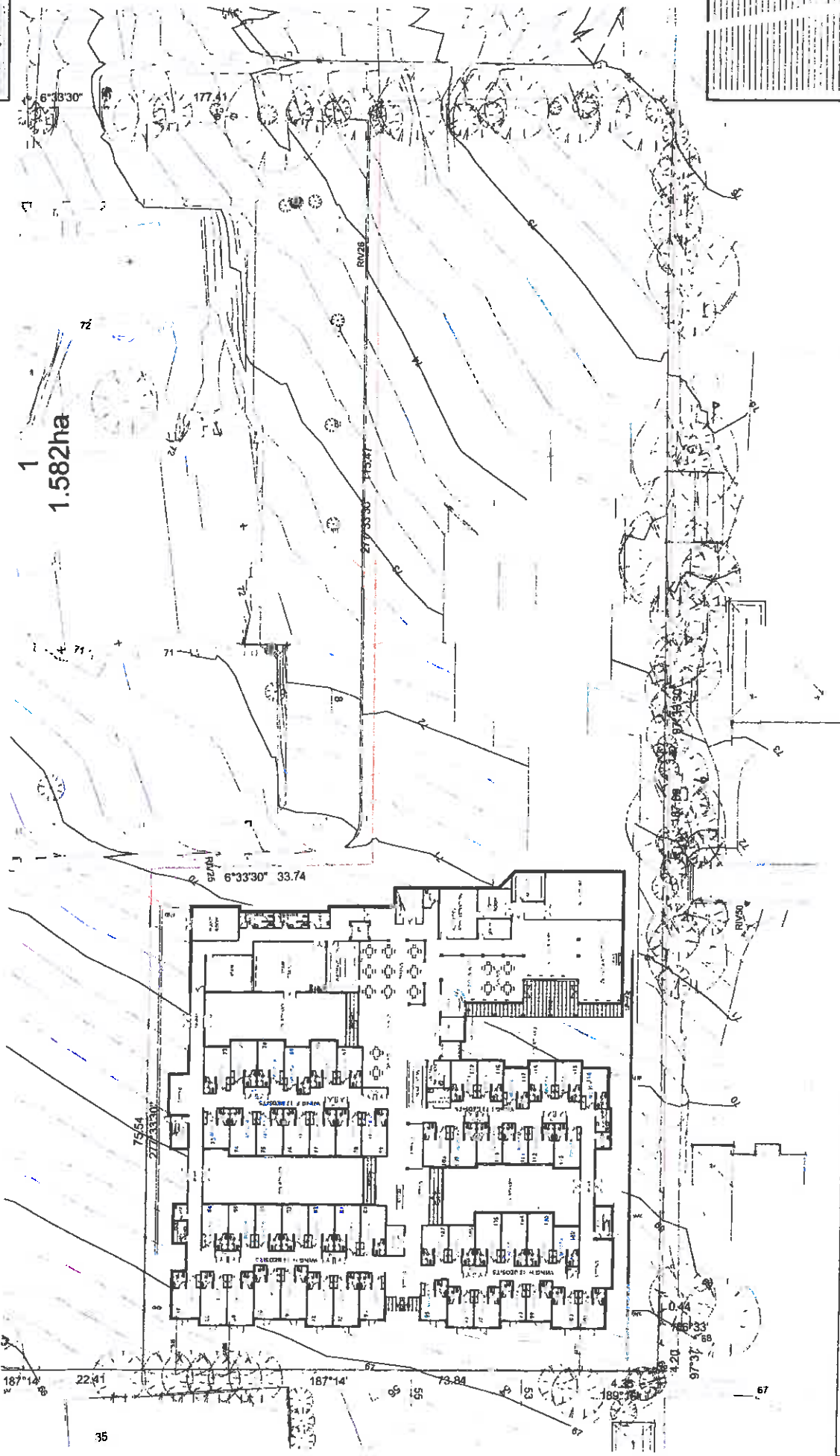
ISSUE  
TOWN PLANNING APP  
OCTOBER 2016

TO: P. O. BOX 100  
 100 W. WELLINGTON RD  
 ROWVILLE VIC 3086  
 PH: 03 9477 1000  
 FAX: 03 9477 1001  
 WWW.LOWERGROUND.COM.AU

RECORDED IN DEED AT 15:04 PM 27/10/2016  
 FOR RECORD P/L/D

LOWERGROUND.COM.AU  
 100 W. WELLINGTON RD  
 ROWVILLE VIC 3086  
 PH: 03 9477 1000  
 FAX: 03 9477 1001  
 WWW.LOWERGROUND.COM.AU

COUNCIL APPROVED  
 25 OCT 2016  
 PLANNING DEPARTMENT



NO.	DESCRIPTION	AREA (SQ M)	PERCENTAGE OF TOTAL AREA
1	LOT 3	1582.00	100.00%
2	LOT 4	1582.00	100.00%
3	LOT 5	1582.00	100.00%
4	LOT 6	1582.00	100.00%
5	LOT 7	1582.00	100.00%
6	LOT 8	1582.00	100.00%
7	LOT 9	1582.00	100.00%
8	LOT 10	1582.00	100.00%
9	LOT 11	1582.00	100.00%
10	LOT 12	1582.00	100.00%
11	LOT 13	1582.00	100.00%
12	LOT 14	1582.00	100.00%
13	LOT 15	1582.00	100.00%
14	LOT 16	1582.00	100.00%
15	LOT 17	1582.00	100.00%
16	LOT 18	1582.00	100.00%
17	LOT 19	1582.00	100.00%
18	LOT 20	1582.00	100.00%
19	LOT 21	1582.00	100.00%
20	LOT 22	1582.00	100.00%
21	LOT 23	1582.00	100.00%
22	LOT 24	1582.00	100.00%
23	LOT 25	1582.00	100.00%
24	LOT 26	1582.00	100.00%
25	LOT 27	1582.00	100.00%
26	LOT 28	1582.00	100.00%
27	LOT 29	1582.00	100.00%
28	LOT 30	1582.00	100.00%
29	LOT 31	1582.00	100.00%
30	LOT 32	1582.00	100.00%
31	LOT 33	1582.00	100.00%
32	LOT 34	1582.00	100.00%
33	LOT 35	1582.00	100.00%
34	LOT 36	1582.00	100.00%
35	LOT 37	1582.00	100.00%
36	LOT 38	1582.00	100.00%
37	LOT 39	1582.00	100.00%
38	LOT 40	1582.00	100.00%
39	LOT 41	1582.00	100.00%
40	LOT 42	1582.00	100.00%
41	LOT 43	1582.00	100.00%
42	LOT 44	1582.00	100.00%
43	LOT 45	1582.00	100.00%
44	LOT 46	1582.00	100.00%
45	LOT 47	1582.00	100.00%
46	LOT 48	1582.00	100.00%
47	LOT 49	1582.00	100.00%
48	LOT 50	1582.00	100.00%
49	LOT 51	1582.00	100.00%
50	LOT 52	1582.00	100.00%
51	LOT 53	1582.00	100.00%
52	LOT 54	1582.00	100.00%
53	LOT 55	1582.00	100.00%
54	LOT 56	1582.00	100.00%
55	LOT 57	1582.00	100.00%
56	LOT 58	1582.00	100.00%
57	LOT 59	1582.00	100.00%
58	LOT 60	1582.00	100.00%
59	LOT 61	1582.00	100.00%
60	LOT 62	1582.00	100.00%
61	LOT 63	1582.00	100.00%
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69	LOT 71	1582.00	100.00%
70	LOT 72	1582.00	100.00%
71	LOT 73	1582.00	100.00%
72	LOT 74	1582.00	100.00%
73	LOT 75	1582.00	100.00%
74	LOT 76	1582.00	100.00%
75	LOT 77	1582.00	100.00%
76	LOT 78	1582.00	100.00%
77	LOT 79	1582.00	100.00%
78	LOT 80	1582.00	100.00%
79	LOT 81	1582.00	100.00%
80	LOT 82	1582.00	100.00%
81	LOT 83	1582.00	100.00%
82	LOT 84	1582.00	100.00%
83	LOT 85	1582.00	100.00%
84	LOT 86	1582.00	100.00%
85	LOT 87	1582.00	100.00%
86	LOT 88	1582.00	100.00%
87	LOT 89	1582.00	100.00%
88	LOT 90	1582.00	100.00%
89	LOT 91	1582.00	100.00%
90	LOT 92	1582.00	100.00%
91	LOT 93	1582.00	100.00%
92	LOT 94	1582.00	100.00%
93	LOT 95	1582.00	100.00%
94	LOT 96	1582.00	100.00%
95	LOT 97	1582.00	100.00%
96	LOT 98	1582.00	100.00%
97	LOT 99	1582.00	100.00%
98	LOT 100	1582.00	100.00%

# LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B

ISSUE  
TOWN PLANNING APP  
OCTOBER 2016

DATE OF ISSUE  
15/10/2016  
DRAWN BY  
R. HAYES  
CHECKED BY  
R. HAYES  
PROJECT NO.  
16/0484

**SCHEDULE OF EXTERNAL FINISHES**

Notes: 1. All wall and ceiling finishes are to be applied to the finished surface unless otherwise stated.

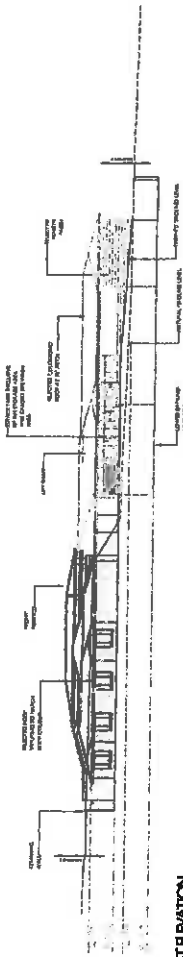
2. All plasterwork is to be applied to the finished surface unless otherwise stated.

3. All plasterwork is to be applied to the finished surface unless otherwise stated.

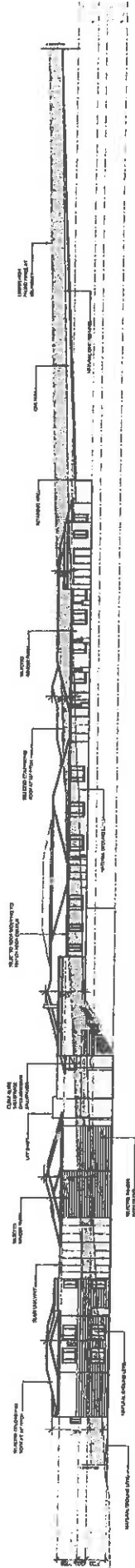
4. All plasterwork is to be applied to the finished surface unless otherwise stated.



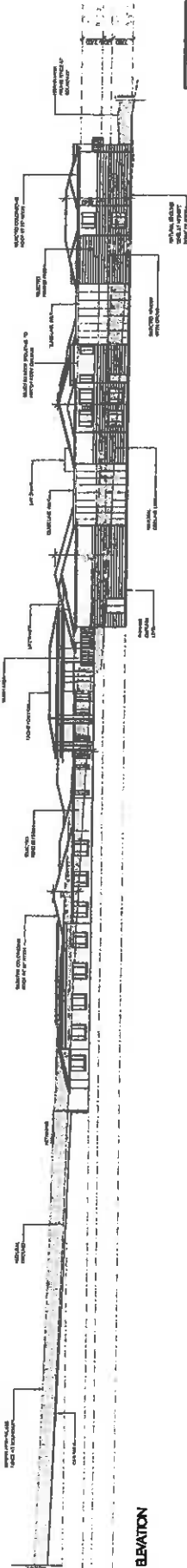
WEST ELEVATION - LEVEL OF STREET VIEW



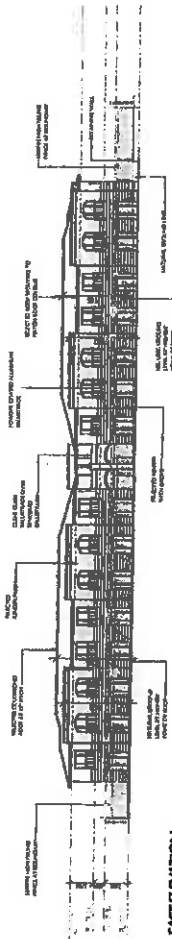
WEST ELEVATION



NORTHERN ELEVATION



SOUTH ELEVATION



EAST ELEVATION

Knox City Council  
RECEIVED  
25 OCT 2016  
PLANNING DEPARTMENT

<b>REVISIONS</b>			
No.	Description	Date	By

**PROCESSED BY:** ROBERT C. GAY  
**DATE:** 25/10/2016  
**PROJECT NO.:** 16/0484

**REGISTERED ARCHITECT**  
**ARCHITECT**

**REVISIONS**

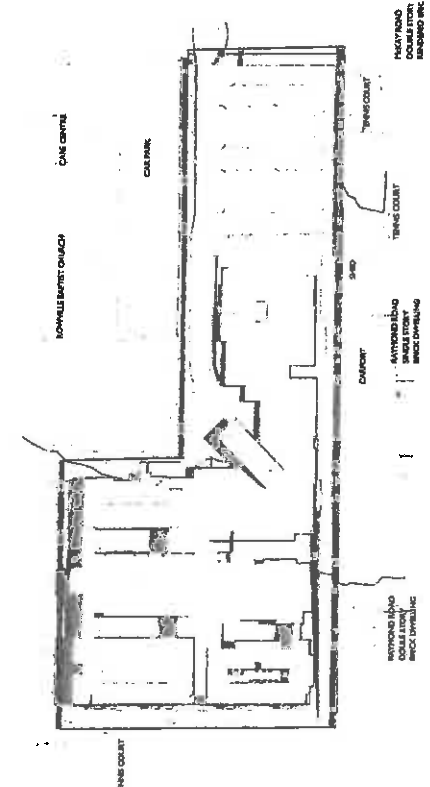
**NO.**  
**DATE**  
**DESCRIPTION**  
**BY**

**PROJECT NO.**  
**DATE OF ISSUE**  
**DATE OF APPROVAL**  
**DATE OF SIGNATURE**  
**DATE OF SIGNATURE**  
**DATE OF SIGNATURE**

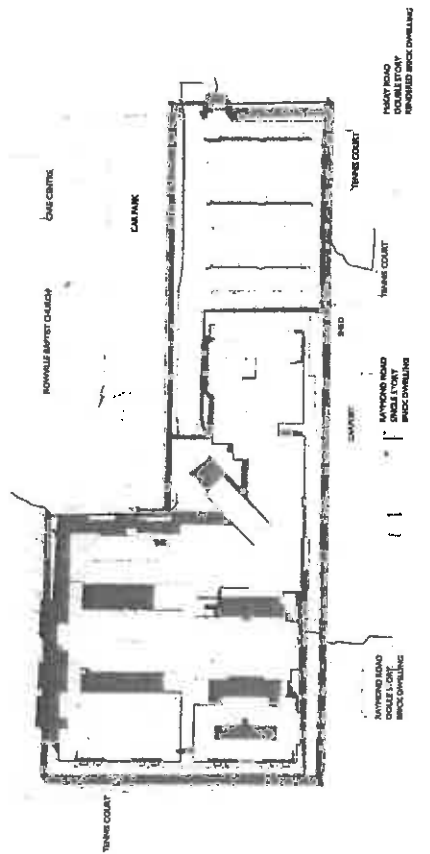


# LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B

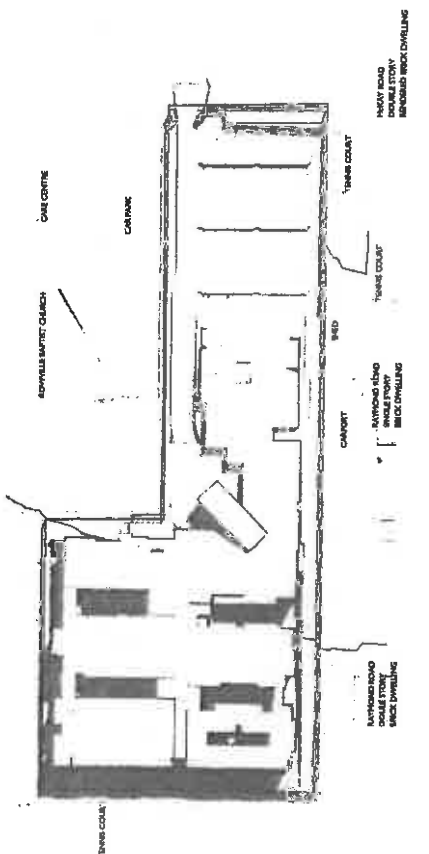
ISSUE  
**TOWN PLANNING APP**  
**OCTOBER 2016**  
 Prepared by: [illegible]  
 Date: [illegible]



SHADOW DIAGRAM 12 PM, SEPTEMBER 22, EQUINOX  
 1:00



SHADOW DIAGRAM 9 AM, SEPTEMBER 22, EQUINOX



SHADOW DIAGRAM 3 PM, SEPTEMBER 22, EQUINOX

NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20	NO. 21	NO. 22	NO. 23	NO. 24	NO. 25	NO. 26	NO. 27	NO. 28	NO. 29	NO. 30	NO. 31	NO. 32	NO. 33	NO. 34	NO. 35	NO. 36	NO. 37	NO. 38	NO. 39	NO. 40	NO. 41	NO. 42	NO. 43	NO. 44	NO. 45	NO. 46	NO. 47	NO. 48	NO. 49	NO. 50	NO. 51	NO. 52	NO. 53	NO. 54	NO. 55	NO. 56	NO. 57	NO. 58	NO. 59	NO. 60	NO. 61	NO. 62	NO. 63	NO. 64	NO. 65	NO. 66	NO. 67	NO. 68	NO. 69	NO. 70	NO. 71	NO. 72	NO. 73	NO. 74	NO. 75	NO. 76	NO. 77	NO. 78	NO. 79	NO. 80	NO. 81	NO. 82	NO. 83	NO. 84	NO. 85	NO. 86	NO. 87	NO. 88	NO. 89	NO. 90	NO. 91	NO. 92	NO. 93	NO. 94	NO. 95	NO. 96	NO. 97	NO. 98	NO. 99	NO. 100
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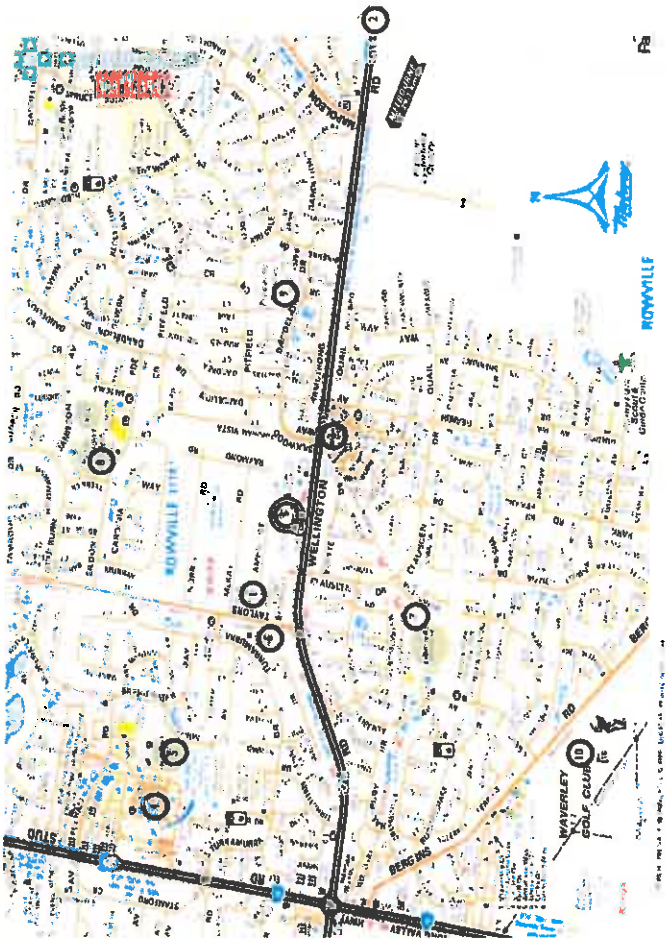
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**RECEIVED**  
**25 OCT 2016**  
**PLANNING DEPARTMENT**

# LOT 3 WELLINGTON ROAD ROWVILLE APPENDIX B

ISSUE  
TOWN PLANNING APP  
OCTOBER 2016

<p>PROJECT INFORMATION</p> <p>PROJECT NAME: LOT 3 WELLINGTON ROAD ROWVILLE</p> <p>CLIENT: ROWVIC DEVELOP LTD</p>	<p>SITE ANALYSIS PLAN</p> <p>DATE: 25 OCT 2016</p> <p>SCALE: 1:1000</p> <p>PROJECT NO: 16/000000000000</p>
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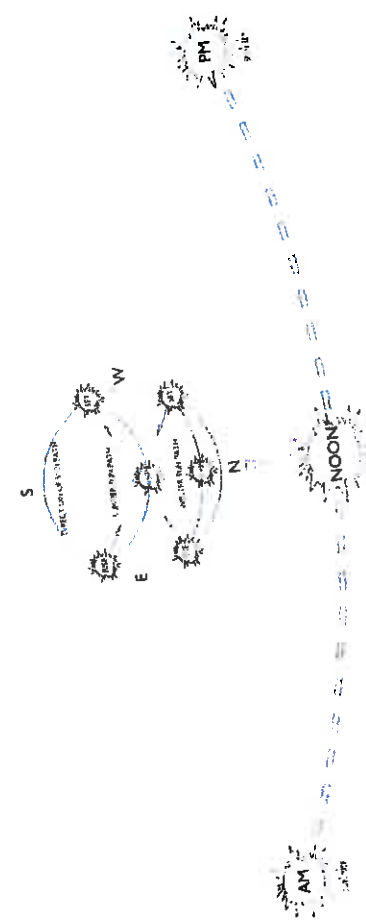
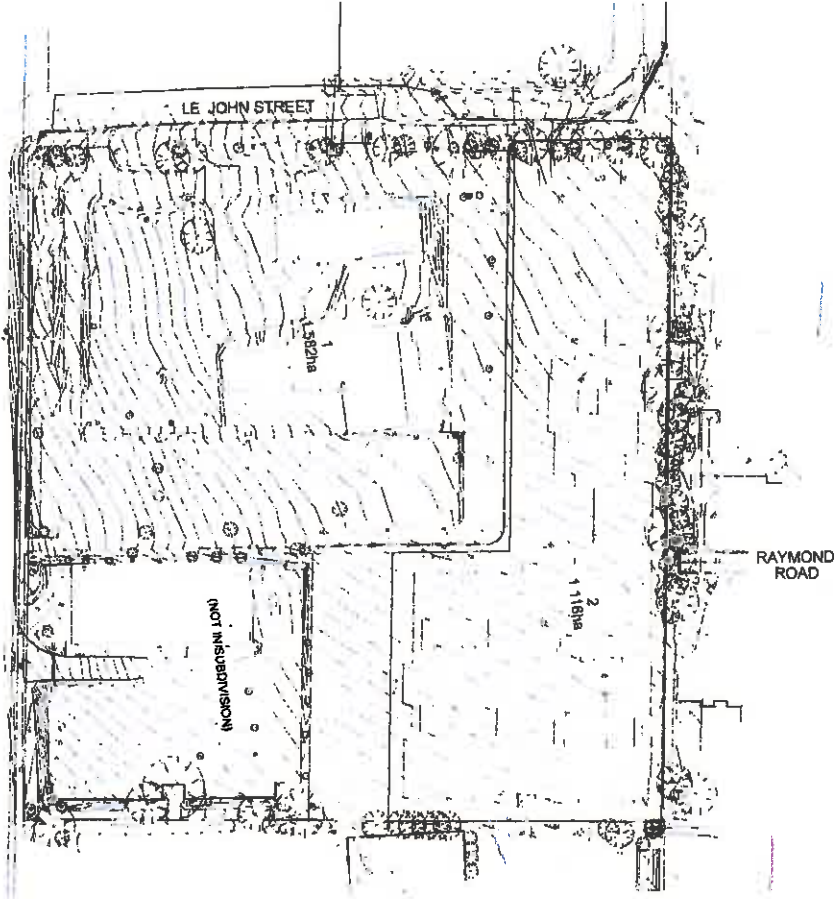
PLANNING DEPARTMENT  
25 OCT 2016  
City Council



**SITE ANALYSIS NOTES**

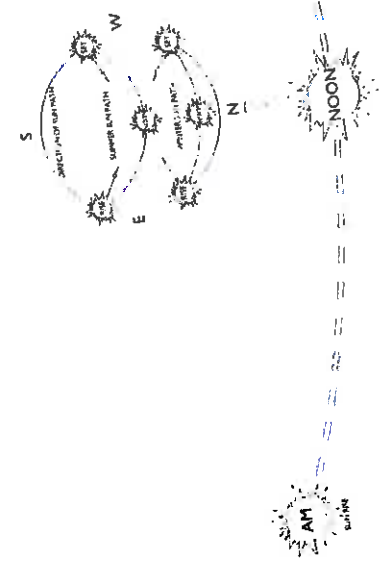
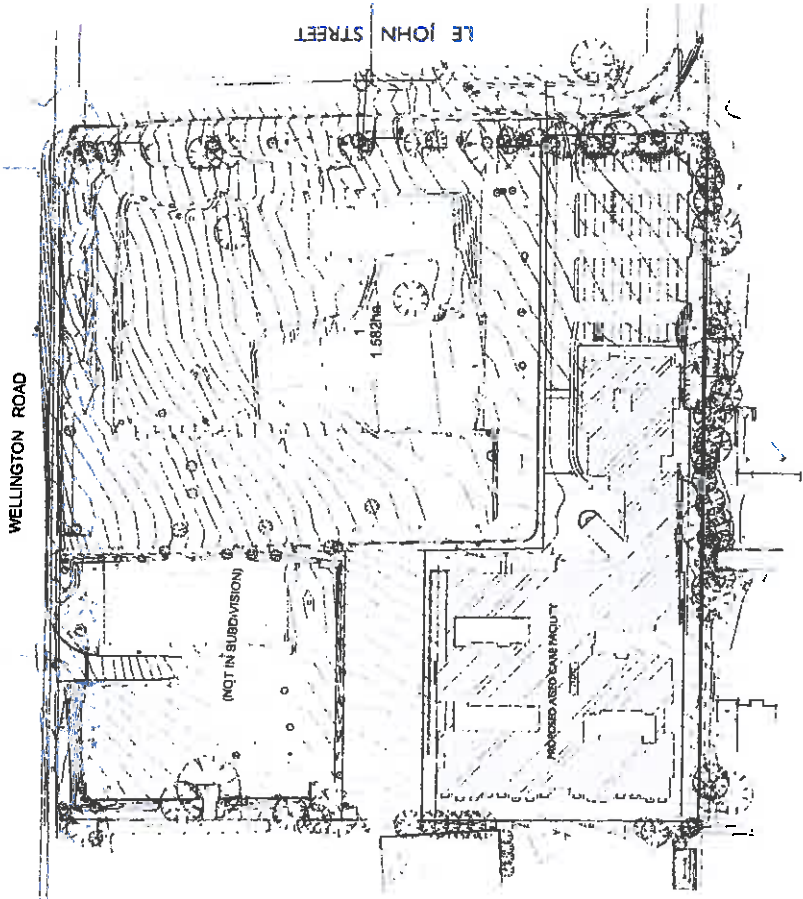
The site is located in the Rowville suburb, which is a residential area with a mix of housing types. The site is bounded by Wellington Road to the north and Le John Street to the south. The site is currently vacant and is proposed for residential development. The site is located in a high-growth area and is expected to attract significant investment. The site is well-served by public transport and has easy access to schools and shopping centers. The site is also well-served by utilities and is suitable for a range of residential uses. The site is located in a high-growth area and is expected to attract significant investment. The site is well-served by public transport and has easy access to schools and shopping centers. The site is also well-served by utilities and is suitable for a range of residential uses.

PROPERTY INFORMATION TO BE SHOWN



# LOT 3 WELLINGTON ROAD BOWVILLE APPENDIX B

ISSUE  
TOWN PLANNING APP  
OCTOBER 2016



### DESIGN RESPONSE NOTES

The site of the proposed development is located on the eastern side of the Wellington Road, south of the intersection with Le John Street. The site is bounded to the north by Wellington Road, to the east by Le John Street, to the south by the proposed road (1 582th), and to the west by Wellington Road. The site is currently vacant land. The proposed development consists of a care facility, which will include a range of services for elderly people. The care facility will include a range of services, including residential care, day care, and support services. The care facility will be a three-story building, with a total floor area of approximately 10,000 square metres. The care facility will include a range of services, including residential care, day care, and support services. The care facility will be a three-story building, with a total floor area of approximately 10,000 square metres. The care facility will include a range of services, including residential care, day care, and support services. The care facility will be a three-story building, with a total floor area of approximately 10,000 square metres.

PROPOSED IDENTIFICATION FOR THE TOWN PLANNING APP FOR WELLINGTON ROAD BOWVILLE	
Project No.	16/00000000000000000000
Client	16/00000000000000000000
Project Name	16/00000000000000000000
Project Address	16/00000000000000000000
Project Contact	16/00000000000000000000
Project Date	16/00000000000000000000
Project Status	16/00000000000000000000
Project Manager	16/00000000000000000000
Project Engineer	16/00000000000000000000
Project Designer	16/00000000000000000000
Project Checker	16/00000000000000000000
Project Approver	16/00000000000000000000
Project Date	16/00000000000000000000
Project Status	16/00000000000000000000
Project Manager	16/00000000000000000000
Project Engineer	16/00000000000000000000
Project Designer	16/00000000000000000000
Project Checker	16/00000000000000000000
Project Approver	16/00000000000000000000

16/00000000000000000000  
BOWVILLE  
25 OCT 2016  
PLANNING DEPARTMENT

**DINSDALE WARD****6.4 APPLICATION FOR THE DEVELOPMENT OF THE LAND FOR FIVE (5) DOUBLE STOREY DWELLINGS AND ONE (1) SINGLE STOREY DWELLING (TOTAL SIX (6) DWELLINGS) AT 21 – 23 EDINBURGH ROAD BAYSWATER (APPLICATION No. P/2016/6313).****1. SUMMARY:**

<b>Land:</b>	21-23 Edinburgh Road Bayswater
<b>Applicant:</b>	Linedesign
<b>Proposed Development:</b>	Development of the land for five (5) double storey dwellings and one (1) single storey dwelling (total six (6) dwellings).
<b>Existing Land Use:</b>	Single dwelling
<b>Area/Density:</b>	1844 sqm, 1:307 sqm
<b>Zoning:</b>	General Residential Zone – Schedule 2
<b>Overlays:</b>	None
<b>Local Policy:</b>	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
<b>Application Received:</b>	3 May 2016
<b>Submissions:</b>	Eight (8) objections, one (1) submission
<b>PCC Meeting:</b>	Not applicable

**Assessment:**

*It is considered that the proposal provides an appropriate balance between the need for additional housing within an established residential area and the amenity of occupants and adjoining residents.*

*The proposal generally complies with the Municipal Strategic Statement (MSS), the Development in Residential Areas and Neighbourhood Character Policy and ResCode.*

*The proposal complies with the General Residential Zone - Schedule 2.*

*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.*

## **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

### **2. BACKGROUND**

#### **2.1 Subject Site and Surrounds**

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

- The subject site comprises of two lots. It is located on the corner of Edinburgh Road and The Haven in Bayswater. 23 Edinburgh is developed with a single storey detached dwelling, whilst 21 Edinburgh is vacant. The lots are not burdened by easements. There are no registered restrictions on either title. The land falls from west to east by approximately 4.5m.
- The subject site is located within an established residential area, predominately single storey with generous setbacks. There are some examples of multi dwelling developments within the surrounding area, notably the adjoining dwellings to the west.
- The land in the surrounding area is sparsely treed. The vegetation comprises of a mixture of indigenous, native and exotic species.

#### **2.2 The Proposal**

(Refer to attached plans at Appendix B)

The application proposes to remove the existing dwelling from the site and construct five (5) double storey dwellings and one (1) single storey dwelling. Details are as follows:

- Dwellings 4 and 5 will front Edinburgh Road. Dwelling 4 is setback 8.65m and dwelling 5 is setback 9.005m. Each dwelling has been developed with a front porch which encroaches into this setback.
- Dwelling 1, 2 and 3 will front onto The Haven. All of these dwelling will be setback 4.5m.
- Dwellings 1, 2, 3 and 4 are double storey and provided with three (3) bedrooms, dwelling 5 is also double storey but provided with two (2) bedrooms with an additional area which can function as a bedroom. Dwelling 6 is single storey and contains two (2) bedrooms.
- Each dwelling is provided with a double garage or a single garage. One (1) visitor car space has been provided.
- Each dwelling is provided a minimum of 80 square metres of private open space, and a minimum of 60 square metres of secluded private open space.

#### **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

- External finishes include brick ground floors and rendered upper floors. The roofs are to be finished in “Colourbond Monument”.
- Vehicle access is to be provided via an existing crossover to Edinburgh Road and three new vehicle crossovers accessing The Haven.
- All vegetation is proposed to be removed from the site.

### **3. CONSULTATION**

#### **3.1 Advertising**

The application was advertised by way of a sign on each street frontage and notices sent to adjoining property owners and occupiers. Eight (8) objections and one (1) submission in favour of the application have been received, and are summarised below:

Insufficient on site car parking has been provided.

- *The proposal has been provided with a compliant number of car spaces as defined by the Knox Planning Scheme.*

The increased usage of the adjoining roads and proposed crossovers onto The Haven will unduly impact the amenity of the residents as well as negatively impact road safety.

- *Whilst acknowledged that the proposal may result in an increased number of vehicles utilising the street, the proposal has been referred to Council’s traffic engineer, and no objection or concern on the road network has been noted. Further to this, no objection for any of the proposed vehicle crossovers has been noted. Specific concern has been raised in objections about the noise that these vehicles will generate. However, the number of vehicles which can be accommodated will not significantly alter the traffic within the area. As such, the cumulative increase in vehicles will not unreasonably increase the noise generated.*

The placement of dwelling 4’s garage and vehicle crossover is potentially dangerous.

- *The proposal has been forwarded onto Council’s traffic engineer for comment.*

#### **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

*No issue has been raised regarding the placement of the dwelling 4 garage or the associated vehicle crossover. To ensure adequate sight distances each vehicle crossover will be provided with a visual splay, in accordance with the requirements of the Knox Planning Scheme. Accordingly, the dwelling 4 garage and vehicle crossover are considered to be acceptable, subject to the above minor alterations, which will be included within any planning permit to issue.*

On street car parking is already at peak levels, and will worsen due to the proposal.

- *The subject site is located close to Bayswater South Primary School. A busy pick up/drop off point is located within The Haven. It should be noted that the proposal does not seek approval for a car parking reduction and a satisfactory number of car parking spaces have been provided on the subject site. It is therefore reasonable to conclude that the proposal will not result in an unreasonable increase to on street car parking.*

Unreasonable amenity impacts (generation of noise and overlooking).

- *The proposal has been assessed against Clause 55 of the Knox Planning Scheme and with modifications is considered to generally comply. Overlooking will be addressed within this section. In addition, the dwellings are unlikely to generate excessive noise.*

Service providers (such as waste collection) will face difficulties due to additional on street car parking.

- *The proposal has been referred to Council's waste disposal department for comment. They have noted that on-street waste collection is possible, and have not requested any conditions be included in any planning permit to issue. Accordingly, the collection of waste is considered to be satisfactory. Provision for other utility services will be to the satisfaction of the responsible authority.*

Not consistent with the established neighbourhood character

- *The proposal has been assessed against Clause 22.07 Development in Residential Area and Neighbourhood Character and Clause 55 of the Knox Planning Scheme. With modifications, the proposal is considered to be satisfactory.*

#### **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

Lack of open areas have been provided. Consequently, no landscaping can be accommodated.

- *Each dwelling has been provided with a compliant private open space, in accordance with the varied requirements of the General Residential Zone – Schedule 2. This will be discussed later in this report. In addition to these areas, landscaping opportunities are available within the street setback, within the side street setback and adjacent to driveways.*

A submission to the application has also been received. The submission states: “I like the plans, a lot of time has been taken making sure that other houses are not going to suffer.” The submission is noted.

#### **3.2 Referrals**

The application has been referred to the following internal departments for comment. The following is a summary of relevant advice:

##### Traffic Engineer

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

##### Drainage Engineer

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

##### Arborist

- *No objection and no conditions for the proposal.*
- *It is noted that none of the vegetation on the subject site is significant or worthy of retention. It is also noted that no vegetation located on adjoining land will be unreasonably impacted by the proposal.*

##### Assets

- *The existing vehicle crossover is to be reconstructed to match the width of the proposed internal driveway. Any required alterations to the adjacent existing stone retaining wall are also to be undertaken to the satisfaction of the Responsible Authority.*
- *Standard conditions are to be included.*

##### Parks

- *Council's parks department consents to two street trees being removed, provided it is undertaken by Council at a cost paid by the developer.*



#### **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

*A notation on the development plans stating “street trees to be relocated to the satisfaction of the Responsible Authority” is required to be replaced with, “Street trees to be removed in accordance with Council requirements.”*

- *Council’s parks officer has also requested that adjacent street trees to be retained are provided with street tree protection measures.*
- *Standard street tree removal conditions and street tree protection measures will be incorporated into any planning permit to issue.*

#### Waste

- *Council’s Waste Management Team has advised that waste can be collected at kerbside by Council. Accordingly, a waste management plan will not be required.*

### **4. DISCUSSION**

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

#### **4.1 Zoning and Overlays**

##### **4.1.1 Zone**

The site is located within the General Residential Zone – Schedule 2. A permit is required for the construction two or more dwellings on a lot.

- *The proposal is consistent with the purpose of the General Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.*

Schedule 2 to the General Residential Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 175 square metres of the site area including a minimum of one canopy tree within each area of secluded private open space and one canopy tree within the front setback per 5 metres of width of the site. Each tree should be required to be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres. Up to 50 per cent of the permeable surface may be shared with another tree.

- *It is considered that the proposed development can accommodate the required canopy tree planting; subject to conditions on any permit to issue.*

#### **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

Schedule 2 to the General Residential Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of a minimum area of 80 square metres including one part of secluded private open space at the side or rear of the dwelling with a minimum area of 60 square metres with a minimum dimension of 5 metres with convenient access from a living room.

- *Complies.*
- *It should be noted that the secluded private open spaces of dwelling 1, 2, 3, 4 and 6 are provided with compliant private open spaces, but these spaces are interrupted by pillars. In this instance, the open areas will still be usable, and so this is considered to be acceptable.*
- *In addition to the above, the dwelling 4 secluded private open space is slightly forward of the front wall of dwelling 5. However, it is recessed behind the front wall of dwelling 4. It is also recessed behind the front porch of dwelling 5, and will therefore not present unreasonably to Edinburgh Road. It should also be noted that the street curb splays outwards along Edinburg Road and landscaping can be accommodated within the front setback. In this context, the non-compliance is acceptable.*

Schedule 2 to the General Residential Zone also varies the ResCode requirements for Standard B32 (Front fence height) which requires a front fence height of 2m to a street in a Road Zone Category 1 and 1.2m to other streets.

- *No front fence is proposed.*

Dwellings or residential buildings must not exceed a height of 9 metres (dependant on slope).

- *Complies. The proposed dwellings have a maximum height of 8.4 metres.*

##### **4.1.2 Overlays**

No overlays apply to the land.

## 6.4 21-23 Edinburgh Road Bayswater (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 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.

- *With modifications discussed below, the design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale.*
- *The development incorporates typical neighbourhood character features such as pitched roofs, brick external finishes with car parking located behind or to the side of dwellings. Upper levels are separated, however, some concern is raised with the presentation of the dwellings when viewed from The Haven. This will be discussed later in this report.*

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 proposal contributes to the consolidation of urban development through the provision of increased density within an existing residential area with good provision of urban services and transport.*
- *A Sustainable Design Assessment has been submitted and has been assessed as satisfactory. A condition of any planning permit to issue will require the development is constructed in accordance with this SDA.*

#### 6.4 21-23 Edinburgh Road Bayswater (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 at Section 4.2.2 of the report.*
- Housing choice – *The proposal provides averaged sized dwellings on smaller lots, including a two bedroom dwelling and improving dwelling diversity within the area.*
- Integration with infrastructure – *The site is located in a fully serviced area. Drainage plans will also be required to be provided as part of any planning permit to issue.*
- Energy efficiency – *The proposal has been designed to make appropriate use of solar access. This includes living areas orientated towards the north. Additionally, the dwellings will be constructed utilising materials of high thermal mass.*
- Location – *While the site is not located within an Activity Centre, it is a large site within an established area with access to a range of urban services. Subject to modifications, the subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Development in Residential Areas and Neighbourhood Character Policy at Section 4.2.2 below.*

Clause 18 Transport – To create a safe and sustainable transport system by integrating land use and transport.

- *The subject site is within walking distance of bus routes along Boronia Road to the south and Scoresby Road to the east.*
- *The nearest bus stop is approximately 225m south of the subject site at the corner of Edinburgh Road/Boronia Road. This services Bus Route 737 - Croydon - Monash University via Boronia, Knox City Shopping Centre, Glen Waverley. Services run at various intervals between 5:57am and 9:46pm Monday to Friday, between 6:03am and 9:47am Saturday and between 8:36am and 9:49pm Sunday. This stop also services 745 - Knox City - Bayswater - Wantirna Primary School, however the services offered are extremely limited.*

## 6.4 21-23 Edinburgh Road Bayswater (cont'd)

- *The next nearest bus stop is approximately 400m east of the subject site, on the corner of Margaret Avenue/Scoresby Road. This services Bus Route 753 - Glen Waverley - Bayswater via Wheelers Hill, Knoxfield, Boronia.*

*The services run at various intervals between 7:42am and 4:42pm Monday to Friday, between 7:37am and 4:14pm Saturday and between 9:34am and 5:43pm Sunday.*

### 4.2.2 Local Planning Policy Framework

Clause 21.01 Municipal Strategic Statement (MSS) – encourages planning and development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development and influencing the urban form so that Knox itself becomes more sustainable.

All development therefore is encouraged to incorporate Ecologically Sustainable Design (ESD) and Water Sensitive Urban Design (WSUD) principles to ensure that a sustainable urban environment is ultimately achieved with a strong use of existing infrastructure and to reduce dependence on private vehicle travel.

- *The site is located in an established urban area reasonably close to urban services and open space areas, where existing infrastructure is readily available.*
- *The submitted sustainable design assessment is considered to be satisfactory to Council's requirements. A condition of any planning permit to issue will require the Sustainable Design Assessment.*

Clause 21.04 Urban Design – Municipal Strategic Statement (MSS) To ensure that all development responds positively to the existing patterns of urban form and character, the landscape qualities, historic and cultural elements and social aspirations of the Knox community.

- *While the land is not in an Activity Centre, with modification the proposal respects the preferred neighbourhood character and is consistent with the requirements of the MSS.*

#### 6.4 21-23 Edinburgh Road Bayswater (cont'd)

- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the open space requirements and provides opportunities for landscaping consistent with the requirements of the General Residential Zone – Schedule 2.*

Clause 21.05 – Housing This clause implements the *Knox Housing Strategy 2015*. In managing Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

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

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2013, which identifies a scale approach to residential development. The strategy is to direct housing growth toward Local Living and Activity Areas.

- *The site is not located in an Activity Centre. However, the site is sufficiently large to accommodate six (6) dwellings while achieving the open space and landscaping outcomes sought for the Knox Neighbourhood Character Area.*

Objective 2 is to support a diversity of housing choice in appropriate locations. Strategies include encouraging a diversity of housing styles, types, forms and sizes to cater for the changing needs of the community.

- *The development provides one two-bedroom single storey dwelling. The other dwellings are standard sized, but on smaller lots. This provides housing diversity within the development.*

#### 6.4 21-23 Edinburgh Road Bayswater (cont'd)

Objective 3 is to ensure the quality of housing design in Knox is improved to better respond to neighbourhood identity and to create a stronger sense of place. Strategies include ensuring that residential development enhances the City's "green and leafy" image, support development that makes a positive contribution to the preferred future character of the area and that is innovative, environmentally sustainable, accessible and site responsive.

- *Each dwelling is provided with areas of private open space that will allow for canopy tree planting.*

Objective 4 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality.

- *The site is not located in an area of biological significance. Furthermore, the subject site does not contain any significant vegetation.*

Objective 5 is to ensure that residential development better responds to the community's current and future needs, and allows people to 'age-in-place' by supporting the provision of a diverse range of housing including smaller scale dwellings.

- *The development provides dwellings with smaller private open space areas, includes one single storey dwelling, and one dwelling provides services and bedrooms at ground level to improve accessibility for residents with reduced mobility.*

#### Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area

The desired future character of this area is to:

- Continue to be low-scale neighbourhoods, characterised by detached houses and dual occupancies; with some villa unit developments on larger blocks.
- Retain their green and leafy identity and character through the retention of front and back yards, and the establishment of a garden setting that includes canopy trees.

#### **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

The key design objectives are:

To retain and enhance the streetscape by the planting of appropriate trees on private land.

- *The setbacks and open space areas within the proposed design provide opportunities to plant new canopy trees, shrubs and ground covers. This will be required as part of any planning permit to issue.*

To avoid dominance of buildings from the street.

- *The two proposed dwellings to front Edinburgh Road are setback between 8.63m and 9.005m, with upper floor levels recessed further, and will not dominate the street. This will be further softened by the required canopy tree planting.*
- *Dwellings 1, 2, 3 and 4 are designed with cantilevered upper levels towards The Haven. This results in a dominant presentation when viewed from the street. To address this, a condition of any planning permit to issue will require the dwelling 1, 2, and 3 upper level walk in robes to be brought in line with their respective ground floors. Another condition will require the dwelling 4 upper level ensuite bathroom is brought in line with the ground floor.*

To avoid the loss of front and rear garden space.

- *Dwellings are setback from the side and rear boundaries and provide a minimum of 80sqm of open space, which will ensure adequate area for canopy tree planting within the front and rear gardens.*

To avoid the dominance of car storage facilities from the street.

- *Car parking facilities are located to the side or rear of the dwellings and will not dominate the streetscape. Furthermore, the garages presenting towards Edinburgh Road will be further softened by landscaping.*

To retain large backyards for landscaping and open space.

- *Dwellings are provided with 80sqm of open space and the setbacks and open space areas will accommodate new canopy tree planting. There are no significant trees to be removed.*



## 6.4 21-23 Edinburgh Road Bayswater (cont'd)

To ensure buildings reflect the prevailing scale of buildings in the street.

- *The changes outlined above to the cantilevered sections of dwellings 1, 2, 3 and 4 will ensure the dwellings are not dominant when viewed from the street.*

### 4.3 Particular Provisions

#### Clause 52.06 – Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided as follows:

To each dwelling at a ratio of one car space to each one or two-bedroom dwelling and two spaces for each dwelling with three or more bedrooms (with studies or studios that are separate rooms counted as bedrooms).

- *Complies.*
- *Each three-bedroom dwelling is provided with an attached double garage. The two-bedroom dwelling is provided with an attached single garage.*
- *The proposal requires one visitor car space, which has been provided in accordance with the above requirements. A condition of any planning permit to issue will require that this space is signed and line marked to the satisfaction of the Responsible Authority.*

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

Design Standard 1: Access ways – *Complies.*

Design Standard 2: Car Parking Spaces – *Complies.*

Design Standard 3: Gradients – *Complies.*

Design Standard 4: Mechanical Parking – *N/A.*

#### **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

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

##### Neighbourhood Character and Infrastructure

Neighbourhood Character – *Complies, refer to Section 4.2.2 above.*

Residential Policy – *Complies.*

Infrastructure – *Complies. A drainage plan will be required as a condition on any permit to issue.*

Integration with the Street – *Complies.*

##### Site Layout and Building Massing

Street Setback – *Non-compliance*

*The required setback is 9.0m, however given the wide nature strip and the splay of the road, the proposed 8.65m setback is considered satisfactory.*

*The side street setback is compliant to the standard.*

Building Height – *Complies with the variation to the General Residential Zone 2.*

Site Cover/Permeability – *Complies.*

Energy Efficiency – *Complies.*

Open Space – *Complies.*

Safety – *Complies.*

*Landscaping – Complies via condition with the General Residential Zone 2, a condition on any permit to issue will require a landscape plan to be submitted to the satisfaction of the Responsible Authority. This will also require the canopy tree planting in accordance with the varied requirements of the General Residential Zone 2.*

Access – *Complies.*

Parking Location – *Non-compliance.*

*The dwelling 5 ground floor south facing windows technically do not comply with the relevant standard. However, these windows are proposed to be constructed as highlight windows and as a result the internal amenity of dwelling 5 will not be compromised.*

#### **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

##### 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 via condition.*

*To ensure that there is no unacceptable overlooking the following windows are required to be screened.*

- *Dwelling 1 upper level west facing study window.*
- *Dwelling 2 upper level east facing study window.*
- *Dwelling 3 upper level west facing study window.*

Internal views – *Complies.*

Noise Impacts – *Complies.*

##### On-Site Amenity and Facilities

Accessibility – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies with the variation to the General Residential Zone 2.*

Solar access – *Non-compliance.*

*The solar access to the dwelling 4 secluded private open space is partially non-compliant. This is due to the slope of the land. In this instance, as the non-compliance does not impact the entire lot and the open area will receive good light to the east, the area will receive adequate sunlight. As such, the non-compliance is considered acceptable.*

Storage – *Complies via condition.*

*A condition of any planning permit to issue will require dwelling 5 is provided with a 6m<sup>3</sup> storage shed.*

##### Detailed Design

Design Detail – *Complies.*

Site Services – *Complies.*

Front fence – *Not applicable.*

## **6.4 21-23 Edinburgh Road Bayswater (cont'd)**

### **4.5 General Decision Guidelines**

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

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

### **5. CONCLUSION**

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

- *With modifications the development is consistent with the objectives and policies of for the Knox Neighbourhood Area. The proposal complies with the General Residential Zone - Schedule 2 and is generally compliant with ResCode subject to conditions on any permit to issue.*
- *The proposed dwellings are generally consistent with Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07 of the Knox Planning Scheme) in that the design has ensured the retention of front and rear yard open space through generous private open space areas, with modifications the first floors are reasonably setback from ground floor areas and the dwellings incorporate materials consistent with the area and a hip roof form. In addition to this, all dwellings are provided with usable areas of private open space and appropriate internal amenity.*
- *The development is consistent with State and Local Planning Policy Framework (including the Municipal Strategic Statement).*

### **6. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**6.4 21-23 Edinburgh Road Bayswater (cont'd)****RECOMMENDATION**

That Council issue a Notice of Decision to grant a Planning Permit for the development of the land for five (5) double storey dwellings and one (1) single storey dwelling (total six (6) dwellings) at 21 – 23 Edinburgh Road Bayswater subject to the following conditions.

**Amended Plans**

1. Prior to the commencement of any buildings or works, 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 bins located within the garages of dwelling 5 and dwelling 6 must be located outside of parking areas.
- 1.2 All structures (including fences, letterboxes and meter boxes) and landscaping shall be constructed to meet the requirements of Clause 52.06-8 of the Planning Scheme. Access ways must have a corner splay 2m x 2.5m or an area at least 50% clear of visual obstructions.
- 1.3 The notation stating “Street trees to be relocated to the satisfaction of the Responsible Authority” is required to be replaced with, “Street trees to be removed in accordance with Council requirements.”
- 1.4 Dwellings 1, 2, and 3 upper level walk in robes brought in line with their respective ground floors.
- 1.5 Dwelling 4 upper level ensuite bathroom brought in line with the ground floor.
- 1.6 The dwelling 5 upper level west facing bedroom window and west facing retreat window sill heights increased to 1.7m above internal finished floor level.
- 1.7 The Dwelling 1 upper level west facing study window, the Dwelling 2 upper level east facing study window and the Dwelling 3 upper level west facing study window are to be screened with fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The window may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.8 The visitor car space is to be signed and line marked to the satisfaction of the Responsible Authority.

**6.4 21-23 Edinburgh Road Bayswater (cont'd)****Recommendation (cont'd)**

1.9 Dwelling 5 is provided with a 6m<sup>3</sup> storage shed.

1.10 Drainage plans in accordance with Condition 2.

1.11 Landscape plans in accordance with Condition 3.

To the satisfaction of the Responsible Authority.

**Drainage**

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

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 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.

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

To the satisfaction of the Responsible Authority.

**Landscaping**

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).

**6.4 21-23 Edinburgh Road Bayswater (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 A minimum of 40% of all new vegetation (both canopy trees and understorey) is to be indigenous species.
- 3.9 A minimum of 40% of all new vegetation (both canopy trees and understorey) is to be native 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 plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

**General**

6. All development must be in accordance with the endorsed plans.
7. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:
  - 7.1 An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level;  
or

**6.4 21-23 Edinburgh Road Bayswater (cont'd)****Recommendation (cont'd)**

**7.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level;**

**where the total floor area of decks, pergolas and verandahs, for each dwelling does not exceed 16m<sup>2</sup>.**

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

**9. 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.**

**Sustainable Design Assessment**

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

**Car Parking**

**Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and**

**10.1 Formed to such levels and drained so that they can be used in accordance with the approved plan; and**

**10.2 Treated with an all-weather seal or some other durable surface; and**

**10.3 Line-marked or provided with some other adequate means of showing the car parking spaces.**

**To the satisfaction of the Responsible Authority.**

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

**Fencing**

**12. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.**

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



**6.4 21-23 Edinburgh Road Bayswater (cont'd)****Recommendation (cont'd)****Street Tree Removal**

14. 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.

**Street Tree Protection Measures**

15. The Tree Protection Zone is to be fenced and clearly marked at all times. The fence must be a minimum of 1.2 metres of chain mesh with 1.5 metre capped star pickets every 3-4 metres (example provided below). Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
16. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
17. If temporary access is required through a TPZ the area must be covered by sheets of heavy plywood and reinstated immediately afterwards.
18. Any underground service installations must be bored within the TPZ.
19. No fuel, oil dumps, chemicals, materials, equipment, vehicles or temporary buildings are to be allowed in the Tree Protection Zone. Nothing whatsoever is to be attached to any tree including wires, nails, screws or other devices.
20. Supplementary watering shall be provided to all trees throughout any dry or windy periods during the construction process as directed by the Responsible Authority.
21. Any pruning required must be carried out by Council contracted, trained and competent Arborist to comply with Australian Standard AS 4373 –1996 Pruning of Amenity Trees. To arrange pruning of any Council tree asset contact Councils Parks Department on Ph. 9298 8423.
22. Activities to be restricted within the TPZ and other notes are outlined in the Australian Standard AS 4970 – 2009 “Protection of Trees on Development Sites” [www.standards.org.au](http://www.standards.org.au).

**6.4 21-23 Edinburgh Road Bayswater (cont'd)****Recommendation (cont'd)**

**23. The following activities are prohibited from the tree protection area, without the consent of the Responsible Authority:**

**23.1 Construction activities.**

**23.2 Dumping and/or storage of materials, goods and/or soil.**

**23.3 Trenching or excavation.**

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

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

**Amenity During Construction**

**25. 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:**

**25.1 the appearance of building, works or materials on the land**

**25.2 parking of motor vehicles**

**25.3 transporting of materials or goods to or from the site**

**25.4 hours of operation**

**25.5 stockpiling of top soil or fill materials**

**25.6 air borne dust emanating from the site**

**25.7 noise**

**25.8 rubbish and litter**

**25.9 sediment runoff**

**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 21-23 Edinburgh Road Bayswater (cont'd)****Recommendation (cont'd)****Stormwater**

26. 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.

**Permit Expiry**

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

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

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

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

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

**NOTES**

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system.

This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.

- The total Permissible Site Discharge for the property including all dwellings is 14.8L/s to the existing Council drainage system for a 5 year ARI event.

**6.4 21-23 Edinburgh Road Bayswater (cont'd)****Recommendation (cont'd)**

- Applicant is to direct all stormwater to the Council stormwater pit near the north-east corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, eg water storage tanks, swale drains, etc.

**Other Notes:**

- No work must be commenced in, on, under or over the road reserve without having first obtaining all necessary approval under the Road Management Act 2004, the Road Safety Act 1986, and any other relevant acts or regulations created under those Acts.
- The cost of the street tree removal is estimated at \$2914.38.
- 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.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.

**6.4 21-23 Edinburgh Road Bayswater (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.

***Report Prepared By: Planner (Nick Robinson)***

***Report Authorised By: Director – City Development  
(Angelo Kourambas)***

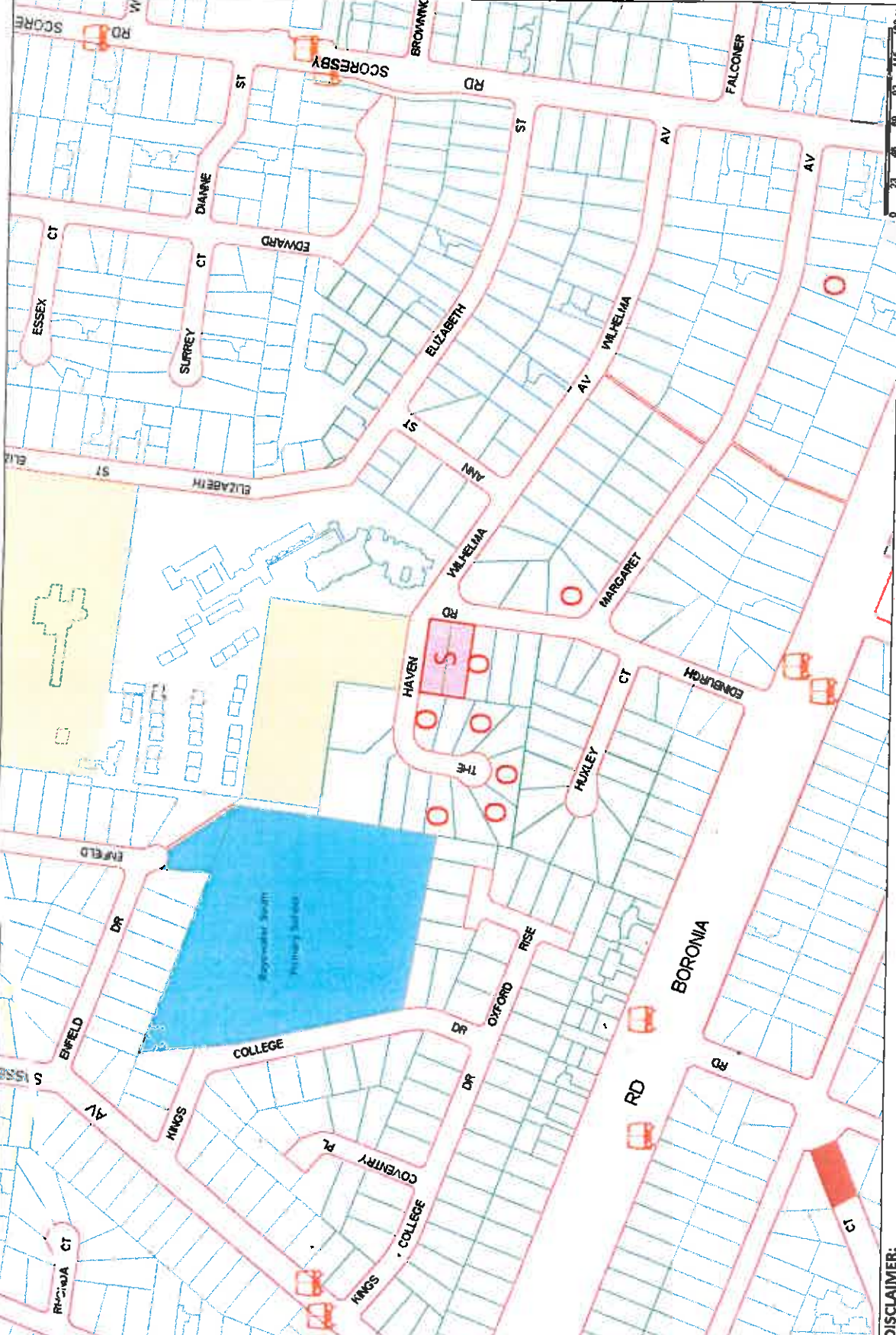


**Knox City Council**  
REPORT APPENDIX: A

**Property Address:** 21-23 Edinburgh Road, BAYSWATER  
**Application Number:** P/2016/6313  
**Description:** Development of the land for five (5) double storey dwellings and one (1) single storey dwelling (total six (6) dwellings)  
**Wardname:** Dinsdale

**LEGEND:**

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



**DISCLAIMER:**

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

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.  
 2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information, please obtain a Planning Certificate from the Department of Infrastructure.  
 3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.  
 4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



**Property - Address**  
21-23 Edinburgh Road, BAYSWATER

**Application Number**  
P/2016/6313

**Description**  
Development of the land for five (5) double storey dwellings and one (1) single storey dwelling (total six (6) dwellings)

**Wardname**  
Dinsdale

**LEGEND:**

- Title Boundary
- Road Boundaries
- City Boundary
- Site Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bar Stage
- Objector
- Unit Development
- Subject Property
- Pitfall

**Scale: 1:3000**



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

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SITE CONTEXT PLAN

**Knox City Council**  
**RECEIVED**  
 02 SEP 2016  
**PLANNING DEPARTMENT**

DATE	21	2016
BY	1	215331 TP-2
CHECKED	LP	SHEET 1 OF 8

PROPOSED DEVELOPMENT AT  
 21-23 EDINBURGH RD, BAYSWATER  
 FOR: ZHENG



DATE: 18/08/16  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 SCALE: 1:500 (A1)

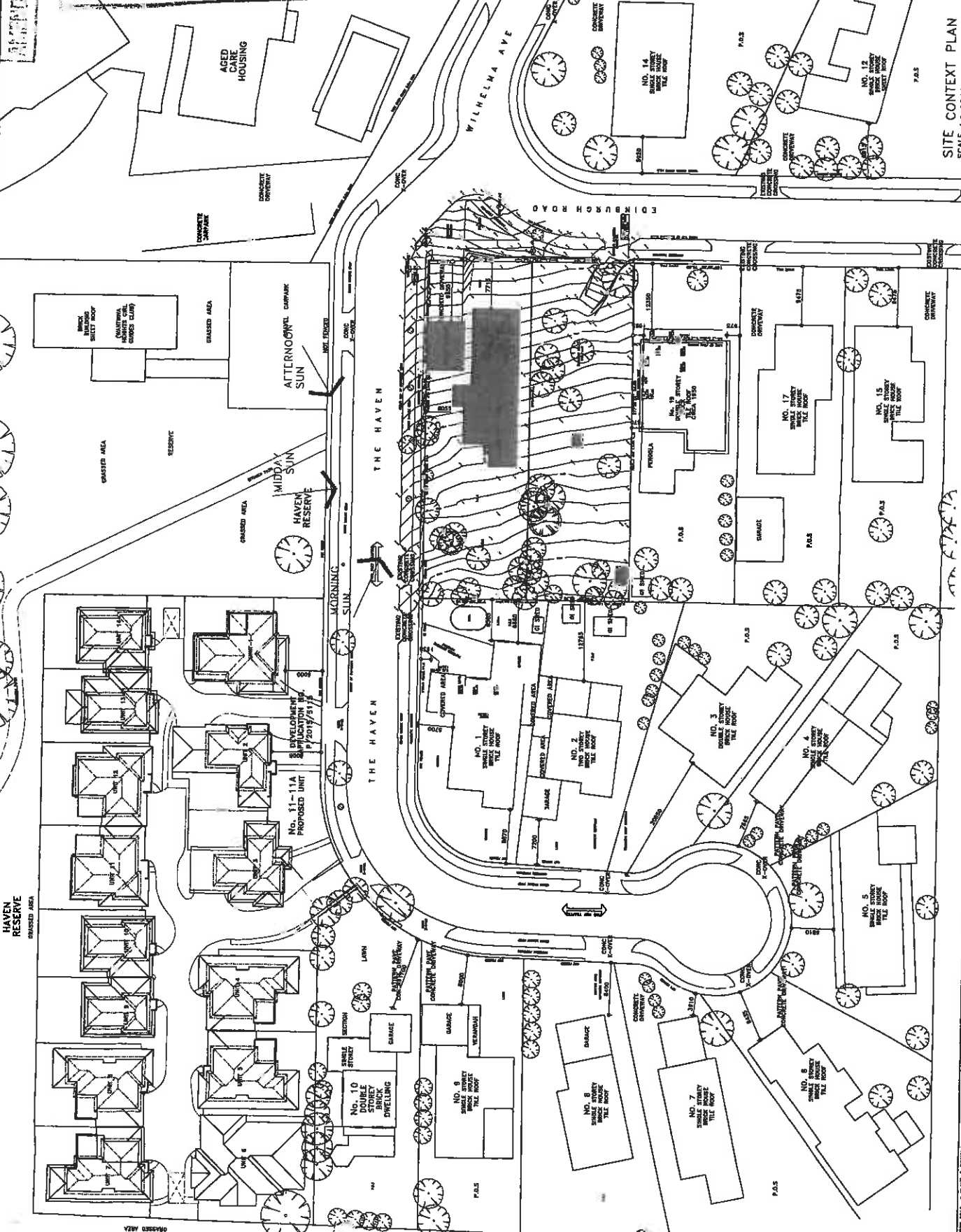
- PROMINENT FEATURES & SERVICES LOCATED NORTH OF THE SITE**
1. OVER LAY OF CONCRETE PAVEMENT - 600mm
  2. ASPHALT DRIVEWAY
  3. ASPHALT DRIVEWAY
  4. ASPHALT DRIVEWAY
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  6. ASPHALT DRIVEWAY
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  100. ASPHALT DRIVEWAY

**SITE DESCRIPTION & NEIGHBOURHOOD DESIGN RESERVE**

The proposed site is located north of Edinburgh Road, east of the intersection with Wilhelma Avenue. The site is bounded to the north by Edinburgh Road, to the east by Wilhelma Avenue, to the south by Edinburgh Road, and to the west by Edinburgh Road. The site is situated on a corner from Edinburgh Road and Wilhelma Avenue.

The proposed site is located in an area that is a mix of existing and new developments. There is a mix of existing and new developments in the neighbourhood which are generally well maintained.

The proposed site is located in an area that is a mix of existing and new developments. There is a mix of existing and new developments in the neighbourhood which are generally well maintained.



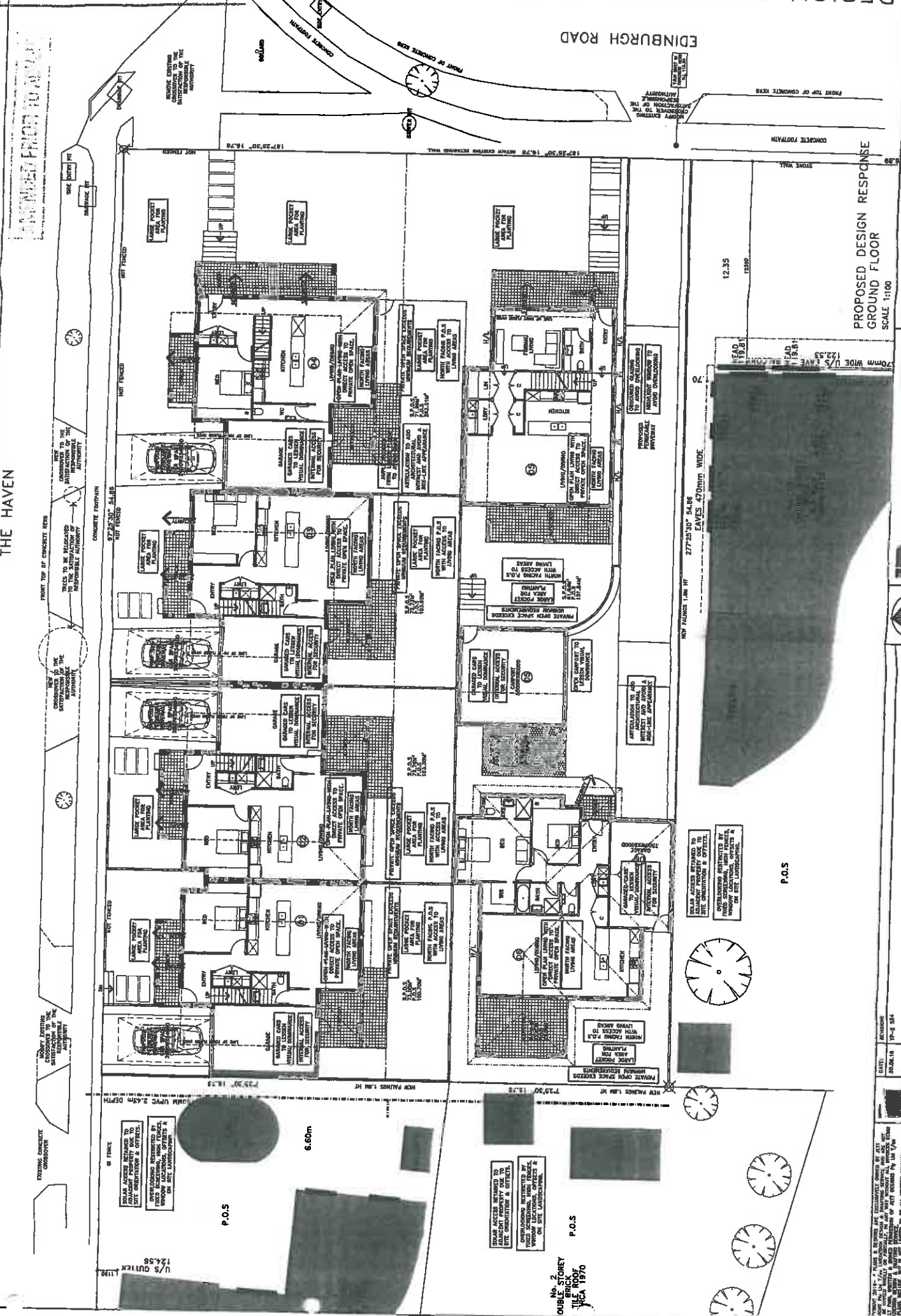
SITE CONTEXT PLAN  
 SCALE 1:500 (A1)



ADVERTISING PLAN/MATERIAL

DESIGN RESPONSE PLAN

THE HAVEN



PROPOSED DESIGN RESPONSE  
 GROUND FLOOR  
 SCALE 1:100

PROPOSED DEVELOPMENT AT  
 21-23 EDINBURGH RD, BAYSWATER  
 FOR: ZHENG



DATE	21/03/21
SCALE	1:100
PROJECT	21/23 EDINBURGH RD
CLIENT	ZHENG
DESIGNER	LINECEDesign
PROJECT NO.	21/23 EDINBURGH RD
DATE	21/03/21
SCALE	1:100
PROJECT	21/23 EDINBURGH RD
CLIENT	ZHENG
DESIGNER	LINECEDesign
PROJECT NO.	21/23 EDINBURGH RD

SOIL ACCESS RESTRICTED TO  
 MAINTENANCE PURPOSES ONLY.  
 OVERLOOKING RESTRICTED BY  
 WINDOW SHADING, OFFSETS &  
 ON SITE LANDSCAPING.

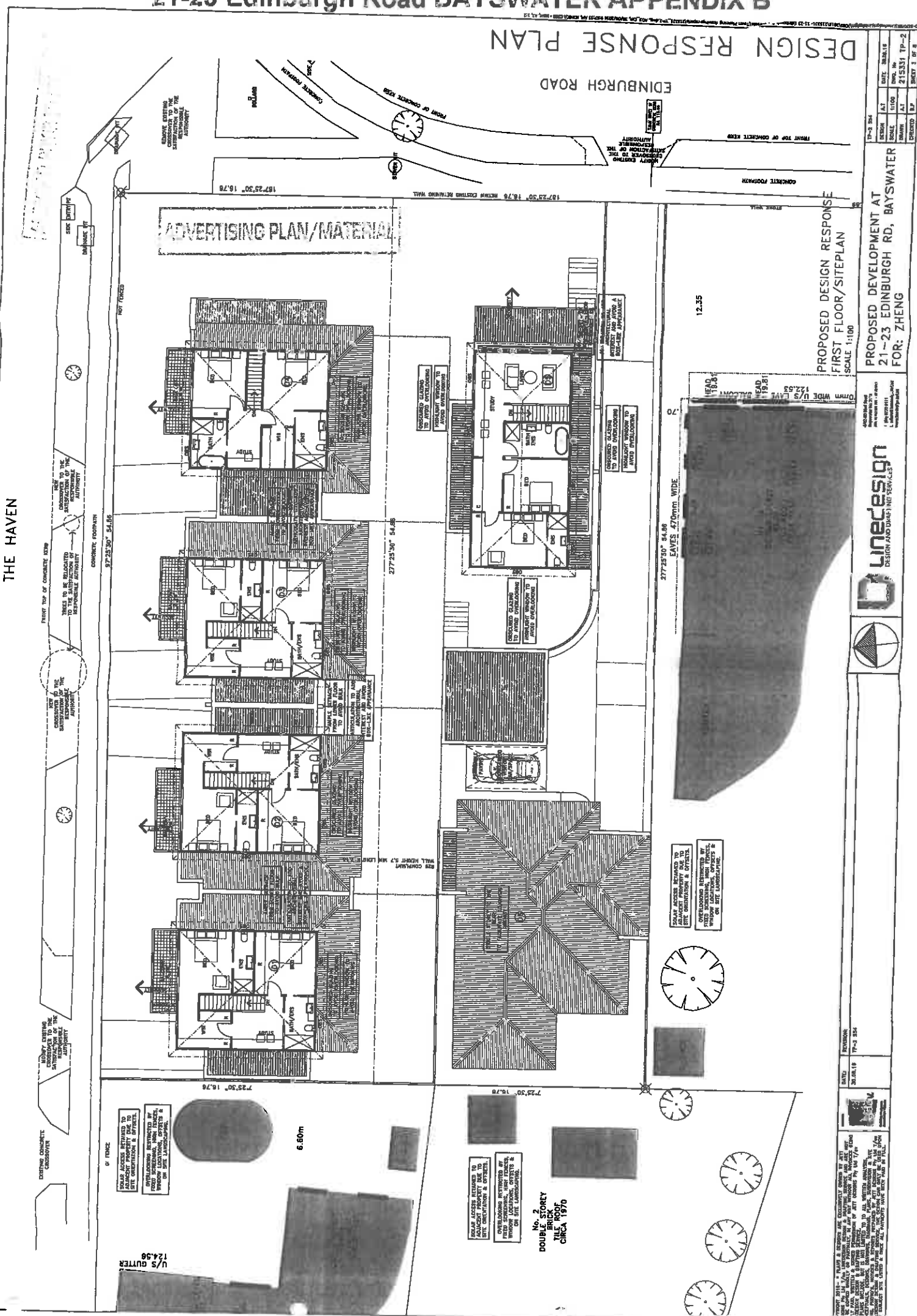
SOIL ACCESS RESTRICTED TO  
 MAINTENANCE PURPOSES ONLY.  
 OVERLOOKING RESTRICTED BY  
 WINDOW SHADING, OFFSETS &  
 ON SITE LANDSCAPING.

SOIL ACCESS RESTRICTED TO  
 MAINTENANCE PURPOSES ONLY.  
 OVERLOOKING RESTRICTED BY  
 WINDOW SHADING, OFFSETS &  
 ON SITE LANDSCAPING.

No. 2  
 DOUBLE STOREY  
 BRICK  
 TILE ROOF  
 ICA 1970

DATE: 21/03/21  
 SCALE: 1:100  
 PROJECT: 21/23 EDINBURGH RD  
 CLIENT: ZHENG  
 DESIGNER: LINECEDesign

DESIGN RESPONSE PLAN



PROPOSED DEVELOPMENT AT  
21-23 EDINBURGH RD, BAYSWATER  
FOR: ZHENG

**linedesign**  
DESIGN AND DRAFTING SERVICES



DATE	DATE
21.03.19	21.03.19
SCALE	SCALE
1:100	1:100
REVISION	REVISION
215331 TP-2	215331 TP-2

PROPOSED DEVELOPMENT AT  
21-23 EDINBURGH RD, BAYSWATER  
FOR: ZHENG

**linedesign**  
DESIGN AND DRAFTING SERVICES

DATE: 20.01.19  
REVISION: TP-3 254

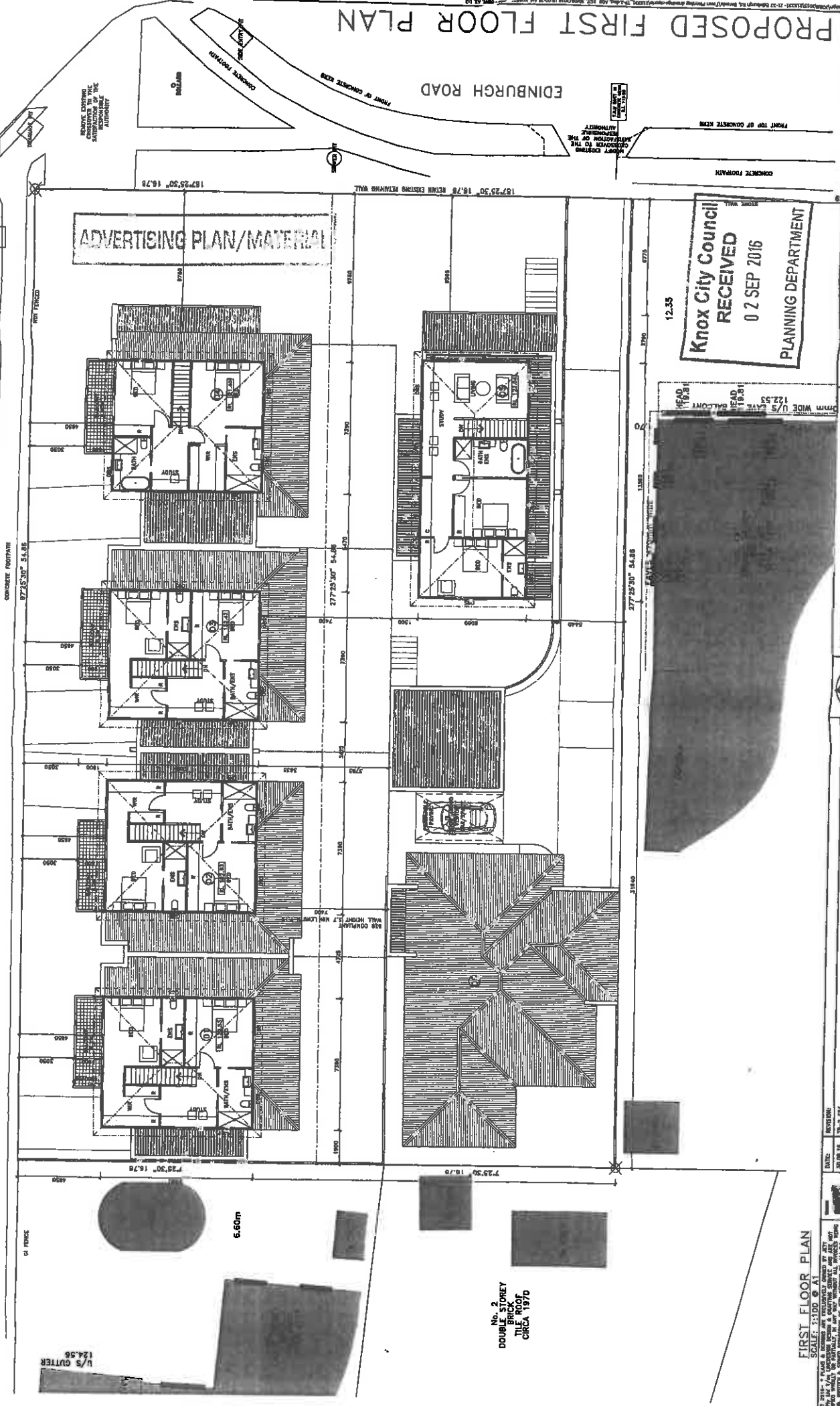
PROJ: 215331 TP-2

PROPOSED DEVELOPMENT AT  
21-23 EDINBURGH RD, BAYSWATER  
FIRST FLOOR/SITEPLAN  
SCALE 1:100

# 21-23 Edinburgh Road BAYSWATER APPENDIX B

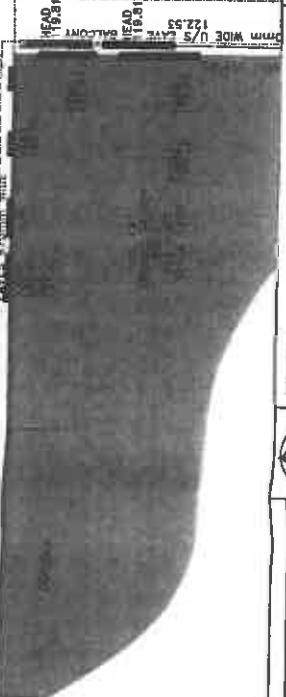
## PROPOSED FIRST FLOOR PLAN

THE HAVEN



ADVERTISING PLAN/MATERIAL

Knox City Council  
RECEIVED  
02 SEP 2016  
PLANNING DEPARTMENT

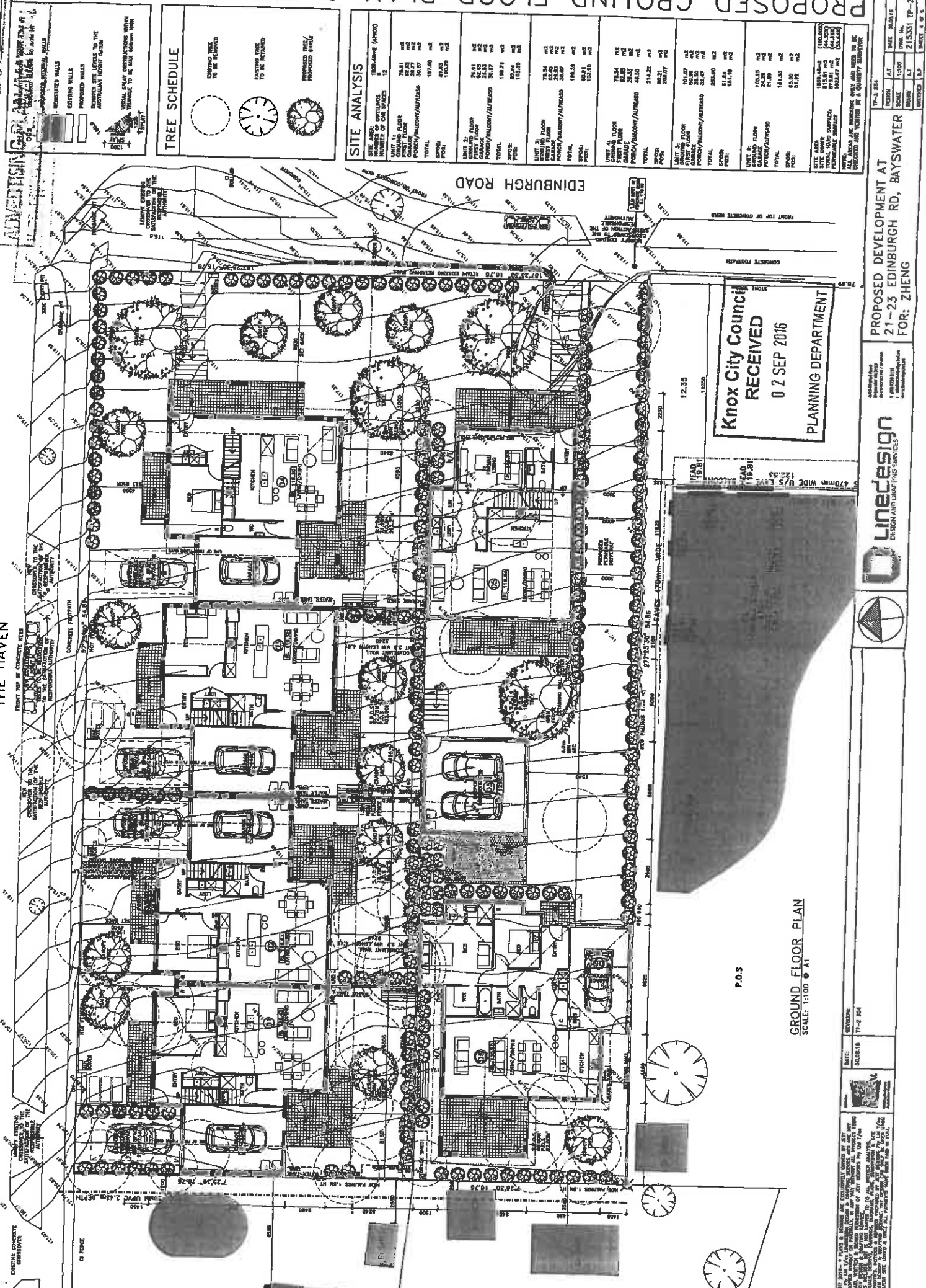


No. 2  
DOUBLE STOREY  
THE ROOF  
CIRCA 1970

FIRST FLOOR PLAN  
SCALE: 1:100 @ A1

<p>DATE: 19-03-2014</p> <p>DESIGNER: [Signature]</p> <p>PROJECT: [Signature]</p>	<p>DATE: 30.08.15</p> <p>SCALE: 1:100</p> <p>PROJECT: 215231 TP-2</p> <p>SHEET 3 OF 6</p>
<p>PROPOSED DEVELOPMENT AT 21-23 EDINBURGH RD, BAYSWATER FOR: ZHENG</p>	<p>lunedesign DESIGN AND DRAFTING SERVICES</p>

PROPOSED GROUND FLOOR PLAN & SITE LAYOUT



THE HAVEN

Knox City Council  
RECEIVED  
02 SEP 2016  
PLANNING DEPARTMENT

GROUND FLOOR PLAN  
SCALE: 1:100 @ A1

P.0.5

SITE ANALYSIS	
AREA	187.40 (Approx)
PERCENTAGE OF CAR SPACES	15
NUMBER OF CAR SPACES	28
UNIT 1A	78.91 m <sup>2</sup>
UNIT 1B	78.91 m <sup>2</sup>
UNIT 1C	78.91 m <sup>2</sup>
UNIT 1D	78.91 m <sup>2</sup>
UNIT 1E	78.91 m <sup>2</sup>
UNIT 1F	78.91 m <sup>2</sup>
UNIT 1G	78.91 m <sup>2</sup>
UNIT 1H	78.91 m <sup>2</sup>
UNIT 1I	78.91 m <sup>2</sup>
UNIT 1J	78.91 m <sup>2</sup>
UNIT 1K	78.91 m <sup>2</sup>
UNIT 1L	78.91 m <sup>2</sup>
UNIT 1M	78.91 m <sup>2</sup>
UNIT 1N	78.91 m <sup>2</sup>
UNIT 1O	78.91 m <sup>2</sup>
UNIT 1P	78.91 m <sup>2</sup>
UNIT 1Q	78.91 m <sup>2</sup>
UNIT 1R	78.91 m <sup>2</sup>
UNIT 1S	78.91 m <sup>2</sup>
UNIT 1T	78.91 m <sup>2</sup>
UNIT 1U	78.91 m <sup>2</sup>
UNIT 1V	78.91 m <sup>2</sup>
UNIT 1W	78.91 m <sup>2</sup>
UNIT 1X	78.91 m <sup>2</sup>
UNIT 1Y	78.91 m <sup>2</sup>
UNIT 1Z	78.91 m <sup>2</sup>
TOTAL	187.40 m <sup>2</sup>

TREE SCHEDULE	
EXISTING TREES TO BE RETAINED	(Symbol)
EXISTING TREES TO BE REMOVED	(Symbol)
PROPOSED TREES / PROPOSED PLANTS	(Symbol)

IDENTIFIED WALLS  
EXISTING WALLS  
PROPOSED WALLS  
REMOVED SITE LOCATED IN THE AUSTRALIAN HEIGHT DATUM  
VERTICAL SCALE OF CONSTRUCTION SHALL BE 1:100  
TYPICAL TO BE SHOWN ABOVE

PROPOSED DEVELOPMENT AT  
21-23 EDINBURGH RD, BAYSWATER  
FOR: ZHENG

Linecedesign  
DESIGN AND DRAFTING SERVICES

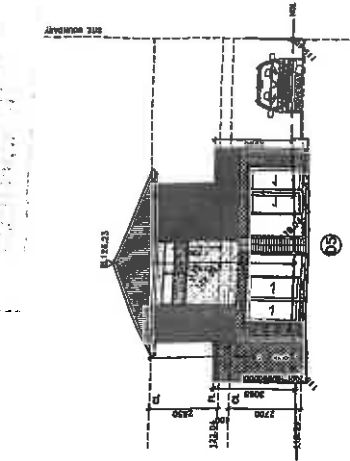


DATE: 28/08/15  
DRAWN: S.M.B.

PROJECT: 2015 - P.0.5 & P.0.6  
DRAWING: GROUND FLOOR PLAN & SITE LAYOUT  
SCALE: 1:100 @ A1  
DATE: 28/08/15  
DRAWN: S.M.B.

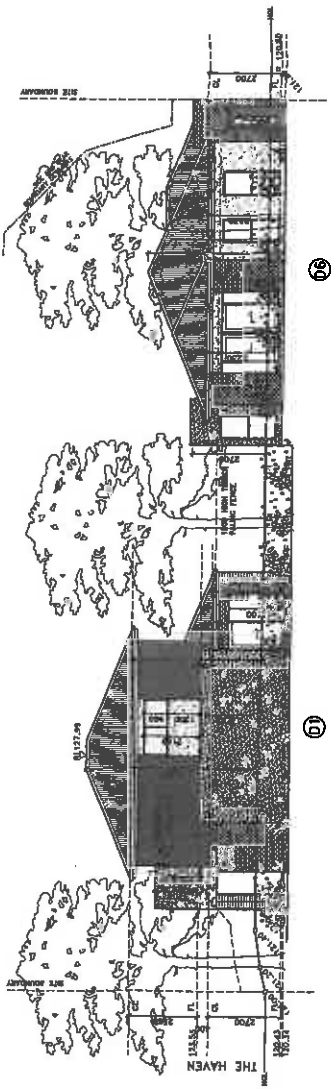
TP-2 2015  
REVISION  
SCALE: 1:100  
DATE: 21/03/15  
TP-2



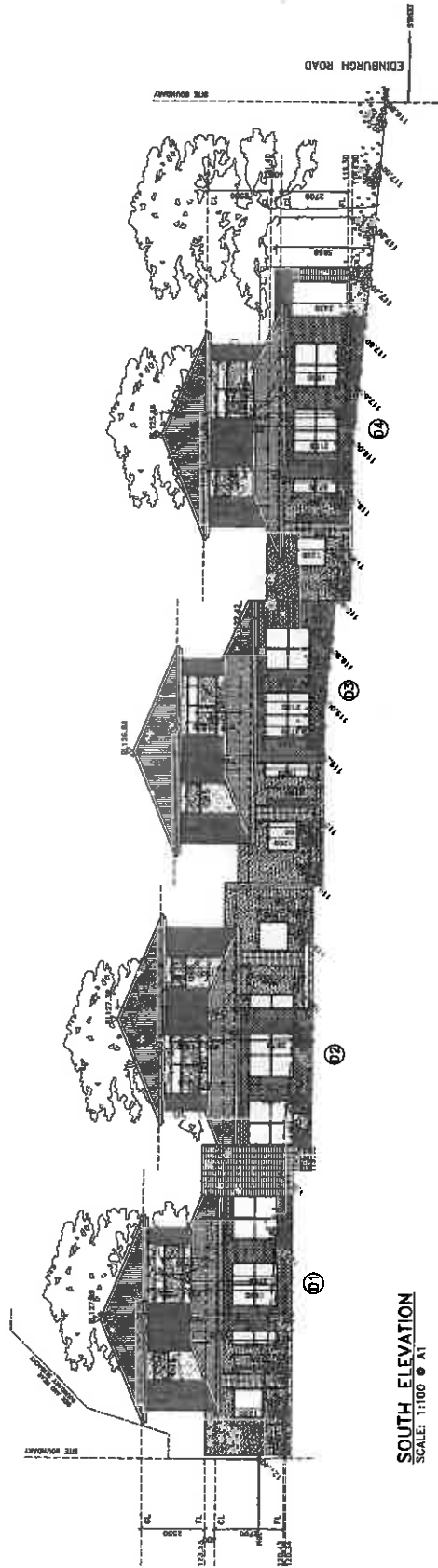


INTERNAL WEST ELEVATION  
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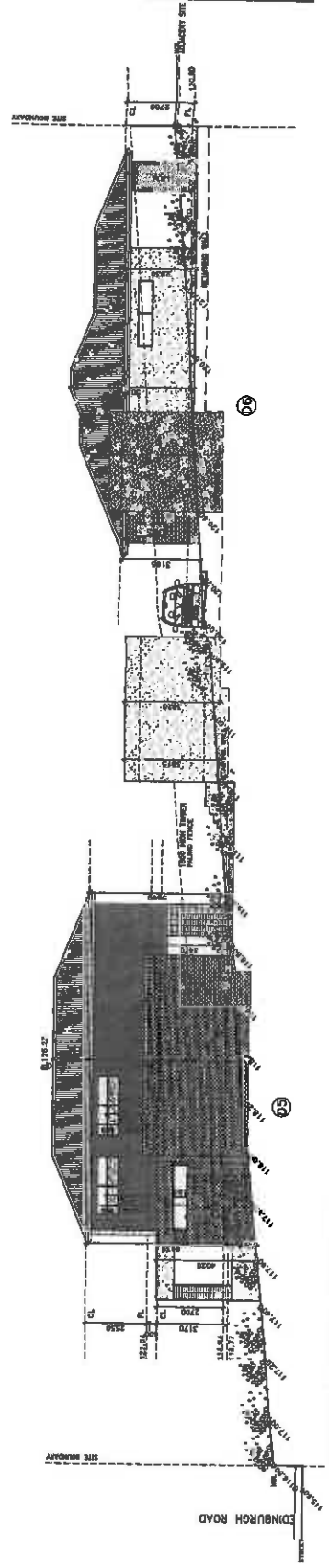
ADVERTISING PLAN/MATERIAL



NORTH-EAST ELEVATION  
 SCALE: 1:100 @ A1



SOUTH ELEVATION  
 SCALE: 1:100 @ A1



INTERNAL NORTH ELEVATION  
 SCALE: 1:100 @ A1

Knox City Council  
 RECEIVED  
 07 SEP 2016  
 PLANNING DEPARTMENT

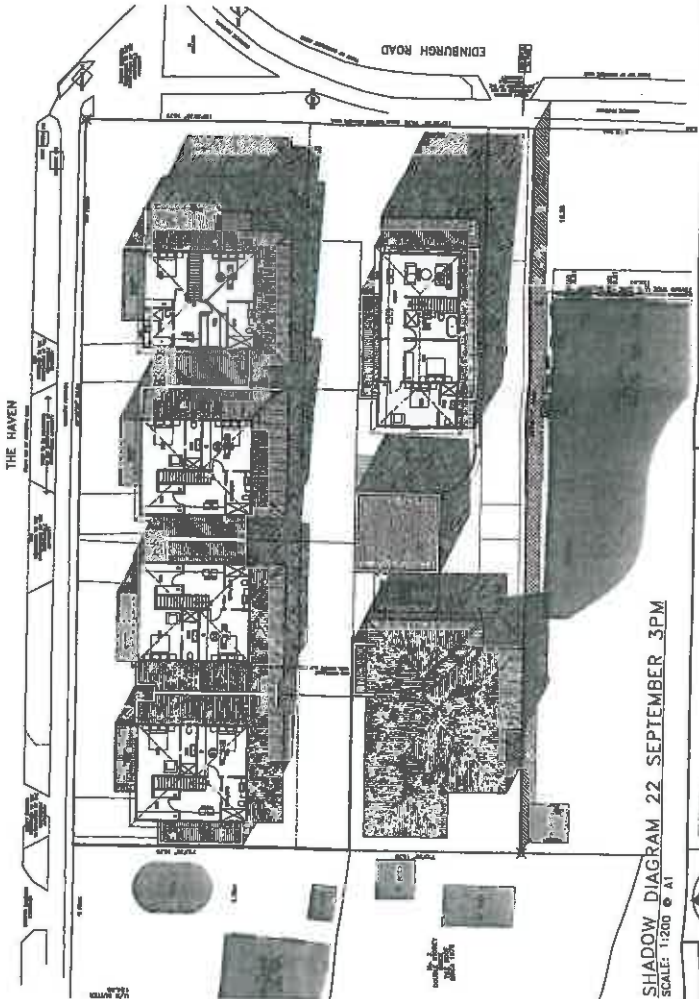
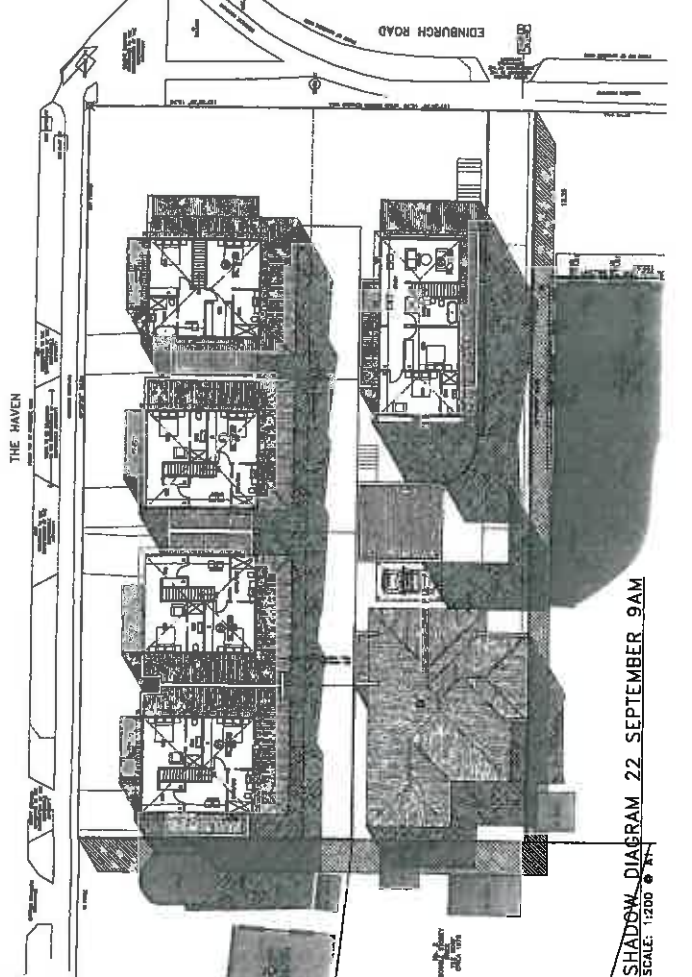
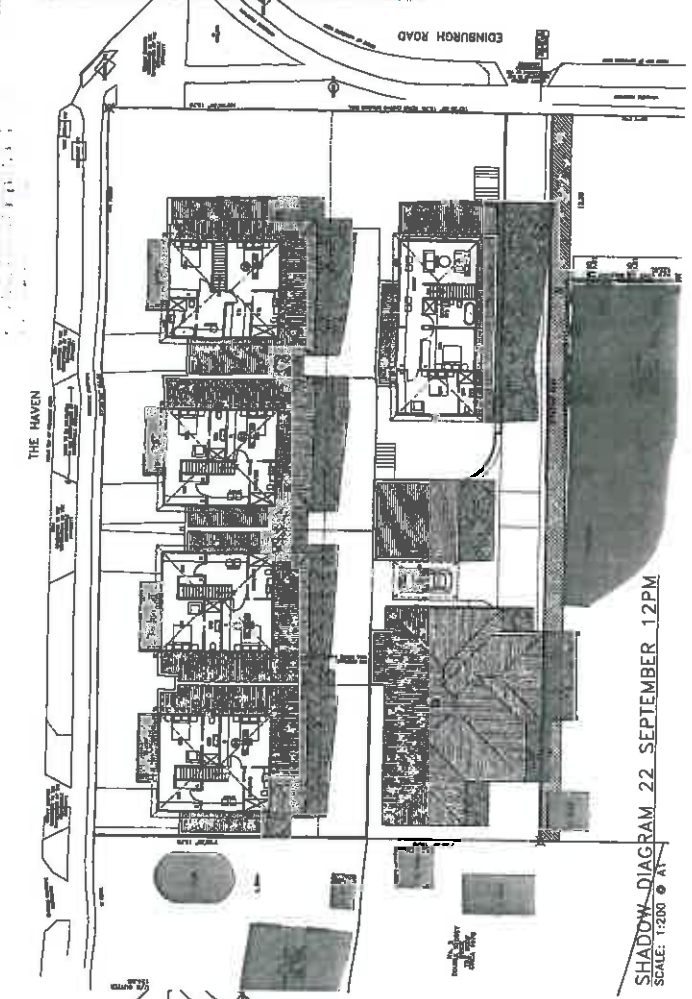
PROPOSED DEVELOPMENT AT  
 21-23 EDINBURGH RD, BAYSWATER  
 FOR: ZHENG

LINE DESIGN  
 DESIGN AND DRAFTING SERVICE

DATE:	30.06.16	REVISION:	TP-2 S04
DRAWN:		CHECKED:	
DATE:	21.05.16	REVISION:	TP-2 S04
DRAWN:		CHECKED:	
DATE:	11.05.16	REVISION:	TP-2 S04
DRAWN:		CHECKED:	
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DATE:	21.05.16	REVISION:	TP-2 S04
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114

ADVERTISING PLAN/MATERIAL



**LEGEND**

SHADOWS FOR 22 SEPTEMBER  
 SHOWN TO 100% OF BUILDING HEIGHT

SHADOW DIAGRAMS FOR PROPOSED DEVELOPMENT AT SEPTEMBER EQUINOX

EXISTING SHADOWS.

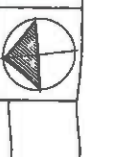
PREDICTED SHADOWS.

**SUN DIAGRAM**

TIME	SUN ALTITUDE	SUN AZIMUTH
06:00	15.2°	101.0°
07:00	20.9°	110.0°
08:00	26.4°	119.0°
09:00	31.7°	128.0°
10:00	36.7°	137.0°
11:00	41.4°	146.0°
12:00	45.7°	155.0°
13:00	49.6°	164.0°
14:00	53.1°	173.0°
15:00	56.2°	182.0°
16:00	58.9°	191.0°
17:00	61.2°	200.0°
18:00	63.1°	209.0°

DATE	20.08.18
DESIGN	AL
SCALE	1:200
DRAWN	AL
CHECKED	AL
PROJECT	TP-2
SHEET	8 OF 8

PROPOSED DEVELOPMENT AT  
 21-23 EDINBURGH RD, BAYSWATER  
 FOR: ZHENG



**NOTES:**

1. PLANS & ELEVATIONS ARE UNCORRECTED UNLESS STATED OTHERWISE BY THE ARCHITECT. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN OF THE BUILDING AND ITS STRUCTURE. THE ARCHITECT DOES NOT GUARANTEE THE ACCURACY OF THE SHADOW DIAGRAMS OR THE SUN DIAGRAM. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE BUILDING OR ITS STRUCTURE. THE ARCHITECT IS NOT RESPONSIBLE FOR THE DESIGN OF THE BUILDING OR ITS STRUCTURE.

DATE: 20.08.18  
 DRAWING: TP-2 08A

**TIRHATUAN WARD****6.5 APPLICATION FOR THE CONSTRUCTION OF SIX (6) TRIPLE STOREY DWELLINGS AND ALTERATION OF ACCESS TO A ROAD ZONE – CATEGORY 1 AT 711 STUD ROAD, SCORESBY (Application No. P/2016/6769)****1. SUMMARY:**

<b>Land:</b>	711 Stud Road, Scoresby
<b>Applicant:</b>	Apex Building Design Studio
<b>Proposed Development:</b>	The construction of six (6) triple storey dwellings and alteration of access to a Road Zone – Category 1
<b>Existing Land Use:</b>	Single dwelling
<b>Area/Density:</b>	755sqm, 1:125sqm
<b>Zoning:</b>	Residential Growth Zone – Schedule 1
<b>Overlays:</b>	No overlays
<b>Local Policy:</b>	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
<b>Application Received:</b>	20 October 2016
<b>Number of Objections:</b>	7
<b>PCC Meeting:</b>	Not applicable

**Assessment:**

*The development provides for an appropriate balance between the need for additional housing within an established residential area, the amenity of occupants and adjoining residents, and planting of new canopy vegetation.*

*The proposal generally complies with the Municipal Strategic Statement, the Development in Residential Areas and Neighbourhood Character Policy, and ResCode.*

*The proposal complies with the Residential Growth Zone – Schedule 1.*

*Subject to modifications, it is considered that the proposal reasonably responds to State and Local Planning Policies. It is recommended that Council issue a Notice of Decision to grant a Planning Permit, subject to conditions.*



## **6.5 711 Stud Road, Scoresby (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 located on the eastern side of Stud Road, Scoresby. The site contains a single storey dwelling and associated outbuildings. Some exotic vegetation exists onsite, within the front and rear setbacks. Access to the site is via an existing crossover and driveway to the southern boundary of the land.
- The site is not affected by any easements and no Covenants apply to the land.
- The subject site is located within an established residential area; containing a mixture of single and two storey dwellings. There are some examples of multi dwelling developments within the immediate area.

#### **2.2 The Proposal**

(Refer to attached plans at Appendix B)

It is proposed to remove the existing dwelling from the site and construct six (6) triple storey dwellings and alter the access to a Road Zone – Category 1. Details are as follows:

- Dwellings 1 and 6 contain three (3) bedrooms, bathrooms and study and open living / dining / kitchen area. Dwelling 6 has also been proposed with a bedroom at ground floor level.
- Dwellings 2 – 4 contain two (2) bedrooms, bathrooms and open living / dining / kitchen area.
- The development proposes a new crossover to Stud Road (service lane) to service the proposed development on the northern side of the property. Dwellings 1 and 6 have been proposed with a double garage, with the remainder of the dwellings being proposed with single garages. A visitor car parking space has been proposed to the east of Dwelling 6.
- Each dwelling is proposed with a minimum 15 square metre balcony, with a minimum width of 1.8 metres.

**6.5 711 Stud Road, Scoresby (cont'd)**

- Dwellings will reach a maximum height of 9.2 metres and will be constructed of a mixture of render, lightweight cladding, timber cladding and colour bond roofing. Colours and materials are varied to create visual interest in the design.
- All vegetation is proposed to be removed from the site and no front fence is proposed.

**3. CONSULTATION****3.1 Advertising**

The application was advertised by way of a sign on the site frontage and notices were sent to adjoining property owners and occupiers. Council received seven objections. These can be summarised as follows:

Increased traffic / congestion

- *Council's Traffic Engineers have reviewed the planning application and have no objection to the amount of traffic generated from the development or resultant traffic congestion.*

Neighbourhood Character / Overdevelopment

- *The subject site is located within the Residential Growth Zone – Schedule 1, a greater range and increased densities of residential development are encouraged within these areas.*
- *The site is within an 'Activity Area' pursuant to Clause 22.07 – Development in Residential Areas and Neighbourhood Character where villa units, townhouses and apartments are encouraged. The proposed townhouses are consistent with this strategic objective.*
- *The maximum height of development allowable within the Residential Growth Zone – Schedule 1 is 13.5 metres; the proposed development reaches a maximum height of 9.2 metres. The proposed height is considered appropriate within this zone and some articulation and a mixture of materials have been proposed to help break up the built form when viewed from adjoining land.*

## 6.5 711 Stud Road, Scoresby (cont'd)

### Impact on outlook

- *The subject site is located within an area planned for change given the zoning and location adjoining the Principal Public Transport Network.*

### Overlooking

- *The proposal complies with Clause 55.04-6 (Overlooking) of the Knox Planning Scheme. Refer to Section 4.4 of report for assessment.*

### Overshadowing

- *The proposal complies with Clause 55.04-5 (Overshadowing) of the Knox Planning Scheme. Refer to Section 4.4 of report for assessment.*

### Residential and construction noise

- *The development would not be expected to emit noise beyond that of normal residential background noise.*
- *While it is acknowledged there will be some noise generated from the site during construction, a condition of any permit issued will ensure this is limited. In addition to this, construction will need to be carried out in accordance with relevant Environment Protection Authority (EPA) guidelines.*

## 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 and no conditions.*

### Traffic Engineer

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

### Drainage Engineer

- *Standard conditions to be included on any permit issued.*
- *Inadequate overland flow path through the property is shown. The applicant must demonstrate how overland flow for the 100 year*

## **6.5 711 Stud Road, Scoresby (cont'd)**

*ARI will be appropriately managed to Council's satisfaction - details must be included in the engineering stormwater design plans.*

*Officer Comment: This can be addressed through conditions of any permit issued.*

### Assets

- *No objection.*

### Arborist

- *Vegetation onsite not significant and does not warrant retention.*

### Waste Management

- *Satisfied that the waste, recycling & hard waste collections can be undertaken kerbside on the nature strip frontage of the property on Stud Road, as there is sufficient space to accommodate the bins and is safer for passing traffic in the narrow service lane, than providing a housekeeping service.*
- *No Waste Management Plan required.*

## **4. DISCUSSION**

### **4.1 Zoning and Overlays**

#### **4.1.1 Zone**

The subject site is located within the Residential Growth Zone. A permit is required for the construction two or more dwellings on the land pursuant to Clause 32.07-4 of the Residential Growth Zone 1.

- *The proposal is consistent with the purpose of the Residential Growth Zone 1 by providing for increased densities and a diversity of housing types in locations offering good access to services.*

Schedule 1 of the Residential Growth Zone varies the ResCode requirements for B6 (Street setback) which requires the front wall of buildings to be setback as follows:

- *The average of the 2 dwellings on each side of the subject site or 6 metres, whichever is the lesser.*
- *Complies.*

## 6.5 711 Stud Road, Scoresby (cont'd)

Schedule 1 of the Residential Growth Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 250 square metres of the site area including a minimum of one canopy tree within the front setback per 5 metres of width of the site. Each tree will be required to be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres.

- *It is considered that the proposed development can accommodate the required canopy tree planting; subject to a condition of any permit issued.*

Schedule 1 to the Residential Growth Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of:

- An area of 40 square metres with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with minimum area of 25 square metres with a minimum dimension of 3 metres of secluded private open space with convenient access from a living room, or
- A balcony of 15 square metres with a minimum width of 1.8 metres and convenient access from a living room, or
- A roof-top area of 15 square metres with a minimum width of 2 metres and convenient access from a living room.
- *Each dwelling has been proposed with a balcony of 15 square metres with a minimum width of 1.8 metres and convenient access from a living room.*

### Maximum building height

The maximum building height should not exceed 13.5 metres unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the height of the building should not exceed 14.5 metres.

- *The dwellings will reach a maximum height of 9.2 metres and as such, comply with this requirement. The height of the development will provide for an appropriate visual transition to the General Residential Zone; given development can be constructed a maximum height of 9 metres within the adjoining General Residential Zone.*

## **6.5 711 Stud Road, Scoresby (cont'd)**

### **4.1.2 Overlays**

No overlays apply to the land.

## **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.

- *It is considered that the proposed development will not detract from the character of the area. The design of the development generally reflects the built form, scale and finishes found in the area.*
- *Subject to modifications, the proposal provides for an increased density, with minimal adverse amenity impacts and is within reasonable distance of shops, services, and public transport on the Principal Public Transport Network.*

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density with access to urban services and transport. Dwellings are orientated to the north to provide for passive solar access.*
- *A Sustainable Design Assessment (SDA) will be required via a condition of any permit issued. A condition of any permit issued will also require the development to be constructed in accordance with the approved SDA.*

## 6.5 711 Stud Road, Scoresby (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.

- Neighbourhood character - *This is discussed at Section 4.2.2 of the report.*
- Housing choice – *The development provides for smaller dwellings with smaller open space areas.*
- Integration with infrastructure – *The site is located in a fully serviced area. Drainage plans will be required as a condition of any permit issued.*
- Energy efficiency – *This has been discussed at Clause 15.02 (Sustainable Development).*
- Location – *The site is located within easy walking distance of public transport available along Stud Road.*

Clause 18 Transport – To create a safe and sustainable transport system by integrating land use and transport.

- *The site is located on Stud Road and forms part of the Principal Public Transport Network (PPTN).*
- *Smart Bus route 901 runs along Stud Road. The 901 service runs at various intervals between Frankston and Melbourne Airport from 5am to midnight on weekdays, from 6am to midnight on Saturdays, and from 7am to 6pm on Sundays.*
- *Bus Route 681 runs from Lysterfield to Knox City via Wantirna, Scoresby and Rowville (clockwise) at various intervals from 6:10am to 9:25pm weekdays, from 8:14am to 7:05pm Saturdays and 9:14am to 6:14pm Sundays.*
- *Bus Route 682 runs from Lysterfield to Knox City via Wantirna, Scoresby and Rowville (anti-clockwise) at various intervals from 6:14am to 10:15pm weekdays, from 8:10am to 7:45pm Saturdays and 9:10am to 5:58pm Sundays.*

## 6.5 711 Stud Road, Scoresby (cont'd)

- *Bus Route 754 runs from Rowville to Glen Waverley via Caulfield Grammar, Wheelers Hill at various intervals from 5:55am to 9:30pm weekdays, from 7:43am to 9:35pm Saturdays and 8:51am to 9:25pm Sundays.*

### 4.2.2 Local Planning Policy Framework

Clause 21.01 Municipal Strategic Statement (MSS). - encourages planning and development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development and influencing the urban form so that Knox itself becomes more sustainable.

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 with a strong use of existing infrastructure, and to reduce dependence on private vehicle travel.

- *The site is located in an established activity area close to urban services and open space areas. The development provides additional housing on an existing residential allotment where existing infrastructure will be utilised.*
- *A Sustainable Design Assessment will be required as a condition of any permit; and a condition of any permit issued will require the development to be constructed in accordance with this.*

21.04 Urban Design - Municipal Strategic Statement (MSS) – To ensure that all development responds positively to the existing patterns of urban form and character, the landscape, qualities, historic and cultural elements and social aspirations of the Knox community.

- *The subject site is located within an Activity area and is considered to respect the preferred neighbourhood character of the area, and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the landscaping requirements of the Residential Growth Zone – Schedule 1 and provides opportunities for meaningful landscaping.*



## 6.5 711 Stud Road, Scoresby (cont'd)

Clause 21.05 – Housing – The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located on the Principal Public Transport Network, with good access to the 901 SmartBus service, connections to shops, facilities and nearby activity centres such as Knox City.

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2013, which identifies a scaled approach to residential development. A strategy is to direct housing growth toward Local Living and Activity Areas.

- *The intensity of the proposed development is consistent with the strategy of increased residential development within an 'Activity Area' where a greater range and increased densities of residential development are encouraged.*
- *The proposal is considered to be consistent with the preferred neighbourhood character as set out in the local policy as the proposed development will make a positive contribution to the character of the surrounding area.*

Objective 2 is to support a diversity of housing choice in appropriate locations. Strategies include encouraging a diversity of housing styles, types, forms and sizes to cater for the changing needs of the community and to encourage developments of three or more dwellings in Activity Areas and Local Living areas to include a mix of dwelling sizes (including 1 and 2 bedroom dwellings), to respond to a shortfall in the number of smaller sized dwellings within the municipality.

- *The development will provide residents with alternative forms of housing styles and sizes. The development provides two (2) three bedroom dwellings and four (4) two bedroom dwellings.*

## 6.5 711 Stud Road, Scoresby (cont'd)

Objective 3 is to ensure the quality of housing design in Knox is improved to better respond to neighbourhood identity and to create a stronger sense of place. Strategies include ensuring that residential development enhances the City's "green and leafy" image, support development that makes a positive contribution to the preferred future character of the area and that is innovative, environmentally sustainable, accessible and site responsive.

- *Landscaping can be accommodated within the front setback, contributing to the green and leafy image of Knox.*

Objective 4 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality.

- *The site is not located in an area of biological significance.*

Objective 5 is to ensure that residential development better responds to the community's current and future needs, and allows people to 'age-in-place' by supporting the provision of a diverse range of housing including smaller scale dwellings.

- *As noted above, the development will provide residents with alternative forms of housing styles and sizes. The development provides two (2) three bedroom dwellings and four (4) two bedroom dwellings.*

Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Activity Area – Villa units, townhouses and apartments are encouraged.

The desired future character of this area is to:

- See the most substantial change in housing styles than other areas in Knox.
- Balance the retention of the green and leafy character when viewed from the street, whilst allowing more intensive residential development.
- Provide new residential development that is well designed both architecturally and functionally.

The key (relevant) design objectives are:

Provide a landscaped front yard, including the planting of canopy trees in accordance with the requirements of the applicable zone schedule.

**6.5 711 Stud Road, Scoresby (cont'd)**

- *Landscaping can be accommodated within the front setback and within side and rear setbacks, in accordance with the schedule to the Residential Growth Zone.*

Retain existing canopy trees, wherever possible.

- *Vegetation that grows on the property does not merit retention because of poor structure and/or poor health. Compensatory replanting and landscaping will be required as a condition of any permit issued.*

Locate carports and garages behind the line of or underneath the dwelling or in the rear yard.

- *The car parking provision for the dwellings will not dominate the façade of the development. The garages will not be overly visible from the street frontage and are setback behind the front wall of the development.*

Provide single crossovers for driveways.

- *The development will utilise a single crossover to gain access to the site.*

Minimise the amount of paving in front yards and driveways.

- *As noted above, the development will utilise a single crossover to gain access to the site and a pedestrian path will be provided along the south boundary. This is considered reasonable.*

Significantly setback first and second floor levels from the ground floor level.

- *The first floor is not significantly setback from the ground floor level as the balconies cantilever the access way and minimal separation has been provided in built form. However it is considered the development provides a reasonable level of articulation and visual interest through varied materials and finishes to reduce bulk and mass. Therefore the design response is considered acceptable.*
- *The second floor level is significantly setback from the first floor level, particularly to rear (east) and southern boundaries of the land.*

Provide wide, upper floor balconies fronting the street and any adjoining public open space to maximise passive surveillance.

## 6.5 711 Stud Road, Scoresby (cont'd)

- *All dwellings are provided with wide upper floor balconies. In particular, the balcony to Dwelling 1 fronts Stud Road to maximise passive surveillance, it is noted however that only part of its balcony faces Stud Road. The balconies to Dwellings 2-6 have been proposed to be screened to 1.7m above finish floor levels to prevent overlooking, however distant views would be possible.*
- *Ground floor windows have been included to provide a sense of passive surveillance along the south boundary.*

In developments of three or more dwellings, provide a mix of dwelling sizes (number of bedrooms). At least one dwelling should contain a bedroom, kitchen, bath or shower, and a toilet and wash basin at ground floor level.

- *The development will provide residents with alternative forms of housing styles and sizes. The development provides two (2) three bedroom dwellings and four (4) two bedroom dwellings.*
- *None of the dwellings are considered to be accessible on the ground level. A condition on any permit issued will require that one dwelling be compliant with the accessibility requirements of the Planning Scheme.*

Applications must also consider:

### Accessible Design

- *The proposed development considers the need of people with limited mobility as a clear and accessible path from the street to each front door has been provided.*
- *As noted above, the layout of the dwellings are not accessible to people with limited mobility. A condition on any permit issued will require that one dwelling be compliant with the accessibility requirements of the Planning Scheme.*

### Sustainable Design

- *The development incorporates passive solar design with north facing living areas and balconies.*
- *A condition of approval will require the submission of a Sustainable Design Assessment (SDA) to the satisfaction of the Responsible Authority.*

## **6.5 711 Stud Road, Scoresby (cont'd)**

### Architectural Design

- *The design and scale of the proposed development is consistent with the housing types encouraged in the Activity Area.*
- *The development provides an appropriate degree of visual interest and articulation to present an appropriate scale to Stud Road and adjoining sites.*
- *Large blank walls and facades have been avoided through the incorporation of glazing and varied building materials and finishes.*

### Housing for Aged Persons

- *The development has not been specifically designed as a form of housing for aged persons.*

## **4.3 Particular Provisions**

### Clause 52.06 – Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided as follows:

To each dwelling at a ratio of one car space to each one or two bedroom dwelling and two spaces for each dwelling with three or more bedrooms (with studies or studios that are separate rooms counted as bedrooms).

- *Each three or more bedroom dwelling has been proposed with two car parking spaces, with each two bedroom dwelling being proposed with one car parking space in accordance with this requirement.*
- *One (1) visitor car parking space has been provided in accordance with this requirement.*

## **6.5 711 Stud Road, Scoresby (cont'd)**

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

Design Standard 1: Accessways – *Can Comply. A condition of any permit issued would require that the letter boxes have a maximum height of 900mm and that meter boxes are outside the driveway sightline splay area.*

Design Standard 2: Car Parking Spaces – *Can comply. A condition of any permit issued will require visitor spaces to be line marked, sign posted and identifiable.*

Design Standard 3: Gradients – *Complies.*

Design Standard 4: Mechanical Parking – *Not applicable.*

Design Standard 5: Urban Design – *Complies.*

Design Standard 6: Safety – *Complies.*

Design Standard 7: Landscaping – *Complies.*

## **4.4 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 assessment and recommended conditions above at Section 4.2.2.*

Residential Policy – *Complies.*

Dwelling Diversity – *Complies. A mixture of 2 – 3 bedroom dwellings have been proposed as well as at least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level.*

Infrastructure – *Complies. A drainage plan will be a condition on any permit issued.*

Integration with the Street – *Complies.*

**6.5 711 Stud Road, Scoresby (cont'd)**Site Layout and Building Massing

Street Setback – See *RGZ1* assessment.

Building Height – *Complies*.

Site Cover/permeability – *Complies*.

Energy Efficiency – *Complies*. North facing living areas and balconies are provided and a condition of approval will require the submission of a Sustainable Design Assessment (SDA) to the satisfaction of the Responsible Authority.

Safety – *Complies*. Entrances to the dwellings are not obscured or isolated from the street. Further, ground floor windows will provide passive surveillance along the south boundary.

Landscaping – *Complies*. A condition on any permit issued will require a landscape plan to the satisfaction of the Responsible Authority.

Access – *Complies*.

Parking Location – *Complies*.

Amenity Impacts

Side and rear setbacks – *Complies*.

Walls on boundaries – *N/A*.

Daylight to existing windows/north facing windows – *Complies*.

Overshadowing open space – *Complies*.

Overlooking – *Complies*. Windows and balconies with the ability to overlook adjoining properties have been shown to be screened in accordance with this Standard. A condition of any permit would require a notation that windows are to be screened with fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.

Internal views – *Can comply*. It is unclear from submitted plans as to whether the proposal will comply. It appears there may be screens proposed between each balcony however; the height of these screens have not been specified. A condition of any permit issued would require appropriate screening to be included on the plans.

Noise – *Complies*.

## **6.5 711 Stud Road, Scoresby (cont'd)**

### On-Site Amenity and Facilities

Accessibility – *Complies.*

Dwelling Entry – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *See Residential Growth Zone 1 assessment.*

Solar access – *Complies.*

Storage – *Complies.*

### Detailed Design

Detailed Design – *Complies.*

Front fence – *Complies.*

Common Property – *Complies.*

Site Services – *Complies.*

## **4.5 General Decision Guidelines**

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

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

## **5. CONCLUSION**

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

- *The development is generally consistent with State Policy, Clause 21.07 (Municipal Strategic Statement), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme, subject to conditions.*
- *The proposal complies with the Residential Growth Zone - Schedule 1, subject to conditions.*



**6.5 711 Stud Road, Scoresby (cont'd)**

- *The development is generally compliant with ResCode subject to conditions of any permit issued.*
- *The development provides an appropriate balance between policies that encourage increased housing densities along the Principal Public Transport Network (PPTN) and the amenity of adjoining properties.*

**6. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**RECOMMENDATION**

**That Council issue a Notice of Decision to Grant a Planning Permit for the construction of six (6) triple storey dwellings and alteration of access to a Road Zone – Category 1 at 711 Stud Road Scoresby subject to the following conditions:**

**Amended Plans**

- 1. Prior to the commencement of any buildings or works, 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 application but modified to show:**
  - 1.1 One dwelling to comply with the accessibility requirements of Clause 22.07-7.**
  - 1.2 Windows shown to be screened to include the notation ‘to be screened with fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The window may be clear and openable above 1.7 metres. Adhesive film must not be used’.**
  - 1.3 Proposal to comply with Clause 55.04-7 (Internal Views) of the Knox Planning Scheme. Notations need to be included that identify screening between balconies within the development.**
  - 1.4 Any changes required to satisfy Condition 2.5.**
  - 1.5 Visitor car parking spaces to be easily identifiable through the provision of line marking and signs.**

**6.5 711 Stud Road, Scoresby (cont'd)****Recommendation (cont'd)**

- 1.6 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.
- 1.7 Location and details of letterboxes and metre boxes.
- 1.8 Drainage plans in accordance with Condition 2 of this Permit and any necessary modifications.
- 1.9 Landscape plans in accordance with Condition 3 of this Permit and any necessary modifications.
- 1.10 A Sustainable Design Assessment in accordance with Condition 12.

To the satisfaction of the Responsible Authority.

**Drainage**

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.
  - 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 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.

**6.5 711 Stud Road, Scoresby (cont'd)****Recommendation (cont'd)**

**2.6 All levels to be to AHD (Australian Height Datum).**

**To the satisfaction of the Responsible Authority.**

- 3. Stormwater runoff from all buildings and hardstand 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.**

**Landscaping**

- 4. 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:**
- 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
- 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).**
- 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.**
- 4.4 Details of the surface finishes of pathways and driveways.**
- 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
- 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
- 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**

**6.5 711 Stud Road, Scoresby (cont'd)****Recommendation (cont'd)**

**4.8 All vegetation to be removed.**

**4.9 The plans must also show the provision of at least 2 additional indigenous or native canopy trees 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 in the front setback.**

**To the satisfaction of the Responsible Authority.**

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

**General**

- 7. All development must be in accordance with the endorsed plans.**
- 8. The layout of buildings and works as shown on the endorsed plans, must not be altered without the prior written consent of the Responsible Authority. This does not apply to:**
  - 8.1 An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or**
  - 8.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.**

**Where the total floor area of decks, pergolas and verandahs, for each dwelling does not exceed 16m<sup>2</sup>.**

- 9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**

**6.5 711 Stud Road, Scoresby (cont'd)****Recommendation (cont'd)**

11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

**Sustainable Design Assessment**

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

**Car Parking & Accessways**

14. Before the dwellings are occupied, driveways and car parking areas must be:
  - 14.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
  - 14.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
  - 14.3 Treated with an all-weather seal or some other durable surface; and
  - 14.4 Line-marked or provided with some other adequate means of showing the car parking spaces.

To the satisfaction of the Responsible Authority.

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

**6.5 711 Stud Road, Scoresby (cont'd)****Recommendation (cont'd)**

16. Visitor spaces are to be accessible to visitors at all times and are to be line marked/paved and signed.

**Fencing**

17. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.
18. Prior to the occupancy of the development all fencing shall be in a good condition to the satisfaction of the Responsible Authority.

**Amenity During Construction**

19. 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:

19.1 The appearance of building, works or materials on the land

19.2 Parking of motor vehicles

19.3 Transporting of materials or goods to or from the site

19.4 Hours of operation

19.5 Stockpiling of top soil or fill materials

19.6 Air borne dust emanating from the site

19.7 Noise

19.8 Rubbish and litter

19.9 Sediment runoff

19.10 Vibration

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

**6.5 711 Stud Road, Scoresby (cont'd)****Recommendation (cont'd)****Stormwater**

20. Stormwater runoff from all buildings and hard standing 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.

**Permit Expiry**

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

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

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

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

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

**NOTES**

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on 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.

**6.5 711 Stud Road, Scoresby (cont'd)****Recommendation (cont'd)**

- Applicant is to direct all stormwater discharge from property is to be directed to the 975mm diameter Council Stormwater pipe near the south-west corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The total Permissible Site Discharge for the property including all dwellings is 4.1 L/s to the existing Council drainage system for a 20 year ARI event.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

**Other Notes:**

- Road Opening Permit shall be required for any works within or affecting the road reserve.
- 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.



**6.5 711 Stud Road, Scoresby (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.
- All letterboxes shall face towards the street frontage and if located adjacent to the driveway the letterboxes and any associated structures shall not be greater than 900mm in height.
- 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:***                      ***Principal Planner***  
***(Cliff Bostock)***

***Report Authorised By:***                ***Director – City Development***  
***(Angelo Kourambas)***



**Property Address**  
711 Stud Road,  
SCORESBY

**Application Number**  
P/2016/6769

**Description**  
The construction of six (6) triple storey dwellings and alteration of access to a road zone category 1

**Wardname**  
Tirhatuan

**LEGEND:**

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



Scale: 1:3000



**DISCLAIMER:**

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

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**Knox City Council**  
REPORT APPENDIX: B

**Property - Address**  
711 Stud Road, SCORESBY  
P/2016/6769

**Application Number**  
P/2016/6769

**Description**  
The construction of six (6) triple storey dwellings and alteration of access to a road zone category 1

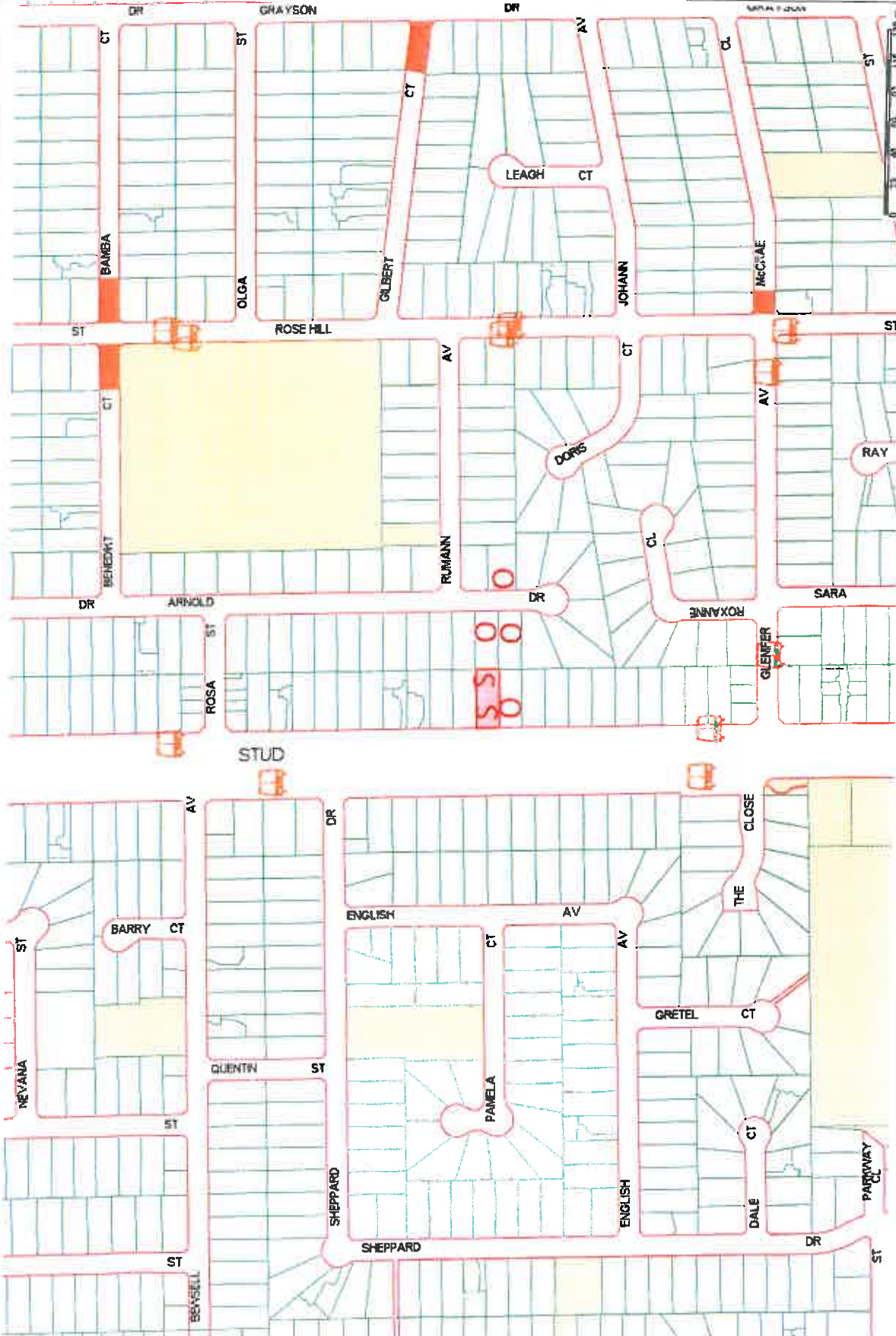
**Wardname**  
Tirhatuan

**LEGEND:**

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserve
- Commercial Areas
- Tertiary / Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stop
- Utiator
- Unit Development
- Subject Property
- Position



Scale: 1:3000



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# 711 STUD ROAD SCORESBY APPENDIX B

DEMOLITION OF EXISTING DWELLING AND CONSTRUCTION OF SIX THREE-STOREY RESIDENTIAL DWELLINGS

## 711 STUD ROAD, SCORESBY, 3179

TOWN PLANNING APPLICATION [REV AJ] - OCTOBER 2016

DWG No.	SHEET NAME	REV.
TP00	COVER SHEET	A
TP01	EXISTING CONDITIONS & DEMOLITION PLAN	A
TP02	DESIGN RESPONSE PLAN	A
TP03	GROUND FLOOR PLAN	A
TP04	FIRST FLOOR PLAN	A
TP05	SECOND FLOOR PLAN	A
TP06	ROOF PLAN	A
TP07	ELEVATIONS	A
TP08	SHADOW DIAGRAMS	A



Knox City Council  
 RECEIVED  
 20 OCT 2016  
 PLANNING DEPARTMENT

REVISION PROCEDURE AT 711 STUD ROAD, SCORESBY

Multi-Unit Development At  
 711 Stud Road, Scoresby  
 Lumina Investments Trust



Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	19/10/2016

COVER SHEET  
 DRAWING NO. TP00  
 DATE 19/10/2016  
 PROJECT NO. TP161018

# 711 STUD ROAD SCORESBY APPENDIX B

STUD ROAD

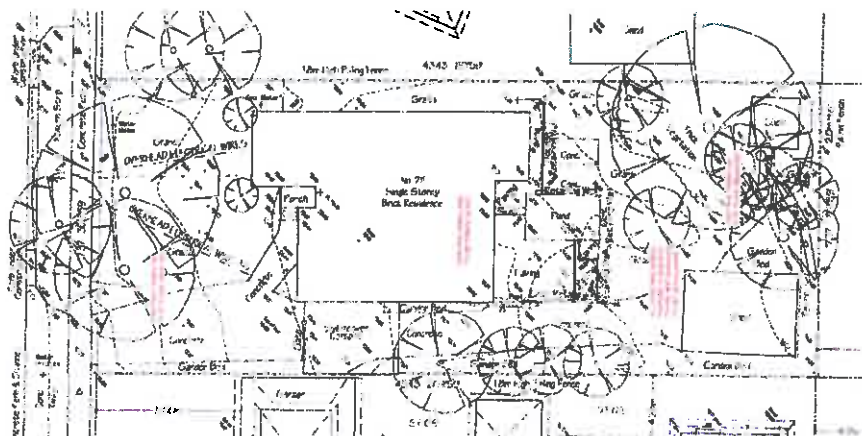
STUD ROAD SERVICE LANE



EXISTING CONDITIONS  
SCALE 1:250

STUD ROAD

STUD ROAD SERVICE LANE



DEMOLITION PLAN  
SCALE 1:100

PROJECT TITLE  
**EXISTING CONDITIONS & DEMOLITION PLAN**

DATE  
18/10/2016

SCALE  
As Indicated

PROJECT NUMBER  
TP01

APPENDIX  
A

Client  
Multi-Joint Development At  
711 Stud Road, Scoresby  
Lumihar Investments Trust

DATE  
18/10/2016

SCALE  
As Indicated

PROJECT NUMBER  
TP01

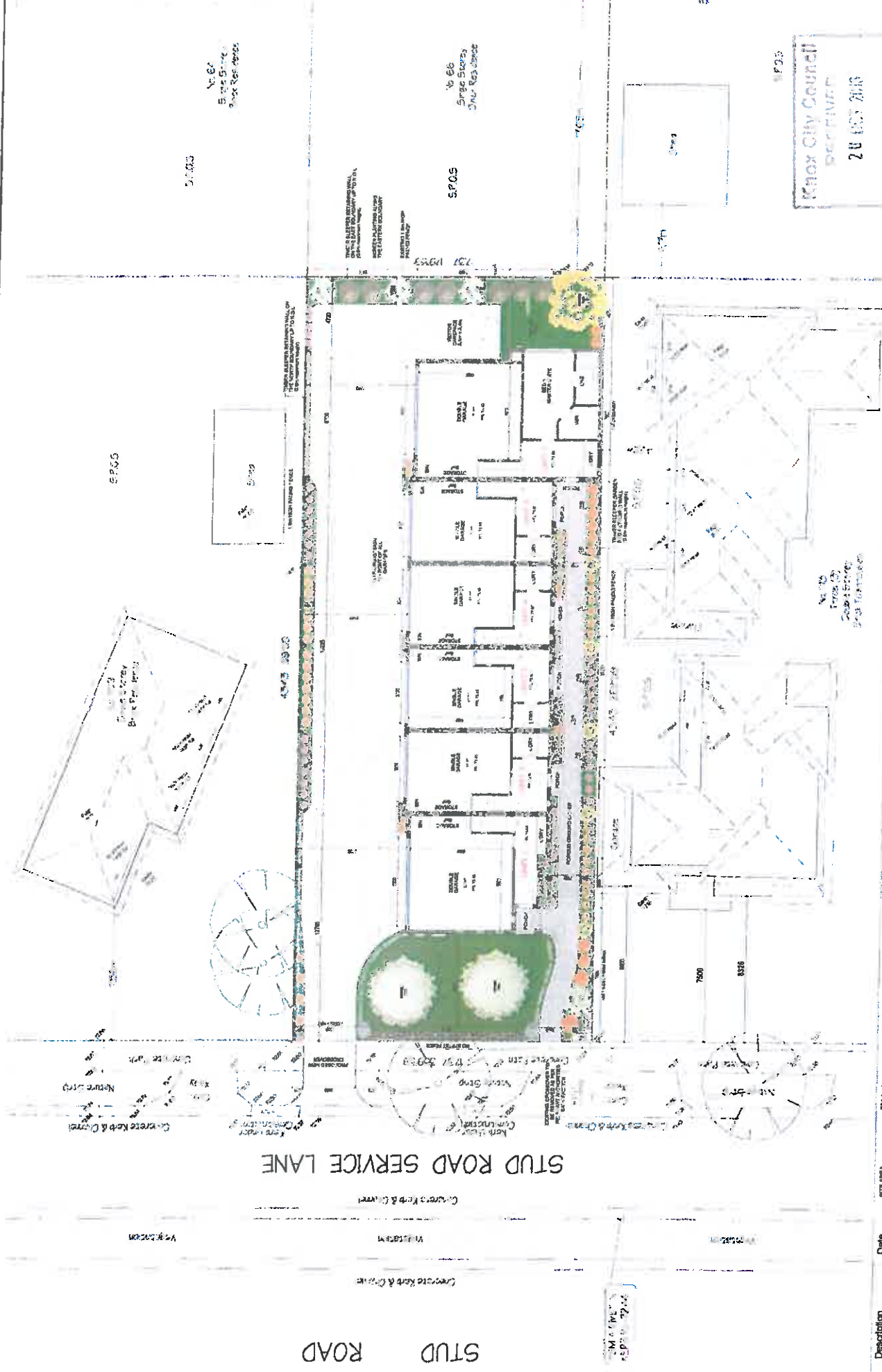
APPENDIX  
A

**TACTEL**  
ARCHITECTS

Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	18/10/2016



# 711 STUD ROAD SCORESBY APPENDIX B



PLANNING DEPARTMENT  
**GROUND FLOOR PLAN**  
 No. 10  
 1705 St.  
 Scoresby  
 VIC 3179

KNOWLEDGE  
 2016

DATE: 18/10/2016  
 PROJECT NUMBER: TP03  
 SCALE: 1:100  
 DRAWING NUMBER: TP161018

**Multi-Unit Development At  
 711 Stud Road, Scoresby**  
 Luminar Investments Trust

PROJECT: Multi-Unit Development At 711 Stud Road, Scoresby  
 CLIENT: Luminar Investments Trust  
 DRAWING NO: 161018  
 DATE: 18/10/2016  
 SCALE: 1:100  
 PROJECT NUMBER: TP03  
 DRAWING NUMBER: TP161018

**TABTEL**  
 ARCHITECTS

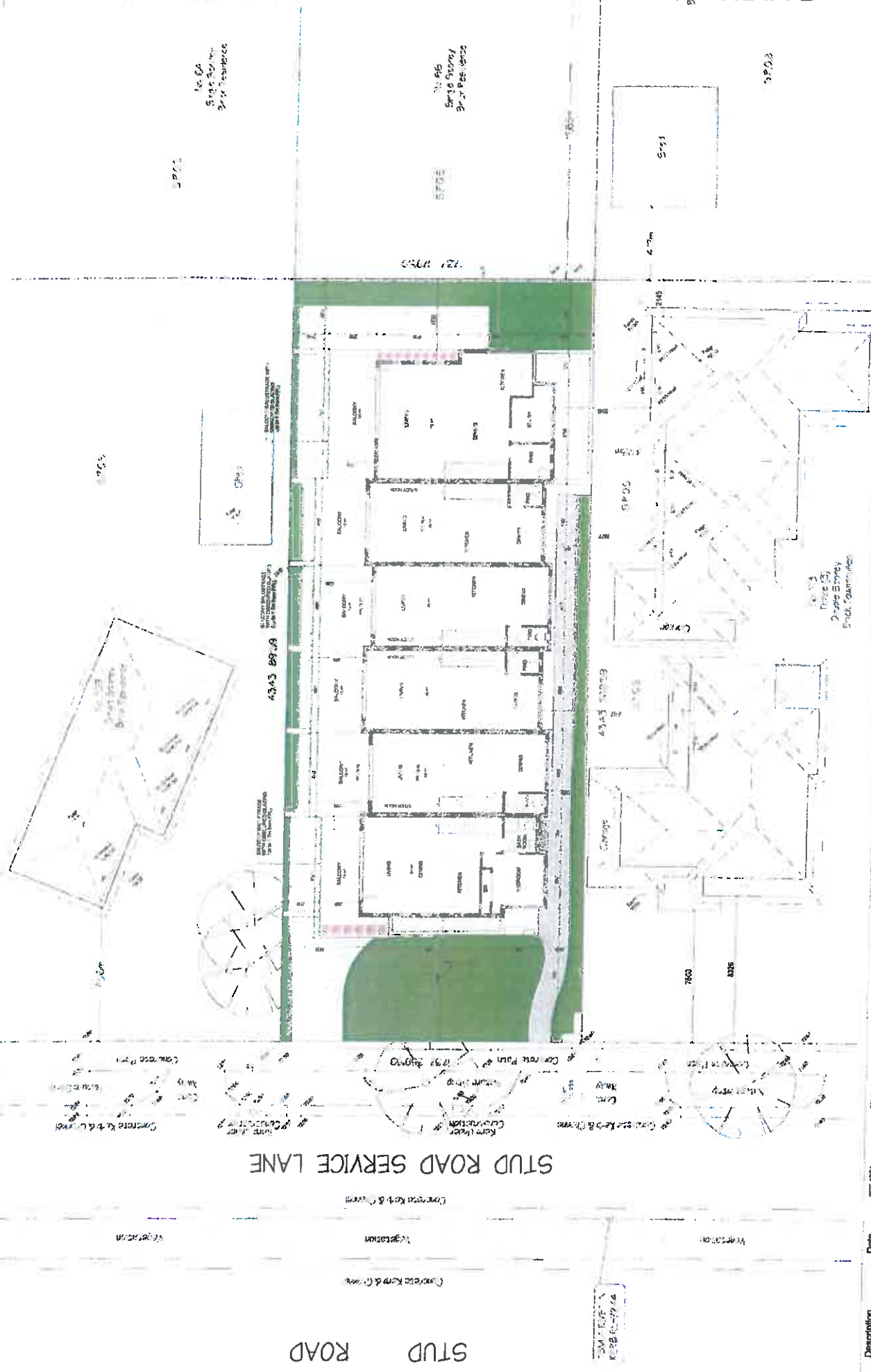
1705 ST. SCORESBY VIC 3179  
 PH: 03 9497 1111  
 WWW.TABTELARCHITECTS.COM.AU

UNIT	GROUND FLOOR AREA (sqm)	FIRST FLOOR AREA (sqm)	TOTAL AREA (sqm)	PERCENTAGE SITE COVERAGE	PERCENTAGE BALCONY AREA	PERCENTAGE GARAGE AREA	PERCENTAGE DRIVEWAY AREA	PERCENTAGE TOTAL AREA
1	41.8	42.8	84.6	18.2	18.2	18.2	18.2	72.8
2	41.8	42.8	84.6	18.2	18.2	18.2	18.2	72.8
3	41.8	42.8	84.6	18.2	18.2	18.2	18.2	72.8
4	41.8	42.8	84.6	18.2	18.2	18.2	18.2	72.8
5	41.8	42.8	84.6	18.2	18.2	18.2	18.2	72.8
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Rev	Description	Date
1	ISSUE FOR PLANNING PERMIT	18/10/2016

APPENDIX B TO TP03 - 18/10/2016

# 711 STUD ROAD SCORESBY APPENDIX B



**1**

**FIRST FLOOR PLAN**

DATE: 18/10/2016  
PROJECT NUMBER: TP04

SCALE: 1:100  
PROJECT NUMBER: TP161018

**Multi-Unit Development At 711 Stud Road, Scoresby**  
Luminar Investments Trust

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MELBOURNE VIC 3000  
PH: 03 9412 1234  
WWW.TACTELARCHITECTURE.COM.AU

Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	18/10/2016

Room	Area (sqm)	Area (sqft)
704 UNIT	41.9	451
705 UNIT	41.9	451
706 UNIT	41.9	451
707 UNIT	41.9	451
708 UNIT	41.9	451
709 UNIT	41.9	451
710 UNIT	41.9	451
711 UNIT	41.9	451
712 UNIT	41.9	451
713 UNIT	41.9	451
714 UNIT	41.9	451
715 UNIT	41.9	451
716 UNIT	41.9	451
717 UNIT	41.9	451
718 UNIT	41.9	451
719 UNIT	41.9	451
720 UNIT	41.9	451
721 UNIT	41.9	451
722 UNIT	41.9	451
723 UNIT	41.9	451
724 UNIT	41.9	451
725 UNIT	41.9	451
726 UNIT	41.9	451
727 UNIT	41.9	451
728 UNIT	41.9	451
729 UNIT	41.9	451
730 UNIT	41.9	451
731 UNIT	41.9	451
732 UNIT	41.9	451
733 UNIT	41.9	451
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# 711 STUD ROAD SCORESBY A.P. ANNEX B



**PLANNING DEPARTMENT**  
**SECOND FLOOR PLAN**  
 DATE: 18/10/2018  
 DRAWN BY: NE  
 SCALE: 1:100  
 PROJECT NO: TP05  
 SHEET NO: A

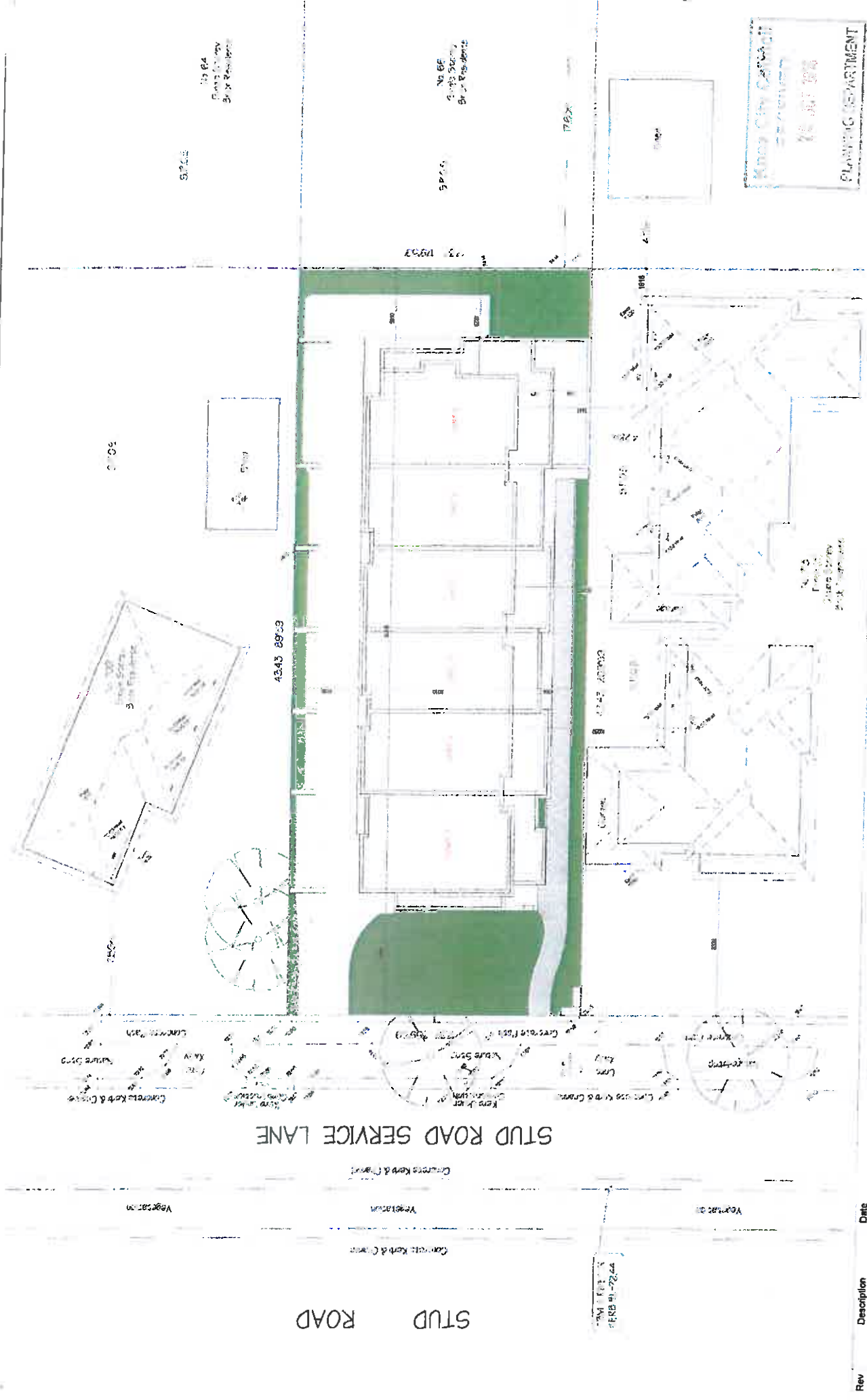
**TACTEL**  
 Multi-Unit Development At  
 711 Stud Road, Scoresby  
 Lumina Investments Trust  
 DRAWN BY: NE  
 DATE: 18/10/2018  
 SCALE: 1:100  
 PROJECT NO: TP05  
 SHEET NO: A

Rev	Description	Date
1	ISSUE FOR PLANNING PERMIT	18/10/2018

Room	Area (sqm)	Area (sqft)	Notes
UNIT 100	74.4	803	GROUND FLOOR
UNIT 101	74.4	803	GROUND FLOOR
UNIT 102	74.4	803	GROUND FLOOR
UNIT 103	74.4	803	GROUND FLOOR
UNIT 104	74.4	803	GROUND FLOOR
UNIT 105	74.4	803	GROUND FLOOR
UNIT 106	74.4	803	GROUND FLOOR
UNIT 107	74.4	803	GROUND FLOOR
UNIT 108	74.4	803	GROUND FLOOR
UNIT 109	74.4	803	GROUND FLOOR
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UNIT 111	74.4	803	GROUND FLOOR
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UNIT 197	74.4	803	GROUND FLOOR
UNIT 198	74.4	803	GROUND FLOOR
UNIT 199	74.4	803	GROUND FLOOR
UNIT 200	74.4	803	GROUND FLOOR

# 711 STUD ROAD SCORESBY APPENDIX B



**ROOF PLAN**

DATE: 18/10/2018

SCALE: 1:100

PROJECT: TP161018

CLIENT: Lurnihur Investments Trust

DESIGNER: TABTEL

**Multi-Unit Development At 711 Stud Road, Scoresby**

**Lurnihur Investments Trust**

PROJECT NO: 161018

DATE: 18/10/2018

SCALE: 1:100

PROJECT: TP161018

**TABTEL**

ARCHITECTS

10/100 STURD ROAD, STURD ROAD, STURD ROAD, STURD ROAD, STURD ROAD

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Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	18/10/2018

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# 711 STUD ROAD SCORESBY APPENDIX B

MATERIAL	REF.	COLOUR
COLOURED CONCRETE (ECLIPSE)	CR	[Colour swatch]
REINFORCED PAVING (CALCIPRITE 3mm)	PV	[Colour swatch]
RENDER FINISH (OPAL/WHITE)	WR	[Colour swatch]
RENDER FINISH (JET BLACK)	WR	[Colour swatch]
METAL OR TIMBER CLADDING (NATURAL COPPER)	WR	[Colour swatch]
RENDER FINISH (WASHED LOOK (SANTAL BROWN))	WR	[Colour swatch]
SCYON STRIA CLADDING (PLAYED PROFILE 25mm)	WR	[Colour swatch]
BRICK FINISH (FOSSEL)	WR	[Colour swatch]
LIMESTONE FINISH (WHITE GRAY)	WR	[Colour swatch]
METAL ROOFING (POLY-LON)	WR	[Colour swatch]
TIMBER CLADDING (JARRAH OR BIRCH)	WR	[Colour swatch]
BALUSTRADE WITH COLOURED GLASS FOR BALCONY SCREENING	WR	[Colour swatch]



North facing balcony with access from the living room



NORTH-WESTERN PERSPECTIVE



SOUTH-WESTERN PERSPECTIVE

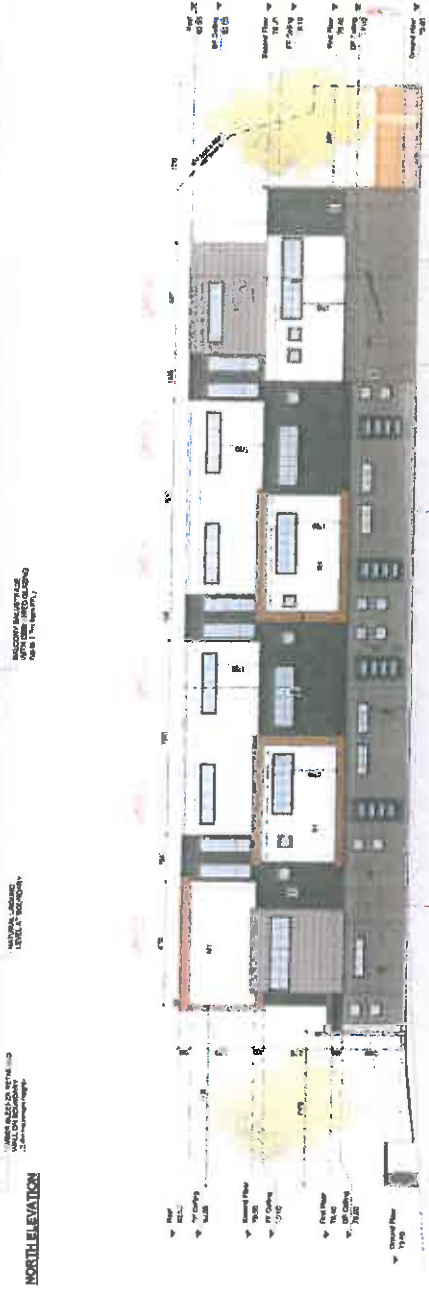
Access path to townhouse with extensive landscaping on both sides



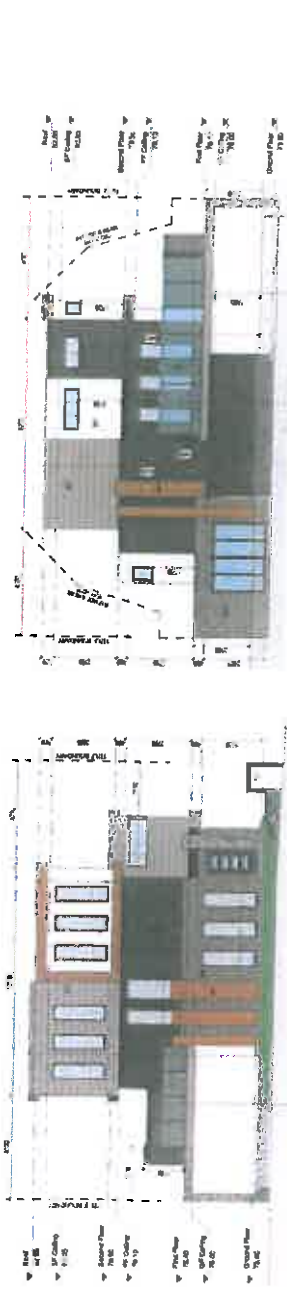
GEAR BOUNDARY AND LOT FOR CARPARKS  
Extensive medium scale trees and screening along the eastern boundary



NORTH ELEVATION



SOUTH ELEVATION



WEST ELEVATION



EAST ELEVATION

Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	19/10/2016



Multi-Unit Development At  
711 Stud Road, Scoresby  
Luminor Investments Trust

DATE: 19/10/2016	PROJECT: TP07
SCALE: 1:100	PROJECT: TP181018
DATE: 19/10/2016	PROJECT: TP07
SCALE: 1:100	PROJECT: TP181018

ELEVATIONS

PLANNING DEPARTMENT  
26 OCT 2016

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# 711 STUD ROAD SCORESBY APPENDIX B

STUD ROAD

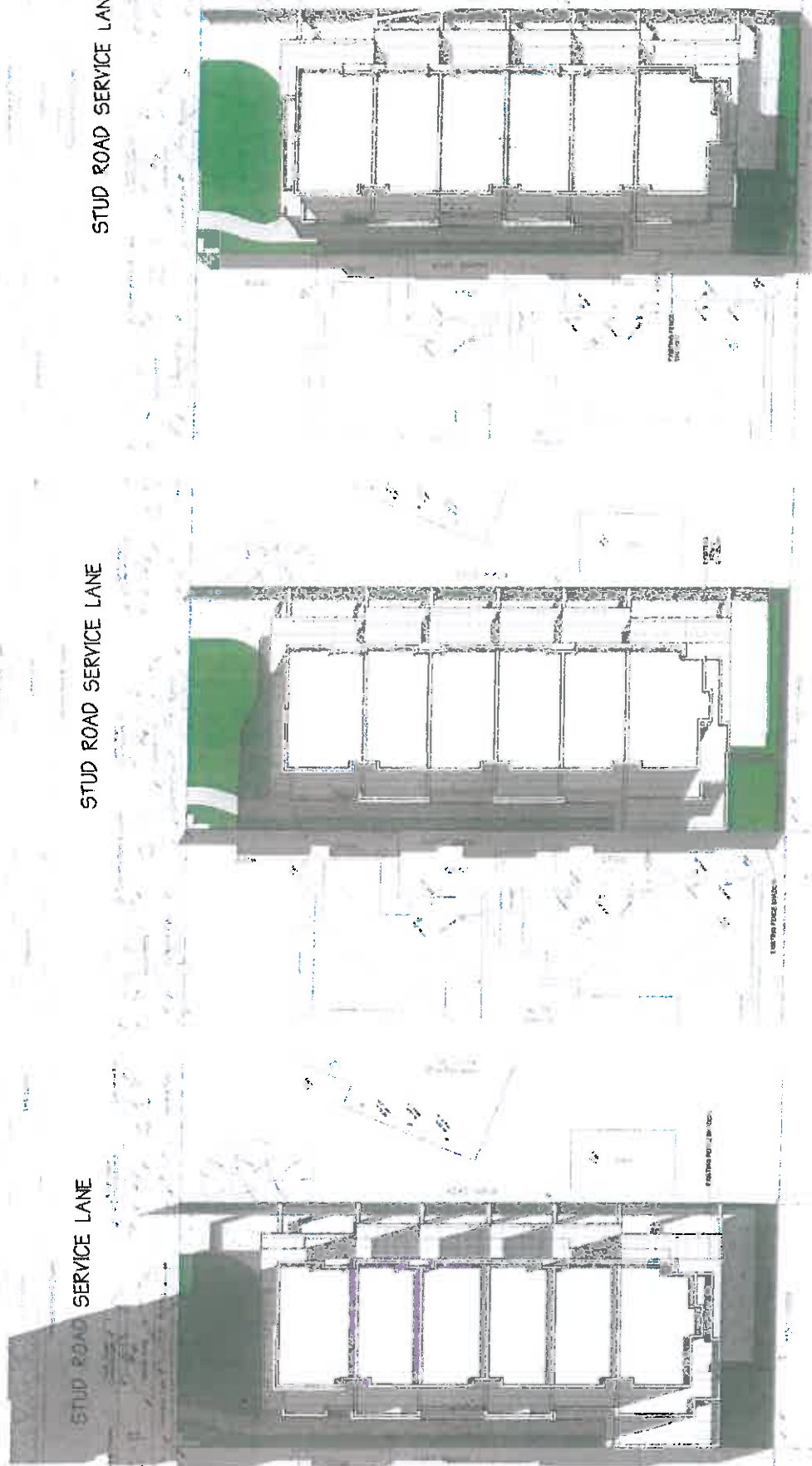
STUD ROAD

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STUD ROAD SERVICE LANE

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STUD ROAD SERVICE LANE



SHADOW DIAGRAM AT 9:00 AM

SHADOW DIAGRAM AT 12:00 PM

SHADOW DIAGRAM AT 3:00 PM

Multi-Unit Development At  
711 Stud Road, Scoresby  
Luminar Investments Trust

DATE: 18/10/2018  
PROJECT NUMBER: TP06  
SCALE: 1:150  
DRAWING NUMBER: TP161018

TACTEL  
ARCHITECTS

SHADOW DIAGRAM AT 9:00 AM

SHADOW DIAGRAM AT 12:00 PM

SHADOW DIAGRAM AT 3:00 PM

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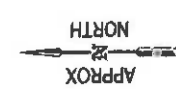
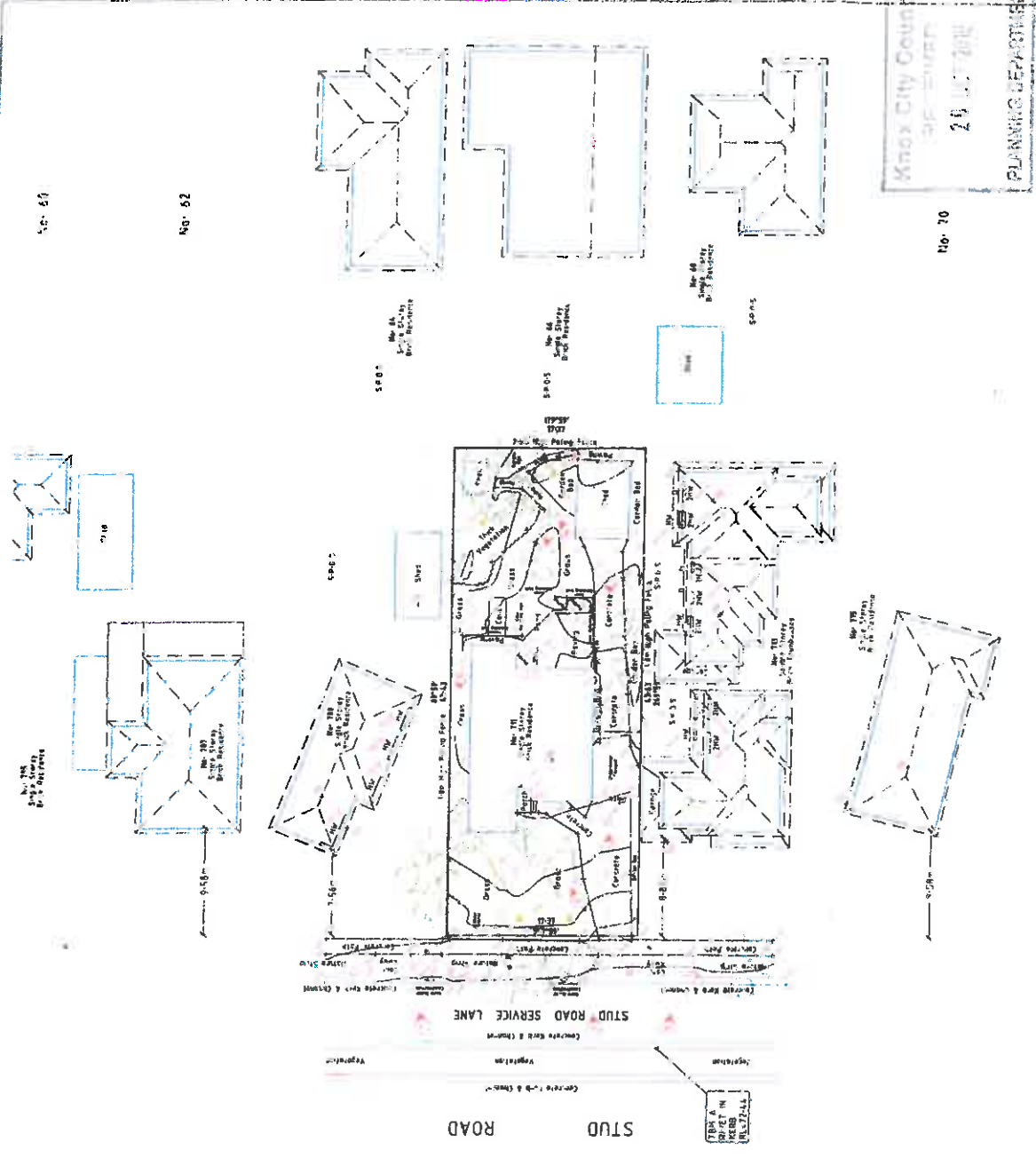
SHADOW DIAGRAM AT 3:00 PM

SHADOW DIAGRAM AT 9:00 AM

SHADOW DIAGRAM AT 12:00 PM

SHADOW DIAGRAM AT 3:00 PM

# 711 STUD ROAD SCORESBY APPENDIX B



EMANER TRUST  
711 STUD ROAD, SCORESBY  
FEATURE, LEVEL & TITLE PLAN  
Scale: 1:500  
Drawn: M126 - A1.dwg  
Date: 25/07/2018  
Knox City Council  
PLANNING DEPARTMENT

**NOTES**

1. All dimensions are in meters.
2. All bearings are true bearings.
3. All areas are in square meters.
4. All volumes are in cubic meters.

**MOONLAND GROUP**

1000 000  
1:500 000  
1:100 000

**WINDOW NOTATIONS:**

ALL WINDOWS ARE TO BE INSTALLED IN ACCORDANCE WITH THE CURRENT BUILDING REGULATIONS AND THE CURRENT WINDOW SCHEDULE.

**DO NOT SCALE DRAWING**

SCALE 1:100  
LEGENDS ARE IN METRES

**LEGEND:**

- SURFACE FINISH
- CONCRETE
- ASPHALT
- PAVED DRIVEWAY
- CONCRETE DRIVEWAY
- CONCRETE DRIVEWAY

**COLLIER WARD****6.6 APPLICATION FOR THE CONSTRUCTION OF SIX (6) TRIPLE STOREY DWELLINGS AND ALTERATION OF ACCESS TO A ROAD ZONE – CATEGORY 1 AT 505 BORONIA ROAD, WANTIRNA (Application No. P/2016/6724)****1. SUMMARY:**

<b>Land:</b>	505 Boronia Road, Wantirna
<b>Applicant:</b>	Apex Building Design Studio
<b>Proposed Development:</b>	The construction of six (6) triple storey dwellings and alteration of access to a Road Zone – Category 1
<b>Existing Land Use:</b>	Single dwelling
<b>Area/Density:</b>	728sqm, 1:120sqm
<b>Zoning:</b>	Residential Growth Zone – Schedule 1
<b>Overlays:</b>	No overlays
<b>Local Policy:</b>	Municipal Strategic Statement (MSS) Development in Residential Areas and Neighbourhood Character Policy
<b>Application Received:</b>	23 June 2016
<b>Number of Objections:</b>	1
<b>PCC Meeting:</b>	Not applicable

**Assessment:**

*The development provides for an appropriate balance between the need for additional housing within an established residential area, the amenity of occupants and adjoining residents, and planting of new canopy vegetation.*

*The proposal generally complies with the Municipal Strategic Statement, the Development in Residential Areas and Neighbourhood Character Policy, and ResCode.*

*The proposal complies with the Residential Growth Zone – Schedule 1.*

*Subject to modifications, it is considered that the proposal reasonably responds to State and Local Planning Policies. It is recommended that Council issue a Notice of Decision to grant a Planning Permit, subject to conditions.*

## **6.6 505 Boronia Road, Wantirna (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 located on the northern side of Boronia Road, Wantirna. The site contains a single storey dwelling and associated outbuildings. Vegetation exists primarily of exotic species, within the front and rear setbacks. Access to the site is via an existing crossover and driveway to the western boundary of the land.
- A 2.44 metre wide easement exists along the rear (northern) boundary. No covenants apply to the land.
- The subject site is located within an established residential area; containing a mixture of single and two storey dwellings. There are some examples of multi-dwelling developments within the immediate area.

#### **2.2 The Proposal**

(Refer to attached plans at Appendix B)

It is proposed to remove the existing dwelling from the site and construct six (6) triple storey dwellings and alteration of access to a Road Zone – Category 1. Details are as follows:

- Dwellings 1 and 6 contain three (3) bedrooms, bathrooms and open living / dining / kitchen area. Dwelling 6 has also been proposed with a bedroom at ground floor level and a study on the first floor.
- Dwellings 2 – 4 contain two (2) bedrooms, bathrooms and open living / dining / kitchen area.
- The development proposes vehicle access from the existing crossover on Boronia Road (service lane) to service the proposed development. Dwellings 1 and 6 have been proposed with a double garage, with the remainder of the dwellings being proposed with single garages. A visitor car parking space has been proposed to the north of Dwelling 6.
- Each dwelling is proposed with a minimum 15 square metre balcony, with a minimum width of 2.3 metres.

## **6.6 505 Boronia Road, Wantirna (cont'd)**

- Dwellings will reach a maximum height of 9.2 metres and will be constructed of a mixture of render, lightweight cladding, timber cladding and colour bond roofing. Colours and materials are varied to create visual interest in the design.
- All vegetation is proposed to be removed from the site and no front fence is proposed.

## **3. CONSULTATION**

### **3.1 Advertising**

The application was advertised by way of a sign on the site frontage and notices were sent to adjoining property owners and occupiers. Council received one (1) objection which was conditionally withdrawn, subject to a condition that the screening along the northern and eastern sides of the balcony to Dwelling 6 be 1.9 metre high.

As the objection was conditionally withdrawn, it must still be considered as an objection.

### **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 and no conditions.*

#### Traffic Engineer

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

#### Drainage Engineer

- *Standard conditions to be included on any permit issued.*
- *Council records indicate that the development is in an area of significant overland flow. It is required that the floor levels of all buildings be raised at least 600mm above finished surface levels. Excavation below existing surface levels is not recommended.*

*Officer Comment: This can be addressed through conditions of any permit issued.*



## **6.6 505 Boronia Road, Wantirna (cont'd)**

### Arborist

- *Vegetation is not significant and does not warrant retention.*

### Waste Management

- *Satisfied that the waste, recycling & hard waste collections can be undertaken kerbside on the nature strip frontage of the property on Boronia Road. A Waste Management Plan is not required.*

### Sustainable Design

- *The sustainable design assessment is satisfactory.*

## **4. DISCUSSION**

### **4.1 Zoning and Overlays**

#### **4.1.1 Zone**

The subject site is located within the Residential Growth Zone. A permit is required for the construction two or more dwellings on the land pursuant to Clause 32.07-4 of the Residential Growth 1 Zone.

- *The proposal is consistent with the purpose of the Residential Growth Zone – Schedule 1 by providing for increased densities and a diversity of housing types in locations offering good access to services.*

Schedule 1 of the Residential Growth Zone varies the ResCode requirements for B6 (Street setback) which requires the front wall of buildings to be the average of the 2 dwellings on each side of the subject site or 6 metres, whichever is the lesser.

- *Complies. A 6 metre setback is proposed.*

Schedule 1 of the Residential Growth Zone varies the ResCode requirements for Standard B13 (Landscaping) which requires a minimum of one canopy tree per 250 square metres of the site area including a minimum of one canopy tree within the front setback per 5 metres of width of the site. Each tree will be required to be surrounded by 20 square metres of permeable surface with a minimum radius of 3 metres.

- *It is considered that the proposed development can accommodate the required canopy tree planting; subject to a condition of any permit issued.*

## 6.6 505 Boronia Road, Wantirna (cont'd)

Schedule 1 to the Residential Growth Zone also varies the ResCode requirements for Standard B28 (Private Open Space) which requires the provision of private open space consisting of:

- An area of 40 square metres with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with minimum area of 25 square metres with a minimum dimension of 3 metres of secluded private open space with convenient access from a living room, or
- A balcony of 15 square metres with a minimum width of 1.8 metres and convenient access from a living room, or
- A roof-top area of 15 square metres with a minimum width of 2 metres and convenient access from a living room.
- *Each dwelling has been proposed with a balcony of at least 15 square metres with a minimum width of 1.8 metres and convenient access from a living room.*

Maximum building height:

The maximum building height should not exceed 13.5 metres unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the height of the building should not exceed 14.5 metres.

- *The dwellings will reach a maximum height of 9.2 metres and as such, comply with this requirement. The height of the development will provide for an appropriate visual transition to the General Residential Zone; given development can be constructed a maximum height of 9 metres within the adjoining General Residential Zone. A condition of the permit may require that the building be raised by 600mm for flood mitigation purposes, however at a height of 9.8 metres the building would still comply.*

### 4.1.2 Overlays

No overlays apply to the land.

## 4.2 Policy Consideration

### 4.2.1 State Planning Policy Framework

## 6.6 505 Boronia Road, Wantirna (cont'd)

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.

- *It is considered that the proposed development will not detract from the character of the area. The design of the development generally reflects the built form, scale and modern finishes found in the area.*
- *Subject to modifications, the proposal provides for an increased density, with minimal adverse amenity impacts and is within reasonable distance of shops, services, and public transport on the Principal Public Transport Network.*

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

- *The proposal contributes to the consolidation of urban development through the provision of increased density with access to urban services and transport. Dwellings are orientated to the north to provide for passive solar access.*
- *A Sustainable Design Assessment (SDA) was submitted with the application and is considered satisfactory. A condition of any permit issued will also require the development to be constructed in accordance with the approved SDA.*

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.

- *Neighbourhood character - This is discussed at Section 4.2.2 of the report.*

## 6.6 505 Boronia Road, Wantirna (cont'd)

- Housing choice – *The development provides for dwellings with smaller open space areas and a range of bedrooms, contributing to housing choice.*
- Integration with infrastructure – *The site is located in a fully serviced area. Drainage plans will be required as a condition of any permit issued.*
- Energy efficiency – *This has been discussed at Clause 15.02 (Sustainable Development).*
- Location – *The site is located within easy walking distance of public transport available along Boronia Road.*

Clause 18 Transport – To create a safe and sustainable transport system by integrating land use and transport.

- *The site is located on Boronia Road and forms part of the Principal Public Transport Network (PPTN).*
- *Smart Bus route 901 runs along Stud Road and Boronia Road. The 901 service runs at various intervals between Frankston and Melbourne Airport from 5am to midnight on weekdays, from 6am to midnight on Saturdays, and from 7am to 6pm on Sundays.*
- *Bus Route 664 runs from Chirnside Park to Knox City via Bayswater at various intervals from 6:15am to 9:15pm weekdays, from 7:22am to 10:38pm Saturdays and 7:42am to 9:38pm Sundays.*
- *Bus Route No. 745 operates between Bayswater Station and Knox City, Boronia Station and Wantirna Primary School with a service departing Knox City at 2:30pm and services departing Bayswater Station at 2:45pm and 4:10pm.*

### 4.2.2 Local Planning Policy Framework

Clause 21.01 Municipal Strategic Statement (MSS).- encourages planning and development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development and influencing the urban form so that Knox itself becomes more sustainable.

## 6.6 505 Boronia Road, Wantirna (cont'd)

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 with a strong use of existing infrastructure, and to reduce dependence on private vehicle travel.

- *The site is located in an established activity area close to urban services and open space areas. The development provides additional housing on an existing residential allotment where existing infrastructure will be utilised.*
- *A Sustainable Design Assessment (SDA) has been submitted and is considered satisfactory. A condition of any permit issued will require the development to be constructed in accordance with the approved SDA.*

21.04 Urban Design - Municipal Strategic Statement (MSS) – To ensure that all development responds positively to the existing patterns of urban form and character, the landscape, qualities, historic and cultural elements and social aspirations of the Knox community.

- *The subject site is located within an Activity area and is considered to respect the preferred neighbourhood character of the area, and is consistent with the requirements of the MSS.*
- *An assessment against Council's Development in Residential Areas and Neighbourhood Character Policy (Clause 22.07) is below. The development complies with the landscaping requirements of the Residential Growth Zone – Schedule 1 and provides opportunities for meaningful landscaping.*

Clause 21.05 – Housing – The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

## 6.6 505 Boronia Road, Wantirna (cont'd)

The subject site is located on the Principal Public Transport Network, with good access to the 901 SmartBus service, connections to shops, facilities and nearby activity centres such as Knox City.

Objective 1 for Housing Objectives and Strategies is to support residential development in accordance with the Knox Housing Strategy 2013, which identifies a scaled approach to residential development. A strategy is to direct housing growth toward Local Living and Activity Areas.

- *The intensity of the proposed development is consistent with the strategy of increased residential development within an 'Activity Area' where a greater range and increased densities of residential development are encouraged.*
- *The proposal is considered to be consistent with the preferred neighbourhood character as set out in the local policy as the proposed development will make a positive contribution to the character of the surrounding area.*

Objective 2 is to support a diversity of housing choice in appropriate locations. Strategies include encouraging a diversity of housing styles, types, forms and sizes to cater for the changing needs of the community and to encourage developments of three or more dwellings in Activity Areas and Local Living areas to include a mix of dwelling sizes (including 1 and 2 bedroom dwellings), to respond to a shortfall in the number of smaller sized dwellings within the municipality.

- *The development will provide residents with alternative forms of housing styles and sizes. The development provides two (2) three bedroom dwellings and four (4) two bedroom dwellings.*

Objective 3 is to ensure the quality of housing design in Knox is improved to better respond to neighbourhood identity and to create a stronger sense of place. Strategies include ensuring that residential development enhances the City's "green and leafy" image, support development that makes a positive contribution to the preferred future character of the area and that is innovative, environmentally sustainable, accessible and site responsive.

- *Landscaping can be accommodated within the front setback, contributing to the green and leafy image of Knox.*

Objective 4 is to protect and enhance the landscape and environmental values of the nature areas of significance within the municipality.

## 6.6 505 Boronia Road, Wantirna (cont'd)

- *The site is not located in an area of biological significance.*

Objective 5 is to ensure that residential development better responds to the community's current and future needs, and allows people to 'age-in-place' by supporting the provision of a diverse range of housing including smaller scale dwellings.

- *As noted above, the development will provide residents with alternative forms of housing styles and sizes. The development provides two (2) and three (3) bedroom dwellings.*

Clause 22.07 – Development in Residential Areas and Neighbourhood Character: Activity Area – Villa units, townhouses and apartments are encouraged.

The desired future character of this area is to:

- See the most substantial change in housing styles than other areas in Knox.
- Balance the retention of the green and leafy character when viewed from the street, whilst allowing more intensive residential development.
- Provide new residential development that is well designed both architecturally and functionally.

The key (relevant) design objectives are:

Provide a landscaped front yard, including the planting of canopy trees in accordance with the requirements of the applicable zone schedule.

- *Landscaping can be accommodated within the front setback and within side and rear setbacks, in accordance with the Schedule to the Residential Growth Zone.*

Retain existing canopy trees, wherever possible.

- *Vegetation that grows on the property does not merit retention. Canopy tree planting and landscaping will be required as a condition of any permit issued.*

Locate carports and garages behind the line of or underneath the dwelling or in the rear yard.

- *The car parking provision for the dwellings will not dominate the façade of the development. The garages will not be overly visible from the street frontage and are setback behind the front wall of the development.*

**6.6 505 Boronia Road, Wantirna (cont'd)**

Provide single crossovers for driveways.

- *The development will utilise the existing single crossover to gain access to the site.*

Minimise the amount of paving in front yards and driveways.

- *The development will utilise the existing single crossover to gain access to the site and a pedestrian path will be provided along the eastern boundary. This is considered reasonable.*

Significantly setback first and second floor levels from the ground floor level.

- *The first floor is not significantly setback from the ground floor level as the balconies cantilever the access way and minimal separation has been provided in built form. However, it is considered the development provides a reasonable level of articulation and visual interest through varied materials and finishes to reduce bulk and mass. Therefore, the design response is considered acceptable.*
- *The second floor level is significantly setback from the first floor level, particularly to northern (rear) boundary and eastern boundary of the land.*

Provide wide, upper floor balconies fronting the street and any adjoining public open space to maximise passive surveillance.

- *All dwellings are provided with wide upper floor balconies. Part of the balcony to Dwelling 1 fronts Boronia Road to maximise passive surveillance. A condition of any permit to issue will require the screening to this balcony fronting Boronia Road to be reduced to 1.5 metres. The balconies to Dwellings 2-6 have been proposed to be screened to 1.7m above finish floor levels to prevent overlooking, however distant views would be possible.*
- *Ground floor windows have been included to provide a sense of passive surveillance along the south boundary.*

In developments of three or more dwellings, provide a mix of dwelling sizes (number of bedrooms). At least one dwelling should contain a bedroom, kitchen, bath or shower, and a toilet and wash basin at ground floor level.

- *The development will provide residents with alternative forms of housing styles and sizes. The development provides two (2) and three (3) bedroom dwellings.*



## 6.6 505 Boronia Road, Wantirna (cont'd)

- *The applicant has designed Dwelling 6 with a bedroom and ensuite at ground floor level however; a kitchen has not been proposed. A condition on any permit issued will require that one dwelling comply with the accessibility requirements of the Planning Scheme.*

Applications must also consider:

### Accessible Design

- *The proposed development considers the need of people with limited mobility as a clear and accessible path from the street to each front door has been provided.*
- *As noted above, the applicant has designed Dwelling 6 with a bedroom and ensuite at ground floor level to address mobility. A condition on any permit issued will require that one dwelling comply with the accessibility requirements of the Planning Scheme.*

### Sustainable Design

- *The development incorporates passive solar design with balconies with northern solar access.*
- *A Sustainable Design Assessment (SDA) has been submitted and is considered satisfactory. A condition of any permit issued will require the development to be constructed in accordance with the approved SDA.*

### Architectural Design

- *The design and scale of the proposed development is consistent with the housing types encouraged in the Activity Area.*
- *The development provides an appropriate degree of visual interest and articulation to present an appropriate scale to Boronia Road and adjoining sites.*
- *Large blank walls and facades have been avoided through the incorporation of glazing and varied building materials and finishes.*

### Housing for Aged Persons

- *The development has not been specifically designed as a form of housing for aged persons.*

## 6.6 505 Boronia Road, Wantirna (cont'd)

### 4.3 Particular Provisions

#### Clause 52.06 – Car Parking

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

Clause 52.06-5 outlines the requisite amount of parking to be provided as follows:

To each dwelling at a ratio of one car space to each one or two bedroom dwelling and two spaces for each dwelling with three or more bedrooms (with studies or studios that are separate rooms counted as bedrooms).

- *Each three (3) or more bedroom dwelling has been proposed with two (2) car parking spaces, with each two (2) bedroom dwelling being proposed with one (1) car parking space, in accordance with this requirement.*
- *One (1) visitor car parking space has been provided in accordance with this requirement.*

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

*Design Standard 1: Accessways – Can Comply. A condition of any permit issued would require that the letter boxes have a maximum height of 900mm and that meter boxes are outside the driveway sightline splay area.*

*Design Standard 2: Car Parking Spaces – Can comply. A condition of any permit issued will require visitor spaces to be line marked, sign posted and identifiable.*

*Design Standard 3: Gradients – Complies.*

*Design Standard 4: Mechanical Parking – Not applicable.*

*Design Standard 5: Urban Design – Complies.*

*Design Standard 6: Safety – Complies.*

*Design Standard 7: Landscaping – Complies.*

## **6.6 505 Boronia Road, Wantirna (cont'd)**

### **4.4 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 assessment and recommended conditions above at Section 4.2.2.*

Residential Policy – *Complies.*

Dwelling Diversity – *Complies. A mixture of two (2) and three (3) bedroom dwellings have been proposed, and subject to a condition on any permit, one (1) dwelling will contain a kitchen, bath or shower, and a toilet and wash basin at ground floor level.*

Infrastructure – *Complies. A drainage plan will be a condition on any permit issued.*

Integration with the Street – *Complies.*

#### Site Layout and Building Massing

Street Setback – *Complies. Refer to assessment against the Schedule to the Residential Growth Zone 1.*

Building Height – *Complies.*

Site Cover/permeability – *Complies.*

Energy Efficiency – *Complies.*

Safety – *Complies. Entrances to the dwellings are not obscured or isolated from the street. Further, ground floor windows will provide a sense of passive surveillance along the south boundary.*

Landscaping – *Complies. A condition on any permit issued will require a landscape plan to the satisfaction of the Responsible Authority.*

Access – *Complies.*

Parking Location – *Complies.*

#### Amenity Impacts

Side and rear setbacks – *Complies.*

Walls on boundaries – *Complies.*

**6.6 505 Boronia Road, Wantirna (cont'd)**

Daylight to existing windows/north facing windows – *Complies.*

Overshadowing open space – *Complies.*

Overlooking – *Windows and balconies with the ability to overlook adjoining properties have been shown to be screened in accordance with this Standard.*

Internal views – *Can comply subject to a condition to indicate screening between balconies.*

Noise – *Complies.*

**On-Site Amenity and Facilities**

Accessibility – *Complies.*

Dwelling Entry – *Complies.*

Daylight to new windows – *Complies.*

Private Open Space – *Complies. Refer to assessment against Schedule 1 to the Residential Growth Zone.*

Solar access – *Complies.*

Storage – *Complies.*

**Detailed Design**

Detailed Design – *Complies.*

Front fence – *Complies.*

Common Property – *Complies.*

Site Services – *Complies.*

**4.5 General Decision Guidelines**

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

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

## **6.6 505 Boronia Road, Wantirna (cont'd)**

### **5. CONCLUSION**

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

- *The development is generally consistent with State Policy, Clause 21.07 (Municipal Strategic Statement), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme, subject to conditions.*
- *The proposal complies with the Residential Growth Zone - Schedule 1, subject to conditions.*
- *The development is generally compliant with ResCode subject to conditions of any permit issued.*
- *The development provides an appropriate balance between policies that encourage increased housing densities along the Principal Public Transport Network (PPTN) and the amenity of adjoining properties.*

### **6. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

### **RECOMMENDATION**

**That Council issue a Notice of Decision to Grant a Planning Permit for the construction of six (6) triple storey dwellings and alteration of access to a Road Zone – Category 1 at 505 Boronia Road, Wantirna subject to the following conditions:**

#### **Amended Plans**

- 1. Prior to the commencement of any buildings or works, 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 application but modified to show:**
  - 1.1 One Dwelling to comply with the accessibility requirements of Clause 22.07-7.**

**6.6 505 Boronia Road, Wantirna (cont'd)****Recommendation (cont'd)**

- 1.2 The screen to the balcony of Dwelling 1 fronting Boronia Road to be reduced to 1.5 metres.
- 1.3 Proposal to comply with Clause 55.04-7 of the Knox Planning Scheme through provision of 1.7 metre high screening between the balconies.
- 1.4 Visitor car parking spaces to be easily identifiable through the provision of line marking and signs.
- 1.5 The northern and eastern screens to the balcony of Dwelling 6 to have a minimum height of 1.9 metres.
- 1.6 Ground floor areas to be a minimum 600mm above finished surface levels, or as agreed by the Responsible Authority.
- 1.7 Drainage plans in accordance with Condition 2 of this Permit and any necessary modifications.
- 1.8 Landscape plans in accordance with Condition 3 of this Permit and any necessary modifications.

To the satisfaction of the Responsible Authority.

**Drainage**

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.
  - 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.

**6.6 505 Boronia Road, Wantirna (cont'd)****Recommendation (cont'd)**

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

**To the satisfaction of the Responsible Authority.**

- 3. Stormwater runoff from all buildings and hardstand 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.**

**Landscaping**

- 4. 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:**
- 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
  - 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Appendix 2 of Council's Landscape Guidelines for Planning Permits).**
  - 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary.**
  - 4.4 Details of the surface finishes of pathways and driveways.**
  - 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
  - 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
  - 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**

**6.6 505 Boronia Road, Wantirna (cont'd)****Recommendation (cont'd)**

**4.8 All vegetation to be removed.**

**To the satisfaction of the Responsible Authority.**

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

**General**

- 7. All development must be in accordance with the endorsed plans.**
- 8. The layout of buildings and works as shown on the endorsed plans, must not be altered without the prior written consent of the Responsible Authority.**
- 9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

**Sustainable Design Assessment**

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

**Car Parking & Accessways**

- 13. Before the dwellings are occupied, driveways and car parking areas must be:**
  - 13.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and**



**6.6 505 Boronia Road, Wantirna (cont'd)****Recommendation (cont'd)**

- 13.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
- 13.3 Treated with an all-weather seal or some other durable surface; and
- 13.4 Line-marked or provided with some other adequate means of showing the car parking spaces.

To the satisfaction of the Responsible Authority.

- 14. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
- 15. Visitor spaces are to be accessible to visitors at all times and are to be line marked/paved and signed.

**Fencing**

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

**Amenity During Construction**

- 18. 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:
  - 18.1 The appearance of building, works or materials on the land
  - 18.2 Parking of motor vehicles
  - 18.3 Transporting of materials or goods to or from the site
  - 18.4 Hours of operation
  - 18.5 Stockpiling of top soil or fill materials
  - 18.6 Air borne dust emanating from the site
  - 18.7 Noise

**6.6 505 Boronia Road, Wantirna (cont'd)****Recommendation (cont'd)**

18.8 Rubbish and litter

18.9 Sediment runoff

18.10 Vibration

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

**Stormwater**

19. Stormwater runoff from all buildings and hard standing 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.

**Permit Expiry**

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

- 20.1 The development is not started within two years of the date of this permit.
- 20.2 The development is not completed within four years of the date of this permit.

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

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

**NOTES**

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

**6.6 505 Boronia Road, Wantirna (cont'd)****Recommendation (cont'd)**

- 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.
- Applicant is to direct all stormwater discharge from property is to be directed to the 750mm diameter Council Stormwater pipe near the south-east corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The total Permissible Site Discharge for the property including all dwellings is 4.1 L/s to the existing Council drainage system for a 20 year ARI event.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

**Other Notes:**

- Road Opening Permit shall be required for any works within or affecting the road reserve.
- 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.

**6.6 505 Boronia Road, Wantirna (cont'd)****Recommendation (cont'd)**

- 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.
- 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.
- All letterboxes shall face towards the street frontage and if located adjacent to the driveway the letterboxes and any associated structures shall not be greater than 900mm in height.
- 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:* **Principal Planner**  
**(Cliff Bostock)**

*Report Authorised By:* **Director – City Development**  
**(Angelo Kourambas)**



**Knox City Council**  
REPORT APPENDIX: A

Property -  
Address

505 Boronia  
Road,  
WANTIRNA

Application  
Number

P/2016/6724

Description

The  
construction of  
six (6) three  
storey  
attached  
dwellings and  
alteration of  
access to a  
road zone  
category 1

Wardname

Collier

**LEGEND:**

- The Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Director
- Land Development
- Subject Property
- Petition



Scale: 1:3000



**DISCLAIMER:**

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

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2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



**Property Address**  
505 Boronia Road, WANTIRNA

**Application Number**  
P/2016/6724

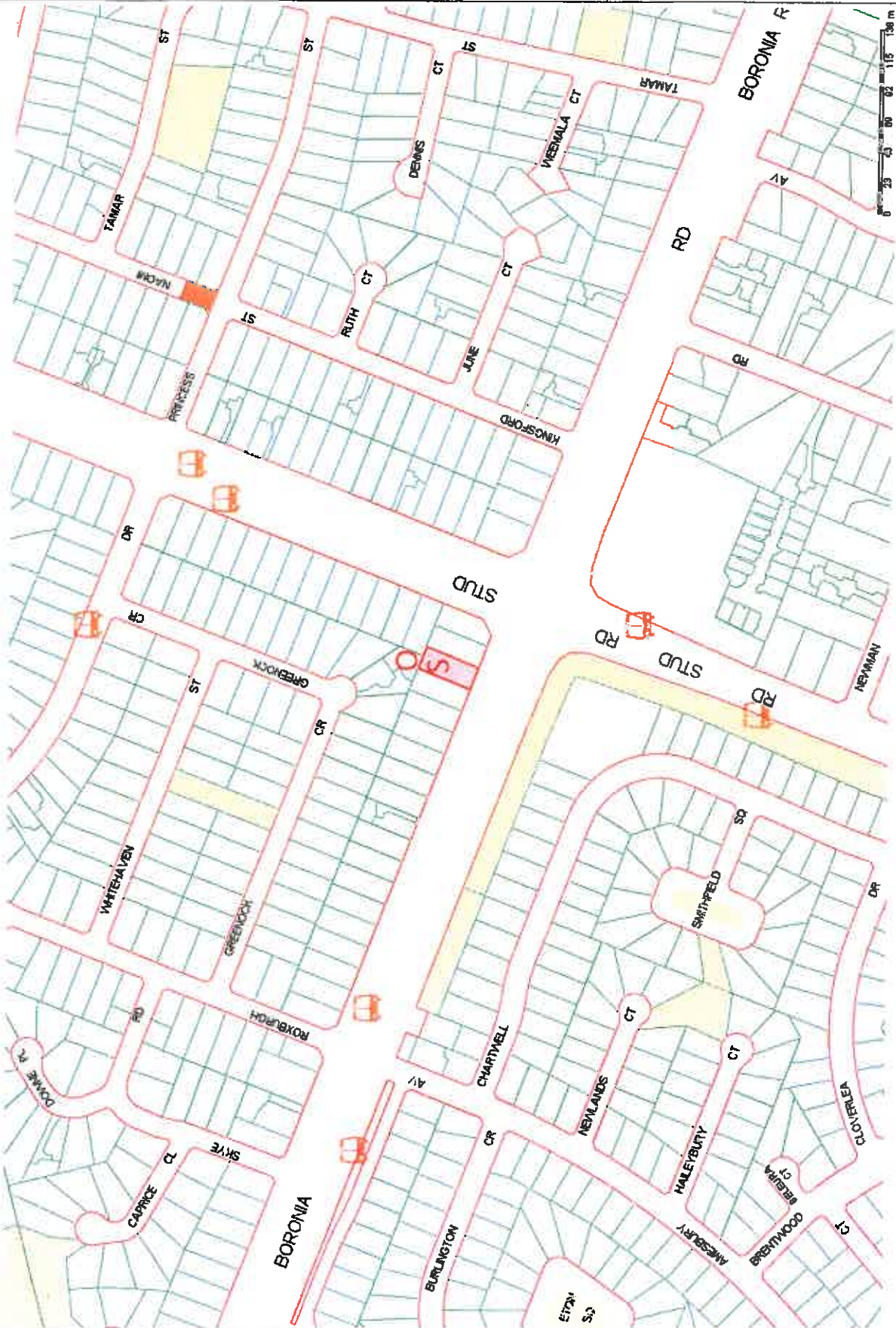
**Description**  
The construction of six (6) three storey attached dwellings and alteration of access to a road zone category 1

**Wardname**  
Collier

**LEGEND:**

- The Boundary
- Road Boundaries
- City Boundary
- Blue Route
- Reserves
- Commercial Areas
- Primary Schools
- Primary Schools
- Secondary Schools
- P-12 Schools
- Bus Stops
- Detector
- Undeveloped
- Subject Property
- Position

Scale: 1:3000



**DISCLAIMER:**  
Roads and Title Boundaries - State of Victoria, Knox City Council  
Planning Scheme Information - DPCD, Knox City Council  
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505 BORONIA ROAD WANTIRNA APPENDIX B

DEMOLITION OF EXISTING DWELLING AND CONSTRUCTION OF SIX THREE-STOREY RESIDENTIAL DWELLINGS

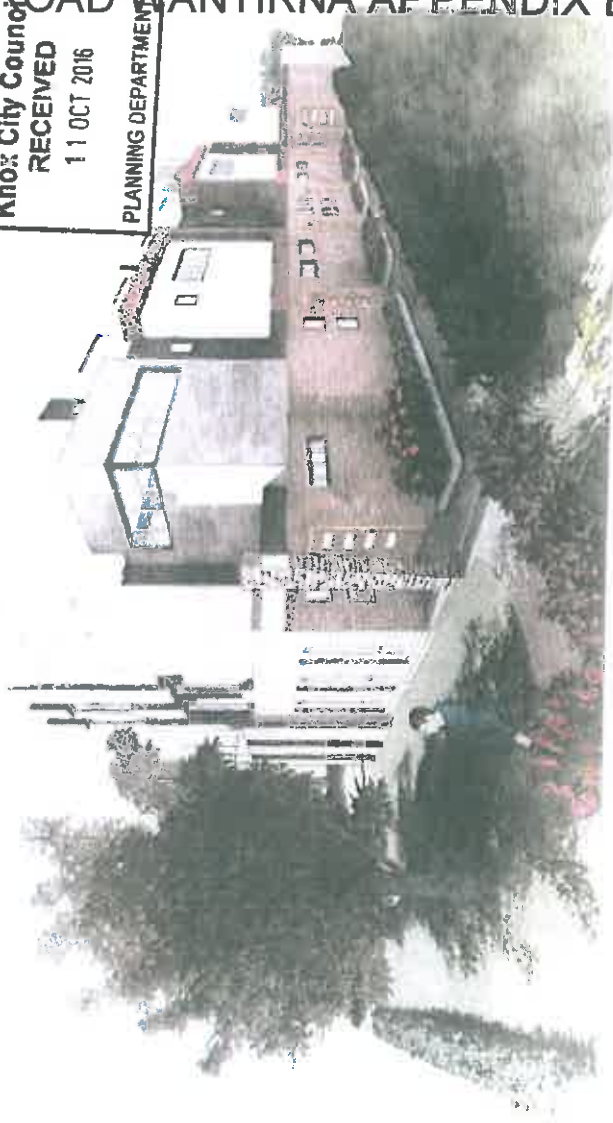
**505 BORONIA ROAD, WANTIRNA, 3152**

TOWN PLANNING APPLICATION [REV A] - OCTOBER 2016

**DRAWING SET**

DWG No.	SHEET NAME	REV.
TP00	COVER SHEET	A
TP01	EXISTING CONDITIONS & DEMOLITION PLAN	A
TP02	DESIGN RESPONSE PLAN	A
TP03	GROUND FLOOR PLAN	A
TP04	FIRST FLOOR PLAN	A
TP05	SECOND FLOOR PLAN	A
TP06	ROOF PLAN	A
TP07	ELEVATIONS	A
TP08	SHADOW DIAGRAMS	A

Knox City Council  
RECEIVED  
11 OCT 2016  
PLANNING DEPARTMENT



SOUTHEASTERN PERSPECTIVE AT 505 BORONIA ROAD, WANTIRNA

Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	03/10/2016



Multi-Unit Development At  
505 Boronia Road, Wantirna  
The Trustees for Emanuel Trust

COVER SHEET  
DESIGNED BY N.E. DATE 03/10/2016  
PROJECT NUMBER TP-161003  
SCALE 1:1000  
DRAWN BY TP  
CHECKED BY A

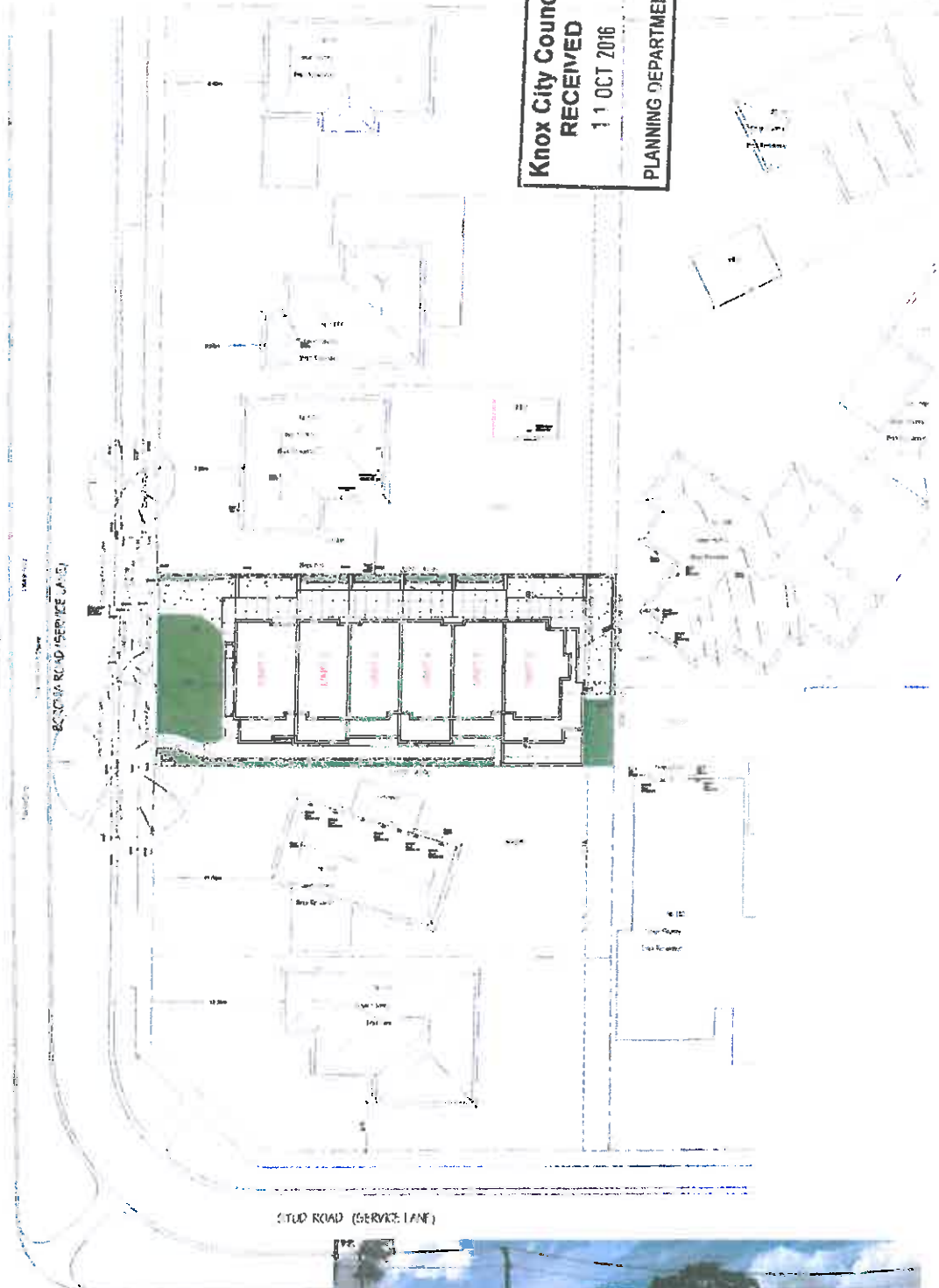
# 505 ROTONDA ROAD WANTIRNA APPENDIX B

ROTONDA ROAD

ROTONDA ROAD (SERVICE LANE)

STUD ROAD (SERVICE LANE)

Knox City Council  
**RECEIVED**  
11 OCT 2016  
PLANNING DEPARTMENT



DESIGN RESPONSE  
SCALE 1:250

TP02  
PROJECT NUMBER

**DESIGN RESPONSE PLAN**

DATE: N.E.  
DATE: 03/10/2016  
PROJECT NUMBER: TP161003

As indicated

**PROJECT**  
Multi-Unit Development At 505 Rotonda Road, Wantirna

**CLIENT**  
The Trustees for Emera Trust

THIS DOCUMENT IS ONLY FOR THE PROJECT AND SITE AND SHALL NOT BE REPRODUCED, COPIED, OR DISTRIBUTED WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. ANY REPRODUCTION OR DISTRIBUTION WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT IS PROHIBITED. THE ARCHITECT ACCEPTS NO LIABILITY FOR ANY DAMAGE, LOSS, OR INJURY RESULTING FROM THE USE OF THIS DOCUMENT OR THE INFORMATION CONTAINED THEREIN.

**Accessibility Considerations:** clear the way for passengers of limited mobility can easily be located.

**Site Area:** This site is located in an Activity Area close to urban services and open space areas and has good access to 'ped'. The proposed development will contribute to the surrounding area.

**Landmarking:** Landmarking can be incorporated into the front setback and along the driveway and pedestrian walkway, including lighting, signage, and other design elements.

**Design:** The design and details of the proposed development is consistent with the building forms encouraged in the Activity Area. Large blank walls and facades have been avoided through the incorporation of glazing and varied building materials and textures.

**Site Area:** 725 m<sup>2</sup> (7870 sq ft)

**Setback:** 7.2 m (23 ft 6 in)

**Area:** 497 m<sup>2</sup> (5340 sq ft)

**Permeability:** 31.1 %

**Site Area:** 615 m<sup>2</sup> (6640 sq ft)

**Setback:** 8.1 m (26 ft 6 in)

**Area:** 497 m<sup>2</sup> (5340 sq ft)

**Permeability:** 18.3 %



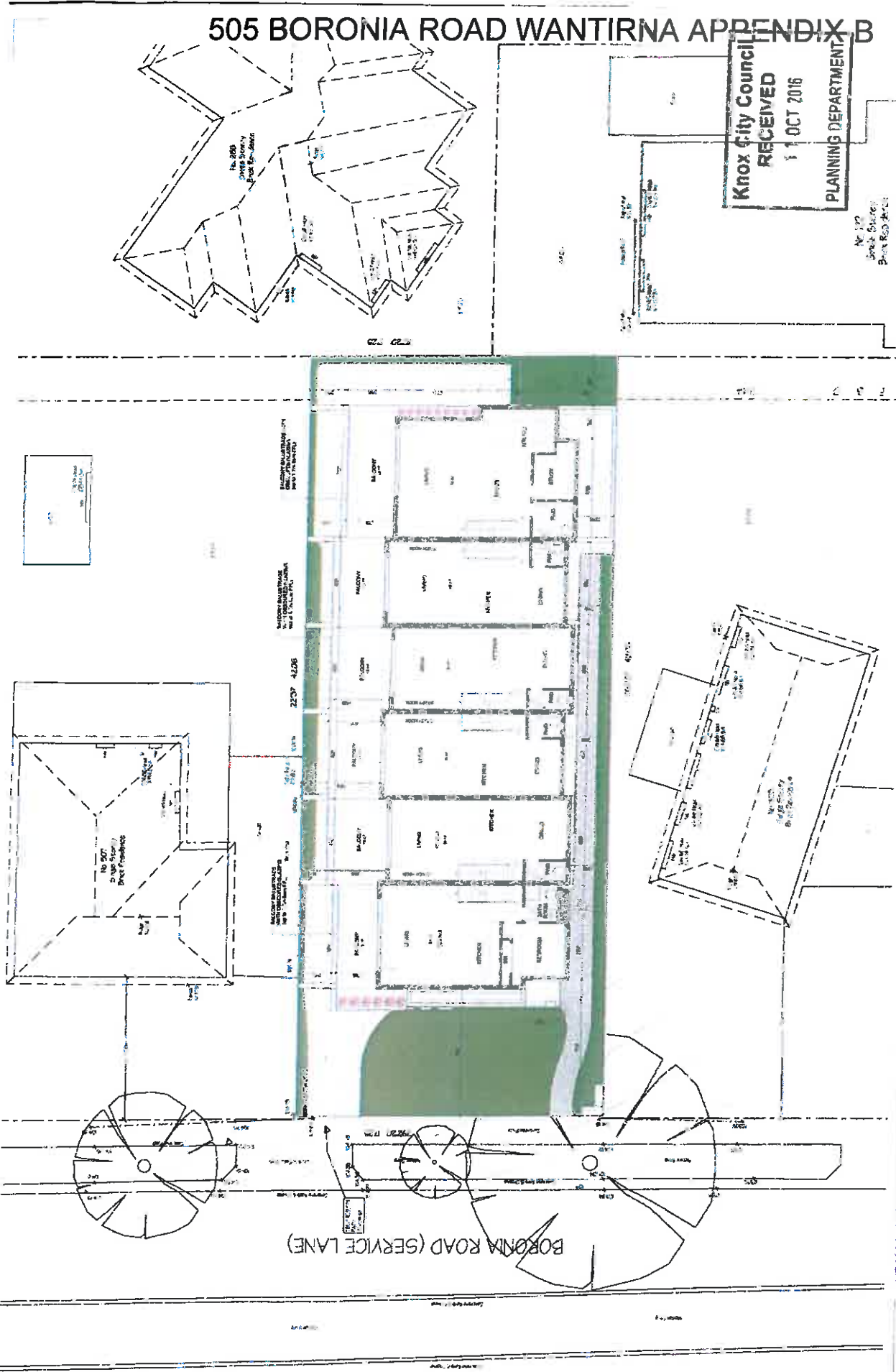
EXISTING STREETSCAPE

PROPOSED STREETSCAPE

Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	03/10/2016



505 BORONIA ROAD WANTIRNA APPENDIX B



**Knox City Council**  
**RECEIVED**  
 11 OCT 2016  
**PLANNING DEPARTMENT**

**FIRST FLOOR PLAN**  
 DATE: 03/10/2016  
 DRAWN BY: N.E.  
 SCALE: 1:100  
 PROJECT NUMBER: TP04  
 SHEET NUMBER: A

**Multi-Unit Development At**  
**505 Boronia Road, Wantirna**  
 The Trustees for Ennemer Trust  
 505 BORONIA ROAD WANTIRNA VIC 3142  
 PROJECT NO. 15/0000000  
 PROJECT NAME: 505 BORONIA ROAD  
 PROJECT ADDRESS: 505 BORONIA ROAD WANTIRNA VIC 3142  
 PROJECT CONTACT: THE TRUSTEES FOR ENNEMER TRUST  
 PROJECT PHONE: 08 9447 1111  
 PROJECT FAX: 08 9447 1111  
 PROJECT EMAIL: INFO@ENNEMERTRUST.COM.AU  
 PROJECT WEBSITE: WWW.ENNEMERTRUST.COM.AU  
 PROJECT REFERENCE: 15/0000000

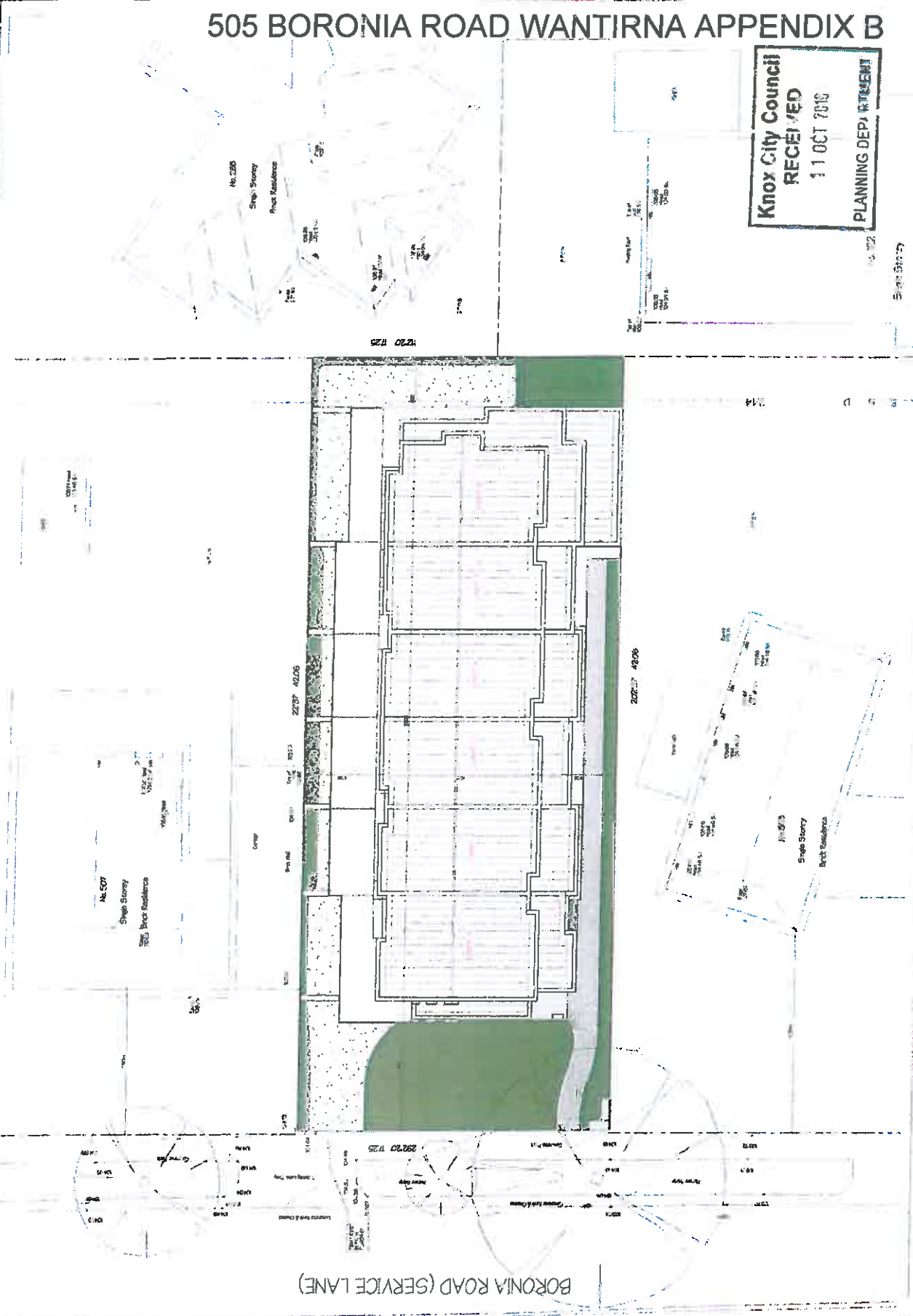
**TABTEL**  
 ARCHITECTURE  
 15/0000000

AREA	DESCRIPTION	AREA (sqm)	AREA (sqft)
62.2.1	62.2.1	78.0	843
62.2.2	62.2.2	72.0	775
62.2.3	62.2.3	48.0	518
62.2.4	62.2.4	18.0	193
62.2.5	62.2.5	18.0	193
62.2.6	62.2.6	18.0	193
62.2.7	62.2.7	18.0	193
62.2.8	62.2.8	18.0	193
62.2.9	62.2.9	18.0	193
62.2.10	62.2.10	18.0	193
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62.2.37	62.2.37	18.0	193
62.2.38	62.2.38	18.0	193
62.2.39	62.2.39	18.0	193
62.2.40	62.2.40	18.0	193
62.2.41	62.2.41	18.0	193
62.2.42	62.2.42	18.0	193
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62.2.45	62.2.45	18.0	193
62.2.46	62.2.46	18.0	193
62.2.47	62.2.47	18.0	193
62.2.48	62.2.48	18.0	193
62.2.49	62.2.49	18.0	193
62.2.50	62.2.50	18.0	193

Rev	Description	Date
1	ISSUE FOR PLANNING PERMIT	03/10/2016

BORONIA ROAD

# 505 BORONIA ROAD WANTIRNA APPENDIX B



**Knox City Council**  
**RECEIVED**  
 11 OCT 2016  
**PLANNING DEPARTMENT**



**ROOF PLAN**

DATE: 03/10/2016  
 PROJECT: TP06  
 SCALE: 1:100  
 DRAWING NO: TP161003

**Multi-Unit Development At 505 Boronia Road Wantirna**  
 The Trustees for Emerant Trust

**CLIENT:** The Trustees for Emerant Trust

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**TACTEL**  
 ENGINEERING AND ARCHITECTURE

Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	03/10/2016

BORONIA ROAD

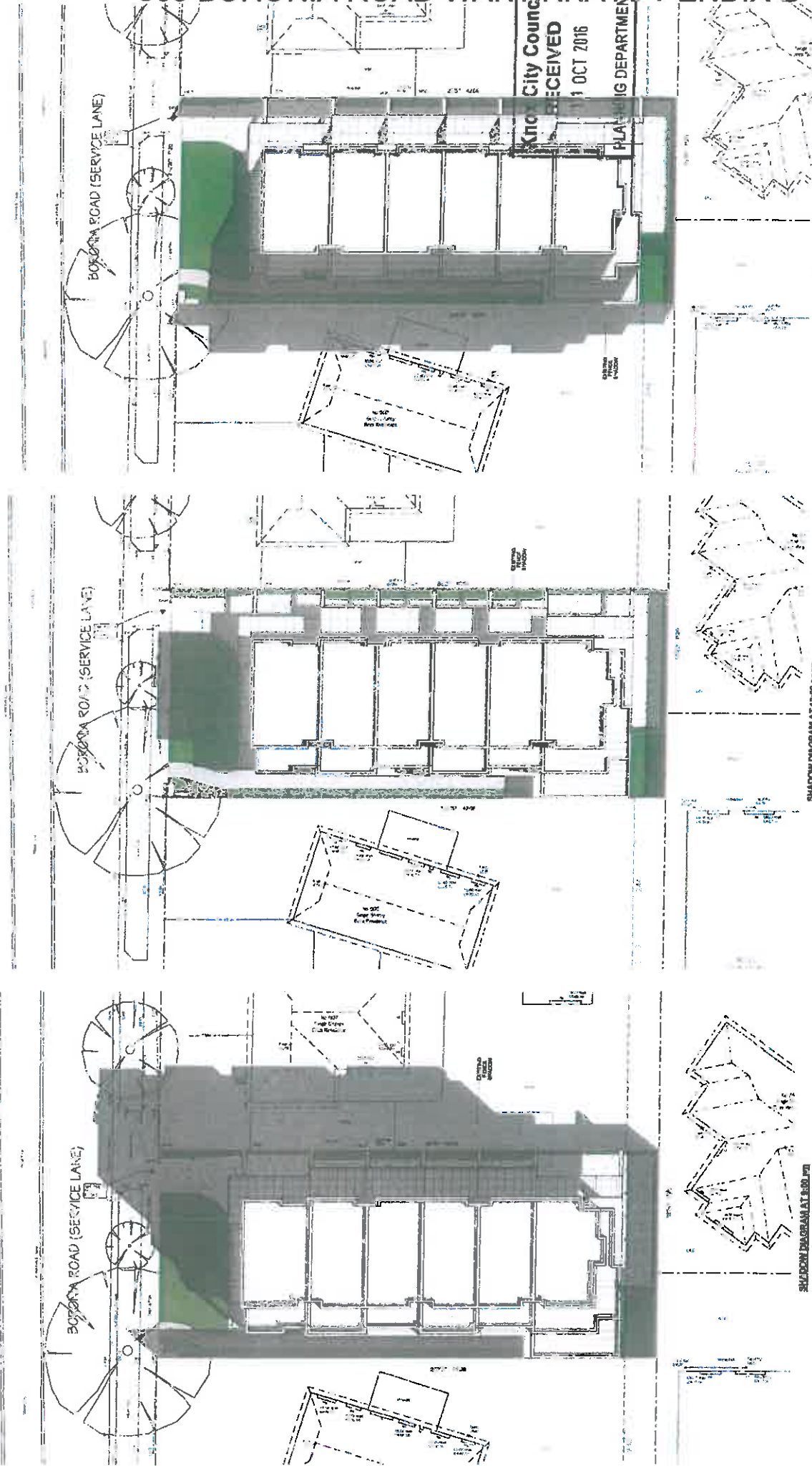
BORONIA ROAD (SERVICE LANE)

505 BORONIA ROAD WANTIRNA APPENDIX B

BORONIA ROAD

BORONIA ROAD

BORONIA ROAD



SHADOW DIAGRAMS

DATE: 03/10/2016

PROJECT NUMBER: TP08

SCALE: 1:150

TP-16/1003

Multi-Unit Development At  
505 Boronia Road, Wantirna  
The Trustees for Emmsar Trust

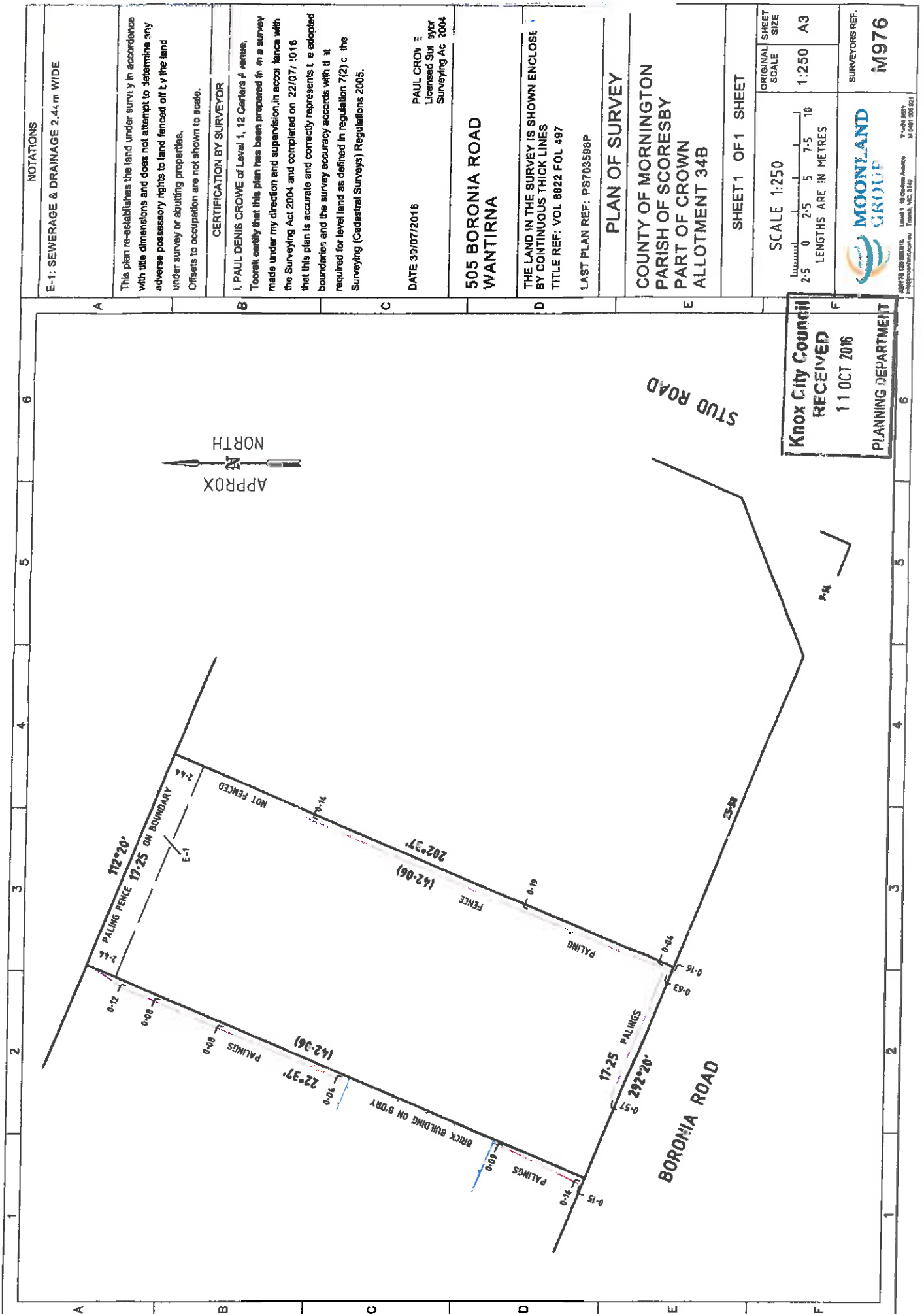


Rev	Description	Date
A	ISSUE FOR PLANNING PERMIT	03/10/2016

City Council RECEIVED  
1 OCT 2016  
PLANNING DEPARTMENT

TP-16/1003-110-2016

# 505 BORONIA ROAD WANTIRNA APPENDIX C



**Knox City Council**  
**RECEIVED**  
 11 OCT 2016  
 PLANNING DEPARTMENT

**NOTATIONS**

E-1: SEWERAGE & DRAINAGE 2.44m WIDE

This plan re-establishes the land under survey in accordance with title dimensions and does not attempt to determine any adverse possessory rights to land fenced off by the land under survey or adjoining properties. Offsets to occupation are not shown to scale.

**CERTIFICATION BY SURVEYOR**

I, PAUL DENIS CROWE of Level 1, 12 Canters Avenue, Toorak certify that this plan has been prepared in a survey made under my direction and supervision, in accordance with the Surveying Act 2004 and completed on 22/07/2016 that this plan is accurate and correctly represents the adopted boundaries and the survey accuracy accords with that required for level land as defined in regulation 7(2) c the Surveying (Cadastral Surveys) Regulations 2005.

DATE 31/07/2016

PAUL CROWE  
 Licensed Surveyor  
 Surveying Act 2004

**505 BORONIA ROAD WANTIRNA**

THE LAND IN THE SURVEY IS SHOWN ENCLOSED BY CONTINUOUS THICK LINES

TITLE REF: VOL 8822 FOL 487

LAST PLAN REF: PS703588P

**PLAN OF SURVEY**

COUNTY OF MORNINGTON  
 PARISH OF SCORESBY  
 PART OF CROWN ALLOTMENT 34B

**SHEET 1 OF 1 SHEET**

SCALE 1:250

LENGTHS ARE IN METRES

ORIGINAL SHEET SIZE 1:250 A3

**MOONLAND GROUP**

Surveyors Ref. **M976**

MOONLAND GROUP  
 Level 1, 48 Chelms Avenue  
 Toorak, VIC 3142  
 Tel: 03 9594 8888  
 Fax: 03 9594 8889  
 Email: info@moonlandgroup.com.au

**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.

**ALL WARDS****8.1 ACCESS & INCLUSION PLAN FOR PEOPLE WITH DISABILITIES 2016, INCLUDING THE KNOX DISABILITY ADVISORY COMMITTEE REPORT**

**SUMMARY:** *Felicity Smith – Access and Inclusion Officer*

*Knox City Council's Access and Inclusion Plan for People with Disabilities 2016 (Appendix A) outlined the key actions Council would undertake to promote the rights of people with disabilities whilst enhancing access and inclusion to the benefit of the whole community. Through the implementation of the Access and Inclusion Plan for People with Disabilities 2016 (the Plan), Council developed, implemented and sustained outcomes and achievements for people with a disability, their families, carers and the broader Knox community (see Appendix B).*

*The Knox Disability Advisory Committee has played a key role in supporting and monitoring the implementation of the Plan, as well as advising Council on emerging issues affecting Knox residents with a disability, their families and carers.*

*On the 14 June 2016 Council made the decision not to become a National Disability Insurance Service (NDIS) provider, when the NDIS is rolled out in November 2017. Council will instead strengthen its municipal leadership role in planning, advocacy, coordination and action to enhance access and inclusion for people with a disability across all life stages in Knox.*

*Throughout 2016 and 2017 Council has also been developing a Community Access and Equity Implementation Plan 2017 – 2021, which will integrate Council's multicultural, Indigenous, disability strategic plans and other equity issues to support a more integrated response to a diverse range of access and equity issues in Knox.*

*This report provides details on the achievements of the Access and Inclusion Plan for People with Disabilities 2016, including the Knox Disability Advisory Committee, and an update on the development of the Community Access and Equity Implementation Plan 2017 – 2021.*

**RECOMMENDATION**

That Council;

1. Note the key achievements of the Access and Inclusion Plan for people with disabilities 2016, as shown in Appendix B.
2. Thank the Knox Disability Advisory Committee (KDAC) for their commitment and contribution in 2016.

## **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

### **1. INTRODUCTION**

Council has a long history of working towards ensuring people with disabilities and their families are included in community and civic life. The purpose of Council's Access and Inclusion Plan for People with Disabilities 2016 (the Plan) is to demonstrate Council's ongoing commitment to reducing barriers whilst enhancing access, participation and inclusion for people with disabilities, their families and carers in Knox.

The Plan was Council's fourth Disability Action Plan since 2000 and builds on the actions and achievements of the previous 2011 - 2015 Access and Inclusion Plan including the five key strategic priority areas which provided the framework for the Plan:

- Leadership and Advocacy;
- Organisational Development;
- Information and Communication;
- Buildings, Open Spaces and Infrastructure; and
- Participation and Inclusion.

The Plan also responds to Council's requirement under the *Victorian State Disability Act (2006)* to develop and implement a Disability Action Plan (DAP) which will:

- Reduce barriers for people with a disability in accessing goods, services and facilities;
- Reduce barriers for people with a disability in obtaining and maintaining employment;
- Promote inclusion and participation in the community of persons with a disability; and
- Achieve tangible changes in attitudes and practices which discriminate against persons with a disability.

The 2016 Plan ensures that Council meets its obligations under the *Disability Discrimination Act (1992)* to reduce the likelihood or occurrence of discrimination against people on the basis of disability.

The 2016 Plan was a one-year plan only, as it was agreed by Council that in 2017 the Access and Inclusion Plan for people with disabilities would integrate into a new Community Access and Equity Implementation Plan 2017 – 2021, incorporating multicultural, Indigenous, disability and other access and equity issues affecting marginalised, vulnerable and disadvantaged population groups in Knox. It will support a more integrated approach and response to a diverse range of access and equity issues for Council and community partners to achieve greater access and equity outcomes for all Knox residents.

## **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

### **2. DISCUSSION**

It was estimated in 2015 that approximately 14.6% (22,7000 people) of the Knox population experienced some form of disability that resulted in core activity limitation, whether this be mild, moderate, severe or profound (ABS Survey of Disability, Ageing and Carers, 2015).

The successful delivery and implementation of actions identified in the Plan was not the responsibility of one department or team, but rather a number of departments and teams across Council worked in collaboration in delivering more equitable outcomes for people with disabilities, their families and carers.

#### **2.1 Overview of achievements and outputs of the Plan:**

Some outcomes include: (Refer to Appendix B for more detailed key achievements)

- Delivery of parent and carer initiatives and workshops to help support health and wellbeing, planning and NDIS readiness
- Delivery and facilitation of the Eastern Disability Housing Network bi-monthly meetings in collaboration with Uniting Care Harrison to explore and advocate for better housing options for people with disabilities
- Facilitation of the quarterly Knox Disability Partnership Network meetings, made up of local disability services and relevant Council staff, with 15 to 20 services providers represented at each meeting
- Assistance with community consultation and engagement to inform the NDIS Municipal Strategic Leadership Directions Plan
- Development and launch of the Mental Health Help Cards for Knox residents to inform the community about available local services and programs to support mental health
- Celebration of International Day of People with Disability at Knox Carols by Candlelight, including the recruitment of volunteers with disabilities and Market your Gifts stalls
- Delivery of four Access, Inclusion and Equity Awareness training sessions, compulsory for all Council staff
- Weekly distribution of the 'Accessing Knox' e-newsletter which provides information about accessibility news for people with disabilities and their advocates to over 700 subscribers
- Ongoing distribution of 'A Guide to Disability and Aged Services in Knox', detailing services, facilities, programs and groups in Knox and the region for people with disabilities and older adults
- Delivery of the annual retrofitting program to improve accessibility of Council buildings and facilities



### **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

- Delivery of 17,700 'Help us keep footpaths clear' post cards to residents in Knox, encouraging them to keep footpaths clear of overhanging branches, shrubs and plants to ensure access for all
- Development of The Lab Program, a collaboration between Coonara Community House and Council providing social and computer programming opportunities for youth with Asperger's Syndrome

### **2.2 Knox Disability Advisory Committee**

The Knox Disability Advisory Committee (KDAC) has played a key role in supporting the implementation and monitoring of the Plan.

As outlined in the KDAC Terms of Reference, the objective of KDAC are:

- To report to Council on its work and advise Council of strategic issues regarding Knox residents with disabilities, their families and carers;
- To assist Council in the development of policy and action planning about issues of access and inclusion;
- To work with Council officers to ensure that all of Council's policies programs and protocols reflect the needs and rights of residents with disabilities, their families and carers;
- To provide a central point for Council and the Knox community for the identification of issues relevant to people with disabilities, their families and carers; and
- To promote disability awareness within Council and the wider Knox community

A more detailed summary of the key achievements of KDAC in 2016 are detailed in the Plan's Final Report (Appendix B). An overview of KDAC's input and achievements include:

- Feedback and input into the design of the Bayswater Level Crossing Removal Project to enhance usability and access for people with disabilities
- Feedback and input into the design of the Wantirna South Early Years Hub
- Input into the development of Council's first Community Access and Equity Plan – supporting a more integrated and diverse approach to addressing a broad range of access and equity issues for Knox residents and people with disabilities
- Input into the role Council should play on behalf of the Knox community in the roll out of the NDIS, including the community consultation paper and the Municipal Strategic Disability Leadership Model Directions Plan

### **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

- Feedback and input into Council's Capital Works program including footpath and seating installation locations
- Advocacy to other levels of Government to enhance access and inclusion outcomes for residents, businesses and visitors to Knox
- Ongoing input and feedback to Council officers on access and inclusion issues in the community, as well as advocacy for best practice processes and programs developed and delivered by Council.

### **2.3 National Disability Insurance Scheme (NDIS) and Municipal Strategic Disability Leadership Model and Directions Plan**

The National Disability Insurance Scheme (NDIS) is one of the biggest social reforms (and one of the largest economic changes) to occur in Australia in 40 years. The NDIS is a national approach to providing individualised support and services for people with a disability, their families and carers to achieve their goals and aspirations. The NDIS roll out will occur progressively over 3 years and Knox, along with Maroondah and Yarra Ranges Councils as part of the Outer East Melbourne catchment, will commence NDIS operations on 1 November 2017.

On the 14 June 2016 Council made the decision not to become an NDIS service provider and cease the delivery of the Early Childhood Intervention Service (ECIS), namely the Illoura ECIS and service provision to NDIS eligible Home and Community Care (HACC) service. Council resolved to strengthen its municipal leadership role in planning, advocacy, coordination and action to enhance access and inclusion for people with a disability across all life stages within Knox.

Significant work was undertaken by Council in 2016, including consultation with individuals, carers and key services to investigate the role Council could play in strengthening its municipal leadership role. The initial Directions Plan and Resource Plan was presented at the Strategic Planning Committee meeting on 16 June 2016. A further report outlining the detailed Directions Plan will be presented at the 27 February 2017 Council meeting.

### **2.4 Development of a Community Access and Equity Implementation Plan 2017-2021**

Council's Community Access and Equity Service provides activities and programs that support and advocate for marginalised, vulnerable and disadvantaged communities to foster an accessible, inclusive and supportive Council and community. This service is designed to provide a range of activities, programs and projects, including specialist advice and program delivery with a specific focus on marginalised, vulnerable and disadvantaged groups within Knox.

## **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

The Community Access and Equity Service is currently responsible for three Council strategic action plans: Access & Inclusion Plan for people with Disabilities 2016, Knox Multicultural Action Plan 2012-2017, and Knox Preventing Violence Against Women Action Plan. Through consultation with the Knox Multicultural Advisory Committee (KMAC), KDAC, EMT and Council it was recommended that a new plan be developed integrating the three plans listed above to bring a broader and more integrated approach to addressing other access and equity issues affecting marginalised, vulnerable and disadvantaged population groups. The plan will outline Council's role in supporting and addressing social equity issues affecting the city. The marginalised, vulnerable and disadvantaged population groups identified include:

- People with Disability
- Women
- Indigenous Communities
- Cultural & Linguistically Diverse Communities
- Children & Young People
- Low-socio Economic Communities
- LGBTI (Lesbian, Gay, Bisexual, Trans, and/or Intersex) Communities
- People with a Mental Health Issue
- Older people

### **2.4.1 Why a Community Access and Equity Implementation Plan**

Knox is a diverse community, made up of people from many different cultures, beliefs, abilities and identities. Knox Council has a strong history and connection of inclusive planning through development of previous strategic plans, key actions and the establishment of relevant advisory committees that advise and support Council to improve outcomes for marginalised and disadvantaged population groups.

The development of a Community Access and Equity Implementation Plan demonstrates Council's ongoing commitment to reducing barriers whilst enhancing access, participation and inclusive practices for all people in Knox, but in particular people from marginalised, vulnerable and disadvantaged communities.

The Local Government Act 1989 outlines the role and function of a Council. This includes acting as a representative government by taking into account the diverse needs of the local community, advocating the interests of the local community to other communities, governments and fostering community cohesion and encouraging active participation in civic life and planning for and providing services and facilities for the local community.

## **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

Local Government also plays an important role in protecting and promoting human rights. The Charter of Human Rights and Responsibilities Act 2006 sets out basic rights, freedoms and responsibilities of all Victorians. It is not only Council's responsibility to understand and comply with the obligations under the Charter, but also to build a culture of human rights in the community.

Human rights is an overarching principle in the development of the Community Access and Equity Implementation Plan. The guiding principles of diversity, access and inclusion will also underpin and guide all major tasks and outputs in delivering this plan.

A Community Access and Equity Implementation Plan will be developed detailing the key actions and outputs Council will deliver to address access and equity issues impacting on Knox's marginalised, vulnerable and disadvantaged community members as well as enhance access, participation and inclusion.

### **2.4.2 Update on the development of a Community Access and Equity Implementation Plan 2017-2021**

In developing the Community Access and Equity Implementation Plan a number of processes have been established and activities completed including:

- Development of a Community Access and Equity Profile – detailing demographic data on social, health and economic status, as well as emerging gaps, risks and protective factors of the identified population groups
- Internal Mapping of services currently delivered by Council that support marginalised, vulnerable and disadvantaged population groups
- Establishment of a Steering Committee, made up of key Council staff which provide guidance and expertise to the Project Manager and Project Officer on the development of the Community Access and Equity Implementation Plan. Six Steering Committee meetings were held in 2016.

## **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

- Establishment of a Working Group made up of key internal Council staff and external stakeholders with expertise in working with marginalised and disadvantaged communities. The Working Group participated in 3 separate half day workshops to:
  - Provide input and feedback on the findings of the Knox Community Access and Equity Profile (data)
  - Identify any additional issues, concerns and challenges for marginalised, vulnerable and disadvantaged population groups in Knox
  - Identify key community services and agencies working with identified population groups
  - Development and review of themes and areas of action.

### **2.5 Knox Community Plan 2017 – 2021**

Access and equity will be included as a guiding principle in the development of the Knox Community Plan 2017-2021. Input and feedback gathered from the Community Access and Equity Working group workshops will also inform the development of the Community Plan goals and strategies.

It is envisaged that key strategic actions identified to reduce barriers whilst enhancing access, participation and inclusive practices for all people in Knox will be included in the Community Plan 2017 - 2021. This will enable a more integrated and cross organisational response to addressing access and equity issues affecting marginalised, vulnerable and disadvantaged community members.

The strategies and Council actions in the Community Plan will inform the development of the Community Access and Equity Implementation Plan. This will include the identification of Council departments and teams responsible for delivering actions to address access and equity issues in Knox, as well as key community partners and stakeholders.

### **3. CONSULTATION**

Throughout 2016 there has been regular reporting and engagement with members of KDAC as well as consultation with Council officers and community members to ensure the implementation of actions and sustained outcomes for people with a disability, their families and carers.

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

Environmental and amenity issues were considered in the implementation of a number of actions in the Plan, such as those relating to infrastructure development to improve access for people with disabilities, e.g. the delivery of Council's annual retrofitting program, open space and playground development design, footpath and seating installation locations, and the development of *Accessibility Guidelines for Residential Developments*.

## **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

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

Council's annual operational budget supports an Access and Inclusion Officer. A significant part of this role is dedicated to the development and implementation of the Plan. Council also auspices a MetroAccess Officer funded by the Victorian Government Department of Health & Human Services. The MetroAccess role is focused on community engagement, enabling linkages, capacity building and social inclusion of people with disabilities and carers in the Knox community. The MetroAccess Officer also plays an integral role in forming partnerships with community organisations and disability services to deliver actions within the Plan. Currently there is no funding commitment from State Government beyond June 2017, however, metropolitan Councils and the MAV continue to advocate for its continuation.

The implementation of the 2016 Plan utilised existing Council services programs and resources. Existing funding also provided for temporary staff resourcing to support the development of the Municipal Strategic Leadership Model and Direction Plan in preparation of the introduction of the NDIS.

Council also supports and provides a wide range of services and programs to support access and inclusion for people with disabilities including Home and Community Care (HACC), Meals on Wheels, Inclusion Support Services, Community Transport, Housing Assistance and Disability Parking Permits.

### **6. SOCIAL IMPLICATIONS**

With approximately 15 percent of the Knox population experiencing some form of disability, from mild to profound and with an ageing population the proportion of those with severe disability is expected to escalate. It is therefore increasingly important for Council to continue to plan services and facilities to support the changing abilities, needs and demographics along with community partners in Knox.

The introduction of the NDIS has led to a time of change and uncertainty for many people with disabilities, their families and carers including the level of support they will receive to live an ordinary life and participate in community life. Council's support of a strengthened role in planning, advocacy, coordination and action to ensure equity, fairness and social inclusion for people with a disability across all life stages within Knox has been positively received by people with disabilities, their families and carers in Knox.

It will be important that Council continues to stay informed and engaged on the social and structural barriers preventing full participation of people with disabilities in community life. The Knox Disability Advisory Committee provides a central point for this to enable Council to respond accordingly to the barriers to inclusion impacting on people with disabilities, their families and carers.

## **8.1 Access & Inclusion Plan For People With Disabilities 2016, Including The Knox Disability Advisory Committee Report (cont'd)**

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The *Knox City Plan 2013-2017* identifies the key directions and strategic objectives to achieve desired health and wellbeing outcomes for the Knox community.

The themes which are of particular relevance to the Access and Inclusion Plan for People with Disabilities 2016 are:

- Healthy, Connected Communities
- Culturally Rich and Active Communities
- Democratic and Engaged Communities

In 2016 the Plan assisted activities to progress Knox towards the achievement of the strategic goals outlined in the *Knox City Plan 2013-2017*.

### **8. CONCLUSION**

Knox City Council's Access and Inclusion Plan 2016 has delivered a number of key actions that promote the rights of people with disabilities whilst also enhancing access and inclusion outcomes to the benefit of the whole community. In delivering the Plan Council developed and sustained a number of relationships with community groups, services, individuals, families and carers.

The Knox Disability Advisory Committee continues to play an important role in progressing Knox towards becoming a more inclusive and accessible community.

Council plays an important role in protecting the rights of people with disabilities. Council's role in advocating for their needs and that of their families and carers to create a more equitable and inclusive Knox community will become important as our Knox community ages. Council's leadership role in creating inclusive communities and developing facilities and practices that also meet the future needs of our community will be critical.

### **9. CONFIDENTIALITY**

There are no known confidentiality issues identified in this report

**Report Prepared By:** *Access and Inclusion Officer – Community Wellbeing (Felicity Smith)*

**Report Authorised By:** *Director – Community Services (Kerry Stubbings)*

# 2016

# access

# &

# inclusion plan

for people with disabilities





## **Knox City Council Access and Inclusion Plan for People with Disabilities 2016**

### **1. Introduction**

Knox City Council's Access and Inclusion Plan for People with Disabilities 2011-15 detailed the strategic direction Council would undertake to promote the rights of people with disabilities whilst enhancing access and inclusion to the benefit of the whole community. The 2011-2015 Plan also responded to Knox City Council's requirement under Victorian State Disability Act (2006), to develop and implement a Disability Action Plan (DAP).

Council developed, implemented and sustained various outcomes for people with a disability, their families and carers and the greater Knox community in the delivery of the 2011-15 Access and Inclusion Plan for People with Disabilities. This was achieved through collaboration of internal Council departments and teams, the development of partnerships with community organisations and groups and the ongoing support and guidance of the Knox Disability Advisory Committee (KDAC).

It was estimated in 2012 that approximately 15% of the Knox population experienced some form of disability that resulted in core activity limitations ranging from mild to severe (ABS Survey of Disability, Ageing and Carers, 2012). This is likely to increase with the ageing population who experience higher rates of disability. Knox Council has a long history of working towards ensuring that people with disabilities and their families are included in community and civic life.

### **2. Purpose of the Access and Inclusion Plan for People with Disabilities 2016**

The purpose of this Plan 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.

### **3. Council's Roles**

In accordance with the *Local Government Act 1989*, Councils have a variety of roles to achieve outcomes on behalf of their communities. The roles that Knox City Council uses to achieve its objectives are described below:

1. Services and community infrastructure delivery;
2. Advocacy, on behalf of and with the community, to influence other levels of government or other organisations;
3. Regulatory controls such as Local Laws, health and building controls;
4. Research and planning about the community's future requirements to inform Council's activity over time;
5. Community capacity building, to support the community's ability to develop and thrive; and
6. Governance in Council's own operations.

### 3.1 Council Services and Provisions for People with Disabilities

Council provides a wide range of services and programs for the Knox community, many of which are accessible and inclusive of people with disabilities but are not specifically targeted at this population. Council also provides a range of services to more directly meet the needs of people with disabilities, their families and carers. These include:

- **Home and Community Care (HACC)** – includes provision of home help, personal care, respite care services as well as home maintenance for people with disabilities and parents/carers of people with disabilities;
- **Meals on Wheels** – home delivered by community volunteers;
- **Inclusion Support Services** – provides a range of educational and support services to children aged 0-6 years with a disability;
- **Community transport** – a bus service is available for Knox residents with priority is given to people with disabilities, the frail and aged;
- **Housing Assistance** – for residents with a disability who are homeless or at risk of becoming homeless;
- **Audio loops** – Council has installed audio loops in the Civic Centre function rooms;
- **Parking permits** – Council administers the Disabled Persons Parking Permit scheme;
- **Retrofitting program** – allocation of dedicated funds through the Capital Works program to enhance access to Council owned buildings and facilities; and
- **Libraries** – offer a range of services to people with disabilities including home delivery service, tactile, audio and large print books, captioned DVDs and assistive devices for computer users.

### 3.2 Council's Coordination of Access and Inclusion

Within the Community Planning and Development Team, two roles specifically address issues around disability, access and inclusion at both the Council and community levels.

**Community Development Officer (Access & Inclusion)** – Council funds this full-time position to specifically address disability planning and policy processes across Council. The key responsibilities of this role are:

1. To develop and implement the Access and Inclusion Plan and provide technical expertise and advice to Council officers implementing the Plan;
2. To provide general advice and advocacy regarding disability issues across Council;
3. To engage with the community and form partnerships to develop initiatives that enhance access to services and civic participation;
4. To coordinate the Knox Disability Advisory Committee; and

5. To deliver regular staff training programs on access and inclusion issues.

**Metro Access Officer** – this DHS funded position located within Council is a key initiative of the State Disability Plan 2002-2012 that aims to build the capacity of local communities across metropolitan Victoria so that they are more welcoming and inclusive of people with disabilities. Objectives of the MetroAccess Project include:

1. To mobilise and support people with disabilities to optimise participation in the life of their local community;
2. To build and strengthen the community's capacity to provide support to people with disabilities and their families;
3. To facilitate integrated local community planning and coordination which engages and involves people with disabilities and their families, disability service providers and community organisations;
4. To work with existing disability support providers to enhance their capacity to provide relevant and appropriate supports in the community; and
5. To improve access to information about relevant services and community activities available to people with disabilities in their communities.

### **3.3 Knox Disability Advisory Committee**

The Knox Disability Advisory Committee (KDAC) was established by Council in 1999 and comprises people with disabilities, carers or family of people with disabilities, service providers and Councillors. KDAC plays an important role in advising Council on strategic issues relating to people with disabilities in Knox as well as assisting with the development of policy and action planning on issues of access and inclusion. KDAC also provides a central point of focus for Council and the Knox community to identify issues relevant to people with disabilities, their families and carers in Knox and are active in increasing awareness of disability both within Council and the wider community. An important function of KDAC is to provide input to the development and implementation of the Access and Inclusion Plan.

## **4. GUIDING PRINCIPLES**

The actions and objectives contained in this Plan are underpinned by a range of principles that reflect Council's values and commitment to enhance the quality of life for all people in the Knox community and are derived from the City Vision, Integrated City Strategy, Council Plan, Community Health and Wellbeing Strategy.

The following principles have been adopted to guide the Access and Inclusion Plan as outlined below:

**Social Inclusion** – Council supports the development of a community where all members feel valued and have the opportunity to participate fully in the community life. Developing a community that is accessible and inclusive for all and benefits the whole community, not just people with disabilities is priority.

**Human Rights & Social Justice** – Council recognises that each person, regardless of their individual abilities has inherent dignity and value and must be respected and treated equally. The provision of equality must also be combined with social justice principles that can provide substantive equality to marginalised groups through a framework that recognises the structural barriers embedded in society that perpetuate systemic discrimination.

**Diversity** – people with disabilities, their families and carers are not a homogenous group and Council will endeavour to reflect and consider the diverse range of needs, priorities and abilities within the Knox community. Further, Council will engage with people on the basis of their individual skills, needs, talents and interests rather than in relation to their impairment.

**Community Engagement** – Council will continue to actively engage, consult and collaborate with people with disabilities, their families, carers and other service providers to develop and deliver appropriate, relevant and effective projects and services to the community.

**Universal Access** – Council is committed to the provision of fair and equitable access to all Knox residents. Universal Design ensures that products, buildings, environments and experiences are innately accessible to as many people as possible, regardless of their age, level of ability, cultural backgrounds, or any other differentiating factor that contributes to the diversity of our community.

### **The 2016 Access and Inclusion Plan**

The 2016 Access and Inclusion Plan will build on the actions and achievements of the previous 2011-2015 Plan. The five key strategic priority areas from the previous plan provide the framework for the Plan. The Knox Access and Inclusion Plan 2016 will be Council's fourth Disability Action Plan since 2000. This new Plan builds on the five key strategic priority areas from the previous plan of:

- Leadership and Advocacy;
- Organisational Development;
- Information and Communication;
- Buildings, Open Spaces and Infrastructure; and
- Participation and Inclusion.

The 2016 Plan also builds upon the *Access and Inclusion Plan 2011-15* achievements of:

- Increased awareness raising across Council;
- Increased community awareness raising;
- Increased advocacy around employment opportunities and barriers for people with disabilities;
- Strengthening leadership capacity; and,

- Ongoing advocacy.

Objectives and actions have been identified in each strategic priority area. The lead and key partners of each action are also identified within the plan.

### Strategic Priority Area 1 – Leadership and Advocacy

Advocating for and promoting the rights of people with disabilities enables Council to drive positive social change. By forming partnerships and collaborating with community groups and service providers, Council can increase awareness and understanding of disability and human rights in the wider community and demonstrate leadership in the implementation of measures that enhance access and inclusion for people with disabilities. Engaging with people with disabilities to develop and strengthen their advocacy and leadership skills not only empowers individuals but can contribute to positive, sustainable changes in the community where difference and diversity are valued and respected.

Objectives	Actions	Lead responsibility	Key Partners	Resources
<b>Increase awareness of the human and legal rights of people with disabilities across Council and the community</b>	<ul style="list-style-type: none"> <li>- Continue to inform and educate Council staff on Council's responsibilities under Federal and State Legislation to protect the rights of people with disabilities.</li> <li>- Integrate disability advocacy issues into Knox Strategic Advocacy Plan</li> </ul>	<p>Community Access and Equity</p> <p>Corporate Communications</p>	<p>All Council departments</p> <p>Community Access &amp; Equity</p>	<p>Within existing resources</p>
<b>Promote and demonstrate the principles of access and inclusion to the wider community</b>	<ul style="list-style-type: none"> <li>- Share Council's knowledge and experience in advocating for access and inclusion, via Council partnerships and networks, Council programs and the Knox Disability Email Information Service.</li> <li>- Promote 'good news' stories to the community on what Council is doing or has undertaken to improve access and inclusion in Knox.</li> </ul>	<p>Community Access and Equity</p> <p>Corporate Communications, Community Access &amp; Equity</p>	<p>Community Wellbeing</p> <p>Community Wellbeing</p>	<p>Within existing resources</p>

Objectives	Actions	Lead responsibility	Key Partners	Resources
<b>Develop leadership capacity of relevant community organisations, people with disabilities and carers</b>	<ul style="list-style-type: none"> <li>- Work with Knox Community and Neighbourhood Houses to develop and update their Disability Action Plans.</li> <li>- Promote Council resources and training opportunities to develop leadership and disability advocacy skills to community members and organisations.</li> </ul>	<p>Community Access &amp; Equity</p> <p>Community Access &amp; Equity</p>	<p>Community Strengthening, Knox Neighbourhood Houses</p> <p>Community Strengthening</p>	<p>Within existing resources</p>
<b>Influence policy and decision making processes by lobbying other levels of government</b>	<ul style="list-style-type: none"> <li>- Advocate for the needs of people with disabilities, their families and carers via submissions and advocacy to other levels of government.</li> </ul>	<p>Community Access &amp; Equity</p>	<p>Knox Disability Advisory Committee (KDAC)</p>	<p>Within existing resources</p>
<b>Increase the awareness and understanding of mental illness within Council and the community</b>	<ul style="list-style-type: none"> <li>- Undertake an analysis of Council's services to identify and pursue opportunities to increase awareness of mental health issues through relevant Council delivered programs.</li> </ul>	<p>Community Services &amp; People Performance</p>		<p>Within existing resources</p>
<b>Promote the benefits of improving access and inclusion to the local community including the business community</b>	<ul style="list-style-type: none"> <li>- Deliver activities at Knox Carols by Candlelight in celebration of International Day of People with Disability.</li> <li>- Engage local retail and hospitality businesses to create more accessible and inclusive businesses (Mobility Study Implementation Plan action).</li> <li>- Advocate to Westfield (Scentre Group) for the installation of a Changing Places Facility as part of the Knox Westfield redevelopment.</li> </ul>	<p>Community Access &amp; Equity, Cultural Planning &amp; Development</p> <p>Community Access &amp; Equity</p> <p>City Development</p>	<p>KDAC</p> <p>Economic Development, Traffic &amp; Transport, Place Management</p> <p>Community Wellbeing</p>	<p>Within existing resources</p>

## Strategic Priority Area 2 – Organisational Development

Embedding the principles of access and inclusion and striving for excellence across the organisation will enable Council to best meet the needs and promote the rights of people with disabilities in Knox. Council will continue to consult with people with disabilities, their families and carers to ensure their rights and views are considered whilst also ensuring the processes and systems for engaging with Council are accessible and inclusive. In turn, those gains made in improving access and inclusion within Council and the wider community can have a positive impact on reducing barriers to employment, education and training opportunities for people with disabilities in Knox.

Objectives	Actions	Lead responsibility	Key Partners	Resources
<b>Embed the principles of access and inclusion across Council</b>	<ul style="list-style-type: none"> <li>- Deliver Four Access and Inclusion Awareness Training sessions to Council staff.</li> <li>- Promote training and skill development opportunities to Council staff to improve their knowledge and capacity to create environments inclusive of people with disabilities.</li> </ul>	<p>Community Access &amp; Equity</p> <p>Community Access &amp; Equity</p>	<p>People Performance All Council departments</p> <p>All Managers and Coordinators</p>	Within existing resources
<b>Demonstrate excellence in improving access and inclusion for people with disabilities, their families and carers</b>	<ul style="list-style-type: none"> <li>- Provide advice and support to Council Officers and Teams to assist in protecting the rights of people with disabilities.</li> <li>- Coordinate and support the Knox Disability Advisory Committee.</li> <li>- Monitor and evaluate the 2016 Access and Inclusion Plan outcomes and report to EMT and Council.</li> </ul>	<p>Community Access &amp; Equity</p> <p>Community Access &amp; Equity</p> <p>Community Access &amp; Equity</p>	All Council departments	Within existing resources



Objectives	Actions	Lead responsibility	Key Partners	Resources
<b>People with disabilities will have equitable access to Council Services, facilities and programs</b>	- Consult with internal Departments and Teams on current practices and challenges in ensuring accessible and inclusive services, facilities and programs.	Community Access & Equity	KDAC, all Council departments	Within existing resources
<b>Ensure people with disabilities can access and participate in Council governance processes</b>	- Engage KDAC to provide input into internal Council planning, program and policy development.	Community Access & Equity	All Council departments	Within existing resources
<b>That Council will be an employer of choice and support diversity within the workforce.</b>	- Promote the benefits of workforce diversity for employing people with disabilities.	People Performance	Community Access & Equity	Within existing resources

### Strategic Priority Area 3 – Information and Communication

Enabling people with disabilities to engage with Council and the wider community is dependent on creating communication systems and information services that are accessible and responsive to differing needs and abilities. Council will continue to develop a diverse range of resources and information to increase disability awareness and promote access and inclusion principles across Council and the community. Working with community groups, businesses and service providers, ideas and information can be shared and developed to enhance access and inclusion and ensure the voices of people with disabilities are being heard.

Objectives	Actions	Lead responsibility	Key Partners	Resources
Ensure Council information is accessible to people with disabilities.	- Provide Council publications and information (both online and hard copies) in an accessible format and where requested provide alternative formats, including Braille and large font.	Corporate Communications E Services	All Council Departments	Within existing resources
Provide a range of information that encourages and demonstrates actions to improve access and inclusion.	- Promote new and existing publications that enhance access and inclusion targeted at community groups and resources for people with disabilities, their carers and families ( <i>People First, Guide to Services for People with Disabilities, Missed Business Guide</i> ).	Community Access & Equity	Corporate Communications, All Council Departments	Within existing resources
Ensure that people with disabilities are able to engage and communicate with Council.	- Inform the community of services in place to assist people with disabilities to engage with Council via networks, partners, KDAC, Knox for Everyone facebook and the Knox Disability Email Information Service.  - Review and update information on the Disability pages of Council's website quarterly.	Community Access & Equity	All Council departments	Within existing resources

### Strategic Priority Area 4 – Buildings, Open Spaces and Infrastructure

Building strong, connected communities relies on people being able to access a wide range of services, facilities and open spaces. Successfully addressing access issues requires ongoing engagement and consultation with people with disabilities to ensure their rights and views are considered in planning and development processes. Continuity and integration of services is important in facilitating access to buildings and services and Council will continue to advocate and take action around eliminating barriers in the built environment to improve accessibility for people with disabilities in Knox.

Objectives	Actions	Lead responsibility	Key Partners	Resources
<b>People with disabilities have access to Council infrastructure including buildings, facilities, open spaces, playgrounds and streetscapes.</b>	- Embed consideration of the needs of people with disabilities in the development, design and delivery of Council and community infrastructure projects.	Community Access & Equity	Sustainable Infrastructure, Community Infrastructure, City Planning & Building	Within existing resources
	- Participate in the development of Knox Council's Health and Wellbeing Impact Assessment Guidelines to ensure consideration of the needs of people with disabilities in future development and planning applications.	Community Access & Equity	Social Policy and Planning	
	- Deliver the annual Retrofitting Program as part of the yearly Capital Works program to improve accessibility of Council buildings and facilities.	Facilities, Community Access & Equity	Community Facility Advocates	
	- Deliver Capital Works program for footpaths and shared paths.	Construction Group	Traffic and Transport	

Objectives	Actions	Lead responsibility	Key Partners	Resources
<b>Provide and maintain accessible footpaths and shared pathways.</b>	- Deliver the Knox Mobility Study Implementation Plan (Year 3 – Local Business Engagement and Mobility Study Capital Works program).	Traffic and Transport	Community Access & Equity	Within existing resources
<b>Increase awareness of local laws and specific services that relate to people with disabilities.</b>	- Implement the “Help us keep footpaths clear” project (Mobility Study Implementation Plan) encouraging residents to keep footpaths clear and accessible for all.	Parks Services	Community Access & Equity, Local Laws	Within existing resources
<b>People with disabilities can access a range of public transport options.</b>	- Advocate to Public Transport Victoria for accessible public transport infrastructure and access upgrades to additional bus stops in Knox.	Traffic and Transport	Community Access & Equity, KDAC, Asset Preservation	Within existing resources
<b>Increased choice in housing options for people with disabilities, their families and carers.</b>	- Advocate for more accessible and affordable housing choices for people with disabilities via the Knox Disability Housing Network.	Community Access & Equity	Social Policy & Planning	Within existing resources

### Strategic Priority Area 5 – Participation and Inclusion

Council recognises the rights of people with disabilities to access and participate in all aspects of community life and that being an active and valued member of the community can positively contribute to health and wellbeing. Developing diverse and dynamic communities requires delivering a wide range of leisure, cultural and recreational activities and opportunities that are accessible and inclusive. Building partnerships, working with community organisations and supporting people with disabilities to volunteer in the community can lead to greater civic participation and provides others with the opportunity to value and recognise the contributions of people with disabilities in our community.

Objectives	Actions	Lead responsibility	Key Partners	Resources
<b>People with disabilities can participate in Council recreation, arts, leisure and cultural activities and events.</b>	<ul style="list-style-type: none"> <li>- Prioritise access audit improvements for Council's three Major Events and Festivals (Knox Festival, Stringybark and Knox Carols).</li> <li>- Develop inclusive practice guidelines in the planning, development and delivery of Council's three Major Events and Festivals.</li> <li>- Screen the Other Film Festival as part of the Cinema under the Stars at Knox Festival.</li> </ul>	<p>Cultural Planning &amp; Development</p> <p>Cultural Planning &amp; Development,</p> <p>Cultural Planning &amp; Development</p>	<p>Community Access &amp; Equity</p> <p>Community Access &amp; Equity</p> <p>Community Access &amp; Equity</p>	<p>Within existing resources</p>
<b>Strengthen civic participation and engagement and provide opportunities for People with disabilities to volunteer within Council and the wider community.</b>	<ul style="list-style-type: none"> <li>- Promote opportunities and positive stories of people with disabilities volunteering in Knox.</li> <li>- Engage volunteers with a disability for Knox's three Major Events and Festivals.</li> </ul>	<p>Community Access and Equity</p> <p>Cultural Planning &amp; Development</p>	<p>Cultural Planning &amp; Development, Community Strengthening</p> <p>Community Access and Equity</p>	<p>Within existing resources</p>

Objectives	Actions	Lead responsibility	Key Partners	Resources
<p><b>People with disabilities can participate with ease and dignity in a range of lifelong learning and community education programs.</b></p>	<ul style="list-style-type: none"> <li>- Support Knox Community and Neighbourhood Houses to be more inclusive and accessible of people with disabilities, through the development of Disability Actions Plans.</li> </ul>	<p>Community Access &amp; Equity</p>	<p>Community Strengthening</p>	<p>Within existing resources</p>
<p><b>Children and students with disabilities can access a range of out of school care and programs.</b></p>	<p>Engage and work with external partners in the delivery of activities and respite programs for families and children with disabilities:</p> <ul style="list-style-type: none"> <li>- Dance Family Program</li> <li>- Fitness Connection for Carers Program</li> <li>- Accessible Vacation Programs</li> <li>- The Lab Project</li> <li>- Carer social events and information nights.</li> </ul>	<p>Community Access &amp; Equity</p>	<p>External community groups and disability organisations</p>	<p>Within existing resources</p>

## **Achievements of the Access and Inclusion Plan for People with Disabilities 2016, including the Knox Disability Advisory Committee – Report**

### **1. Background**

Knox City Council's Access and Inclusion Plan for People with Disabilities 2016 (the Plan) outlined the key actions Council would undertake to promote the rights of people with disabilities whilst enhancing access and inclusion to the benefit of the whole community. The Plan also responds to Council's requirements under the *Victorian State Disability Act (2006)*, to develop and implement a Disability Action Plan (DAP). The Plan was adopted at the 15 December 2015 Ordinary Council meeting and constituted Council's fourth Disability Action Plan.

The Plan builds on the actions and achievements of the previous 2011-15 Plan, with the five key strategic priority areas from the previous plan providing the framework. Objectives and actions were identified in each strategic priority area, as well as the lead and key partners.

Through the implementation of the Plan Council developed, implemented and sustained various outcomes for people with disabilities, their families and carers in Knox. Regular updates were provided to the Knox Disability Advisory Committee (KDAC) on the delivery of actions and outcomes. KDAC members provided advice and guidance, as well as feedback on emerging community issues and input into Council program and project development.

This report presents a detailed summary of the key achievements and actions of the Plan including KDAC.

### **2. Implementing the Plan**

Five key strategic priority areas provided the framework for the Plan. Each strategic priority area detailed the objectives, actions, lead responsibility and key partners.

Five Key Strategic Priority Areas:

1. Leadership and Advocacy
2. Organisational Development
3. Information and Communication
4. Building, Open Spaces and Infrastructure
5. Participation and Inclusion

The successful implementation of the actions and objectives within each strategic priority relied on Teams and Departments across Council to work in collaboration. The Community Access and Inclusion Officer was responsible for overseeing the delivery of the Plan. Council's MetroAccess Officer, funded by the Department of Health and Human Services has a significant focus on community engagement objectives, community building and social inclusion activities and led and assisted in the delivery of the community focused objectives within the Plan.

### 3. Strategic Priority Areas

**3.1 Strategic Priority Area One - Leadership and Advocacy** - *Advocating for and promoting the rights of people with disabilities to drive positive social change.*

#### 3.1.1 Objectives

- Increase awareness of the human and legal rights of people with disabilities across Council and the community
- Promote and demonstrate the principles of access and inclusion to the wider community
- Develop leadership capacity of relevant community organisation people with disabilities and carers
- Influence policy and decision making processes by lobbying other levels of government
- Undertake research on the needs of specific groups of people with disabilities
- Increase the awareness and understanding of mental illness within Council and the community
- Promote the benefits of improving access and inclusion to the local community, including the business community.

#### 3.1.2 Overview

Engaging with people with disabilities, their parents and carers to develop and strengthen their advocacy and leadership skills empowers individuals and also contributes to positive and lasting changes in the community. This has been essential with the upcoming biggest social reform to occur in the disability sector in 40 years, the National Disability Insurance Scheme (NDIS). Council has delivered a number of initiatives and programs to inform and support individuals, carers, families and organisations to be NDIS ready. Council has also developed partnerships and collaborated with community groups and service providers to strengthen support for carers, people with mental health issues as well as the establishment of an advocacy group working for better housing options for people with disabilities.

#### Key Achievements – Leadership and Advocacy

- Four meetings convened of the Knox Disability Partnership Network (made up of local disability services and relevant Council staff), with 15 to 20 services providers on average represented at each meeting. The active network provides opportunities to promote and share information, peer support, improve collaboration and identify partnership opportunities, as well as guest speakers at each meeting that presented on the NDIS, legal perspectives on disability and a parent's perspectives of Autism Spectrum Disorder (ASD).
- Delivery of two workshops at Knox Council on Wills, Estates and Trusts (55 participants) and five NDIS readiness sessions for parents and carers (225 participants).



- Submission to the Victorian State Disability Plan 2017-2020 Consultation.
- Development and launch of the Mental Health Help Cards for Knox residents, to inform the community about available local services and programs to support mental health and provide a basis for General Practitioner and self-referral to relevant services. Over 7,000 copies distributed so far.
- Collaborated with and supported Neami National to deliver eight workshop sessions at Knox Council for people with a mental health issue living in the region
- 20 Council staff participated in the *Mental Health First Aid Training* with a total of 85 staff now qualified.
- Participation in the *Building Equitable Employment* network – bringing together individuals and organisations in the Eastern Metropolitan Region (EMR) to work towards inclusive employment for people with disabilities, including hosting the first meeting at Knox targeted at disability services providers and disability employment services.
- Development, promotion and distribution of 'Accessibility is good for your business' flyer – information for business on how to improve access for people with mobility challenges and responding to the needs of existing and prospective customers.
- Celebration of International Day of People with Disability at Knox Carols by Candlelight, including the recruitment of people with disabilities to volunteer and Market your Gifts event.
- Input into the Knox Strategic Advocacy Plan on access and inclusion advocacy issues and opportunities.
- Continued advocacy to Westfield on the installation of a Changing Places Facility and improvement to access and wayfinding within the precinct.
- Support and advice to local residents and community groups in developing initiatives and projects to support carers.
- Delivery of two meetings with parents and local service providers focused on advocating and developing better services for parents of children with ASD who are experiencing high levels of stress and marriage/relationship breakdown.

**3.2 Strategic Priority Area Two - Organisational Development – Embedding the principles of access and inclusion and striving for excellence across Council.**

**3.2.1 Objectives**

- Embed the principles of access and inclusion across Council
- Demonstrate excellence in improving access and inclusion for people with disabilities, their families and carers
- People with disabilities will have equitable access to Council Services, facilities and program
- Ensure people with disabilities can access and participate in Council governance processes
- That Council will be an employer of choice and support diversity within the workforce.

**3.2.2 Overview**

Embedding the principles of access and inclusion and striving for excellence across the organisation promotes the rights of people with disabilities and provides a more equitable service for all. Consulting with people with disabilities, their families and carers is also vital to ensure their rights and views are considered. The Knox Disability Advisory Committee has played an essential role in ensuring that Council understands the issues, challenges and successes in the community.

Council continued to deliver disability awareness and equity training to staff to increase their understanding of disability, the challenges and barriers faced by people with disabilities, as well as enhance their ability to identifying solutions to improve access and inclusion. Council is an equal opportunity employer and continues to work towards developing a safe and inclusive environment for all employees.

**Key Achievements - Organisational Development**

**Knox Disability Advisory Committee (KDAC)**

KDAC was a key stakeholder in the monitoring and delivery of the Plan. KDAC acted in a consultative manner by providing feedback on numerous Council activities and programs as well as the identification of emerging issues and trends in the Knox community.

Five KDAC meetings were held in 2016, and KDAC were involved in the following actions and activities:

- Feedback and input into the design of the Bayswater Level Crossing Removal Project to enhance usability and access for people with disabilities and mobility users.
- Feedback and input into the design of the Wantirna South Early Years Centre.
- Feedback into Council's Community Arts Initiatives, including Immerse.
- Advocacy and submissions to other levels of Government to enhance access and inclusion outcomes, including input into Council's submission for the development of the State Disability Plan 2017 – 2020.
- Input and feedback into the development of Council's first Community Access and Equity Plan that will support a more integrated and diverse approach to addressing a

broad range of access and equity issues for Knox residents and people with disabilities.

- Input into the role Council should play on behalf of the Knox community in the role out of the NDIS, including feedback on the community consultation paper and the Municipal Strategic Disability Leadership Model Directions Plan.
- Feedback and input into Council's Capital Works program including footpath and seating installation locations as part of the Mobility Study Implementation Plan.
- Ongoing input and feedback to Council officers on access and inclusion issues and barriers in the community to assist with forward planning, as well as advocacy for best practice processes and services delivered by Council.

**Other achievements in Organisational Development include:**

- Delivery of two compulsory Access and Inclusion Awareness Training sessions for new Council staff.
- Delivery of two compulsory Access, Inclusion and Equity Refresher Training sessions for Council staff (59 participants in total, for both new staff and refresher training).
- Delivery of e-Learning training modules, compulsory for all staff, with refresher training required every two years on the Charter of Human Rights and Responsibilities and Equal Employment Opportunity.
- Delivery of Selecting for Excellence Training for Council staff – which includes information to better understand Equal Employment Opportunity principles in recruitment.
- Delivery of the Family and Children Services Conference, with the focus on diversity. The conference deepened Family and Children Service's staff understanding of diversity and how knowledge, information, skills and positive actions can benefit the staff and the children and families they work with.

**3.3 Strategic Priority Area Three - Information and Communication – developing systems, resources and information to enable people with disabilities to engage with Council and the wider community.**

**3.3.1 Objectives**

- Ensure Council information is accessible to people with disabilities
- Provide a range of information that encourages and demonstrates actions to improve access and inclusion
- Ensure that people with disabilities are able to engage and communicate with Council.

### 3.3.2 Overview

Providing information and resources to people with disabilities, their families and carers provides them with greater choice and increased opportunity to participate and engage in the community.

Council continued to develop a range of resources and publications for community members and groups, including the *Accessing Knox e-newsletter* and *A Guide to Disability and Aged Services in Knox*.

### Key Achievements – Information and Communication

- Weekly email distribution of *Accessing Knox* - an e-newsletter from Council about disability related news, events and commentary for people with disabilities and their advocates, with over 700 subscribers.
- *A Guide to Disability and Aged Services in Knox* – which details a range of services, facilities, programs and groups in Knox and the region for people with disabilities and older adults. The guide was updated and reprinted in July with approximately 4,500 copies distributed in 2016.
- *People First: Supporting the Inclusion of People with Disabilities* – a guide to provide practical and positive information to assist people in communicating and engaging with people with disabilities, for community organisations, volunteers and Council staff.
- Communication Access Symbol displayed at the Knox Civic Centre customer service desk - which means that people will be treated with dignity and respect and that Customer Service staff can communicate successfully with people with communication difficulties, and where required utilise communication tools.
- Provision of Council documents in alternative formats on request, including Braille and large font. An increase in electronic word documents being made available in either HTML or Microsoft word, making it more accessible for people with vision impairment.

## 3.4 Strategic Priority Area Four - Buildings, Open Spaces and Infrastructure – building strong, connected communities by eliminating barriers and improving access to the built environment.

### 3.4.1 Objectives

- People with disabilities have access to Council infrastructure including buildings, facilities, open spaces, playgrounds and streetscapes
- Provide and maintain accessible footpaths and shared pathways
- Increase awareness of local laws and specific services that relate to people with disabilities
- People with disabilities can access a range of public transport options
- Increased choice in housing options for people with disabilities, their families and carers.

### 3.4.2 Overview

Building strong, connected communities relies on people being able to access a wide range of services, facilities and open spaces.

Council's Access and Inclusion and MetroAccess officers continued to advocate for eliminating physical barriers to the built environment. There are numerous Council buildings in the City of Knox that do not meet the requirements of people with mobility issues due to the age of the buildings. This is not a standalone issue for Knox Council as it also impacts on public transport, shopping centres, access to businesses, private housing and commercial precinct infrastructure. However, there have been gains in improving access through the Retrofitting Program and continued advocacy by the Community Access and Equity Team and KDAC.

Successfully addressing access requires ongoing engagement and consultation with people with disabilities to ensure their needs and access challenges are understood in the planning and development of new facilities or upgrades.

### Key Achievements – Buildings, Open Spaces and Infrastructure

- Delivery of the annual Retrofitting program as part of the yearly Capital Works Program to improve accessibility of Council buildings and facilities, this included accessible toilet at the Basin preschool, entrance ramp at West Gully Preschool, accessibility improvements at Scoresby West Preschool, installation of handrails to performance stage at Bayswater Senior Citizens Centre, and upgrade to accessible ramp at the front of the Knox Civic Centre.
- Installation of a Liberty Swing at Wally Tew Reserve, providing an opportunity for children and adults in wheelchairs to swing.
- Installation of 6 high back accessible junior swings and accessible paths as part of the annual playground renewals.
- Delivery of the *Eastern Disability Housing Network* bi-monthly meetings held at Council in collaboration with Uniting Care Harrison involving a broad range of community members (people with disabilities, parents/carers and disability sector workers), now made up of 250 people. The network mobilises community members and explores and advocates for better housing options for people with disabilities. In 2016 this included delivery of the carers expo (32 exhibitors and 180 parents, carers and individuals in attendance), development of a Strategic Plan, guest speakers and undertaken a survey on disability housing needs.
- Development of *Accessibility Guidelines for Residential Developments* for five or more dwellings, ensuring that people with disabilities are considered in the design process and that people of all abilities can move in and around the community comfortably.
- Delivery of 17,700 *Help us keep footpaths clear* post cards to residents in Knox as part of the Knox Mobility Study Implementation Plan, encouraging residents to keep footpaths clear of overhanging branches, shrubs and plants to ensure access for all.

- Feedback and input into Council's *Social Impact Assessment Guidelines* to support the provision of accessible and inclusive environments, spaces and buildings.

### **3.5 Strategic Priority Area Five - Participation and Inclusion – developing a diverse and dynamic community by delivering a wide range of leisure, cultural and recreational activities that are accessible and inclusive.**

#### **3.5.1 Objectives**

- People with disabilities can participate in Council recreation, arts, leisure and cultural activities and events
- Strengthen civic participation and engagement and provide opportunities for people with disabilities to volunteer within Council and the wider community
- People with disabilities can participate with ease and dignity in a range of lifelong learning and community education programs
- Children and students with disabilities can access a range of out of school care programs

#### **3.5.2 Overview**

Council recognises the importance of participation in community life and the positive health and wellbeing outcomes it can have on individuals and their families.

Council has delivered a number of leisure, cultural and recreational activities including Council's three major festivals and events, The Knox Festival, Stringybark and Knox Carols by Candlelight, with the Carols event celebrating International Day of People with Disability and to promote greater awareness of disability and community inclusion.

Council has also partnered with community organisations and disability services in the development of new recreation and community initiatives as well as sustained ongoing programs.

#### **Key Achievements – Participation and Inclusion**

- Delivery of Market Your Gifts Event in partnership with Vision Australia and IDU in celebration of International Day of People with Disability at Knox Carols by Candlelight. The event provided opportunities for people with disabilities to showcase their skills, abilities and gifts and interact with the community, including performers with a disability, 20 volunteers and Paralympian guest speakers. The event also provided a number of enhanced accessible features including the Carols book printed in large font and braille, Auslan interpreter, designated accessible seating for mobility users and accessible pro-floor matting to assist mobility users to move safely through the site.

- Development of The Lab Program (computer programming and gaming) a collaboration between Coonara Community House and Council for youth with Asperger's Syndrome in a safe and supportive environment. The program is full and now has a waiting list.
- Participation and support of the Knox Access Programs bi-monthly meetings made up of key partners – Knox Council Leisure Services, MetroAccess, Scope, Vision Australia, Interchange Outer East, Villa Maria and Knox Leisureworks to increase inclusion of people with disabilities and their families and to identify barriers to inclusion in sport and leisure activities.
- Co-founder and ongoing contributor of the Dance Family Project for children with disabilities held at Bayswater Community Youth Centre, with an average of 10 - 12 families participating each week.
- Co-founder and support of the Fitness Connection for Carers Program, a partnership between Knox Leisureworks and Uniting Care Life Assist. The group provides social connectedness and respite for carers, with an average of 25-35 participants each week.

**ALL WARDS****8.2 PROPOSED MUNICIPAL STRATEGIC DISABILITY LEADERSHIP DIRECTIONS PLAN AND RESOURCE PLAN**

**SUMMARY:** *Coordinator – Community Access & Equity  
(Nicole Hunter)*

*At its meeting of 14 June 2016, Council resolved to strengthen its municipal leadership role in planning, advocacy, coordination and action to enhance access and inclusion for people with a disability across all life stages within Knox.*

*Council further resolved not to become a National Disability Insurance Scheme (NDIS) service provider and to cease the delivery of the Illoura Early Childhood Intervention Service (ECIS) in February 2017, and service provision to NDIS eligible Home and Community Care (HACC) clients.*

*Council also noted the initial Directions and Resource Plan, and requested a further report outlining the detailed Directions Plan be presented by February 2017, prior to the rollout of the NDIS in Knox in November 2017.*

*This report provides a proposed Municipal Strategic Disability Leadership Directions Plan and Resource Plan for Council consideration.*

**RECOMMENDATION**

That Council:

1. **Approve Model 1 as outlined in the Municipal Strategic Disability Plan 2017-2019, provided as Appendix B to this report; and**
2. **Build the Model One budget into the Draft Budget 2017-18 and Long Term Financial Forecast.**

**1. INTRODUCTION**

The NDIS is a new way of providing support for people with disabilities, their families, and carers. It will provide people under 65 with a permanent and significant disability with the reasonable and necessary supports they need to live an ordinary life.

The NDIS will provide funds directly to eligible participants to purchase services and supports across their lifetime. This represents a fundamental shift from current approaches to providing and funding disability services.

Council has had a long history and strong track record in providing leadership to promote and deliver a range of initiatives, programs, services and accessible infrastructure to improve access and inclusion for people with a disability.

With the introduction of the NDIS, Council has taken the opportunity to assess and determine its future role from a municipal leadership perspective.



## 8.2 Proposed Municipal Strategic Disability Leadership Directions Plan and Resource Plan (cont'd)

Council currently supports people with a disability in the Knox community through programs and activities such as:

- Provision of the Home and Community Care Program;
- Coordination of the Knox Disability Advisory Committee;
- Development of A Guide for People with Disability and Aged Services publication\*;
- International Day for People with Disabilities events at Knox Carols each year\*;
- Infrastructure development such as all abilities playgrounds;
- City strategic planning and policy development to create accessible places and support for inclusion of children with special needs in early years' services;
- Capacity building work with community organisations\*;
- Creating opportunities for promotion of the skills and abilities of community members with disabilities\*;
- Advocacy regarding access and inclusion issues affecting people with disabilities\*;
- Coordination of Knox Disability Agencies Partnership Network\*;
- Coordination of community forums e.g. carers forums\*;
- Provision of issues specific information, advice and support; and
- Creation of linkages between people with disabilities and for their carers and community services and activities\*.

*\* The programs and activities which are substantially supported by the Metro Access program are marked.*

Many of these activities are delivered through, supported, or coordinated by Council's Community Wellbeing, Family and Children's Services and Active Ageing and Disability departments. Council supports two staffing positions focused on people with disabilities. One of these is a position funded by the State Government through the Metro Access Program.

Council's 2016 operational budget comprises \$121,939 from the Victorian Department of Health & Human Services for the Metro Access program. The future of this funding is currently uncertain, with no commitment given beyond 30 June 2017. The program funds similar positions across Victoria.

If not funded beyond this time the Metro Access program will not be operational at the introduction of the NDIS in Knox in November 2017.

## 8.2 Proposed Municipal Strategic Disability Leadership Directions Plan and Resource Plan (cont'd)

Council has written to the Department of Health & Human Services on two occasions expressing concern about this situation, and requesting a commitment to future funding for Metro Access. The Municipal Association of Victoria has also expressed concern on behalf of Victorian local governments.

Should funding be discontinued it is expected that Council would need to consider whether it will continue to fund the Metro Access program or discontinue this important Council and community role.

### **2. DISCUSSION**

The introduction of the NDIS provides an opportunity for Council to strengthen its existing municipal leadership role in planning, advocacy, coordination and action to enhance access and inclusion for people with disabilities in Knox.

Fourteen initiatives were identified through stakeholder consultation undertaken in 2015-16.

These were used as a starting point to assess priority focus areas to strengthen Council's Municipal Strategic Disability Leadership Model and inform the Municipal Strategic Disability Leadership Plan 2017-2019.

Each initiative was assessed within the lens of the new NDIS environment (e.g. competitive marketplace) and what the role of Council should be in this context, with the following criteria:

- What is the problem we are responding to?
- What is the desired outcome?
- Do the initiatives link to strategic priority areas from the Council's Access and Inclusion Plan for People with a Disability?

The final proposed key areas of focus include:

- **Capacity building** of community organisations to improve their inclusiveness of people with disabilities;
- **Leadership** development to support people with disabilities to take full advantage of the opportunities offered by the NDIS;
- **Peer support** and **mentoring** programs specifically focused on supporting carers and parents with a child who has a disability and/or developmental delay;
- **Accessible infrastructure** including continuing improvements to Council owned community infrastructure, exploring opportunities for new infrastructure, and advocacy for accessible infrastructure provided by others;

## **8.2 Proposed Municipal Strategic Disability Leadership Directions Plan and Resource Plan (cont'd)**

- **Promoting investment** opportunities arising from the implementation of the NDIS in Knox; assisting and connecting new market entrants; and
- **Capacity building** of early years' services to ensure a high level of support is provided to children with a disability or developmental delay and their families.

Appendix A provides an overview of the proposed Municipal Strategic Disability Leadership Model outlining the proposed role for Knox City Council.

Appendix B provides the proposed Municipal Strategic Leadership Plan and Resource Plan 2017-2019.

Importantly, it is proposed that these activities complement rather than duplicate Council's existing commitments delivered through the Metro Access program and other activities across the organisation.

The report recommends that Council support Model One as this provides the strongest opportunity to implement a municipal leadership role which addresses key priority needs identified through the consultation and research process. It would complement and not duplicate the rollout of the NDIS.

### **3. CONSULTATION**

In May 2016, a public consultation process occurred to seek community feedback regarding Council's future role in supporting people with disabilities, their families and carers.

The process included provision of information, community feedback sessions, public submissions, and engagement through social media. Fourteen initiatives were identified. These were used as a starting point for consideration as outlined in Section (2) above.

During November and December 2016, key stakeholder groups provided feedback on proposed areas for action and key initiatives for the proposed Municipal Strategic Disability Leadership Directions Plan. These groups were the Knox Disability Advisory Committee, Early Years Advisory Committee, Active Ageing Advisory Committee, and the Illoura ECIS Inc. Committee.

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

Should Council support the proposed key activity 'accessible infrastructure', it is expected that ongoing costs associated with accessible infrastructure will assist to benefit people with high needs and reduce barriers to support inclusion of people with a disability in community life.

## 8.2 Proposed Municipal Strategic Disability Leadership Directions Plan and Resource Plan (cont'd)

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

Council's 2016/17 operational budget and LTFF provides \$600,000 for the ECIS service. With the ceasing of Council's ECIS service in March 2017, it is proposed that up to \$600K of the ECIS budget be considered for potential reinvestment into Council's enhanced municipal strategic disability leadership role in the 2017/18 year and beyond.

A proposed Resourcing Plan has been developed to support the implementation of Council's enhanced strategic leadership municipal role. The Resourcing Plan outlines four models for consideration of Council's future investment for the 2017/18 and 2018/19 financial years (refer Appendix B and C).

The resource models outline investment in staffing allocation, program implementation, capital works and research and are based on four different percentages of reinvestment from the current operational budget for the Illoura service ranging from 68% to 0% at the completion of the Plan. These are summarised in Appendix C.

This report is recommending that Council supports Model One which would involve a re-investment of 60% of the ECIS service for \$408,751 in 2017/18 and \$326,058 in 2018/19.

It is proposed to review Council's Plan and investment prior to the 2019/20 budget process to ensure that the investment is enabling the impact and achievement of the proposed community outcomes.

Following Council's consideration of this issue at its meeting on 27 February, Council's operational and capital works budgets will be updated to incorporate Council's preferred model and funding allocations into the budget.

Throughout the implementation of the plan, Council Officers will continue to seek and apply for relevant funding by grants. Some examples include:

- **Changing Places:** The State Government recently announced funding to build a further 15 Changing Places across Victoria and is currently scoping potential sites;
- **Community Engagement:** A statewide organisation named 'Women with Disability' is currently funded to implement an "Enabling Women" program however the organisation decides each year which geographical areas that the program will be delivered in; and
- **Information, Linkages & Capacity Building (ILC):** A component of NDIS funds activities to support the inclusion of people with disabilities. Two tiers of grants will be available, under \$10,000 and over \$10,000.

## **8.2 Proposed Municipal Strategic Disability Leadership Directions Plan and Resource Plan (cont'd)**

### **6. SOCIAL IMPLICATIONS**

The proposed Municipal Strategic Disability Leadership Model and Plan will provide specific benefits to people with disabilities that complement those that will be delivered by the NDIS. These include:

- People with disabilities and their families are informed and empowered to fully participate in the NDIS;
- Early years services and some community organisations will be supported to effectively include and support people with disabilities and their families;
- A stronger focus on accessible infrastructure provided by Council, and advocacy to ensure business, community organisations, and other levels of government meet their responsibilities in this area;
- Promoting investment opportunities arising from the implementation of the NDIS in Knox; assisting and connecting new market entrants.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

Council's consideration of its strengthened municipal leadership role contributes to the delivery of the City Plan objectives in Theme One – 'Healthy, Connected Communities' and Theme 5 – 'Democratic and Engaged Communities', it also contributes to objectives in the Integrated City Strategy to enhance community health and wellbeing.

### **8. CONCLUSION**

The implementation of the NDIS represents a fundamental shift from current approaches to providing and funding disability services.

The NDIS will comment rollout within Outer Eastern Melbourne including Knox in November 2017.

This change provides an opportunity for Council to strengthen its existing municipal leadership role in planning, advocacy, coordination and action to enhance access and inclusion for people with disabilities in Knox.

The Municipal Strategic Disability Leadership Model and Plan proposed in this report will deliver a range of specific benefits to people with disabilities that complement those to be delivered by the NDIS.

Importantly, these activities complement rather than duplicate Council's existing commitments delivered through the Metro Access program and other activities across the organisation.

This report recommends that Council approve Model 1 as outlined in Appendix B, to enable full activation of the proposed Municipal Strategic Disability Leadership Model and Plan from 1 July 2017.

**8.2 Proposed Municipal Strategic Disability Leadership Directions Plan and Resource Plan (cont'd)****9. CONFIDENTIALITY**

There are no confidentiality issues relating to this report.

***Report Prepared By: Coordinator Access & Equity (Nicole Hunter)***

***Report Authorised By: Director Community Services (Kerry Stubbings)***

## PROPOSED MUNICIPAL STRATEGIC LEADERSHIP MODEL

### **Knox City Council's Strategic Leadership Role**

Continue and strengthen Council's role in promoting an accessible and inclusive community for people with disabilities  
 Continue activity in disability planning, advocacy, coordination and accessible infrastructure  
 Support improved access to universal services and other community opportunities eg preschools, recreation, arts and culture etc



### **NDIS Linkages Capacity Building and Coordination**

Possible role for Council in the NDIS Local Area Coordination, Information, Linkages and Capacity Building programs  
 Council to continue and enhance its role in planning, advocacy and representation to identify service gaps and ensure community access to services and resources for all citizens with disability  
 Complement NDIS with locally developed municipal services and initiatives eg through a possible Council grants program and municipal disability planning and support such as specialised toy/equipment library, family support, parent education and social groups



### **NDIS SERVICE SYSTEM**

Direct service delivery through a range of Not for Profit and For Profit businesses  
 Competitive commercial model  
 Council role to engage with NDIS providers to support service quality and effectiveness for Knox community  
 Establish Illoura facility as community resource with priority access for municipal disability groups and activities

***PROPOSED***

**KNOX MUNICIPAL STRATEGIC DISABILITY LEADERSHIP PLAN AND RESOURCE PLAN**

**2017 - 2019**





The proposed Municipal Strategic Disability Leadership Model and Plan will provide specific benefits to people with disabilities that complement those that will be delivered by the NDIS. These include:

- People with disabilities and their families are informed and empowered to fully participate in the NDIS;
- Early years services and some community organisations will be supported to effectively include and support people with disabilities and their families;
- A stronger focus on accessible infrastructure provided by Council, and advocacy to ensure business, community organisations, and other levels of government meet their responsibilities in this area;
- Promoting investment opportunities arising from the implementation of the NDIS in Knox; assisting and connecting new market entrants.

**MODEL 1**

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
Activate Strategic Municipal Disability Leadership model & full implementation (EFT)	<ul style="list-style-type: none"> <li>• Lead responsibility for the successful implementation of Municipal Strategic Disability Leadership NDIS Re-investment project</li> <li>• Undertake a high level of advocacy to National Disability Insurance Agency &amp; Local Area Coordinator to promote the identified social and economic needs of the Knox community and to work in partnership to ensure they are met</li> <li>• Work across all of Council to support each department to maintain and improve on its responsibilities to create an accessible, inclusive and supportive community for people with disability, with particular focus on the NDIS context</li> <li>• Explore what opportunities are possible for City of Knox (both Council and community level) within the newly created Information, Linkages &amp; Capacity Building component of NDIS and oversee applying to ILC for funding that may result from identified opportunities.</li> <li>• Targeted focus on supporting identified groups within the community who are at risk of not having a successful transition to NDIS</li> </ul>	\$103,070	\$106,367	1 EFT Ongoing *  subject to review in 2018-19

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
	<ul style="list-style-type: none"> <li>• Advocacy and leadership within existing and emerging service systems to ensure the needs of local people with disability are represented</li> <li>• Council to advocate and work with the NDIA funded engagement organisations to ensure local community has access to NDIS transition information</li> </ul>			
<p>Activate Strategic Municipal Disability Leadership model &amp; full implementation operating (implementation operating initiatives)</p>	<p>Activities to include:</p> <p><b>Community Engagement &amp; Advocacy</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver (in conjunction with Women with Disabilities Victoria) two “Enabling Women” programs each year that target 6- 8 local women with disabilities to gain greater skills in leadership and advocating for issues that impact on people with disabilities who live, work and socialise in the City of Knox</li> </ul> <p><b>Leisure &amp; Sporting Opportunities</b></p> <ul style="list-style-type: none"> <li>• Work with 3 local sporting groups per year to create and implement a capacity building policy that promotes the inclusion of people with disability</li> </ul>	\$40,000	\$40,000	<p>Program implementati on operating initiatives</p> <p>Initiatives prioritised and delivered over the first two years</p> <p>(ongoing)* Subject to review in 2018/19</p>

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
	<p><b>Social Inclusion</b></p> <ul style="list-style-type: none"> <li>Work with 3 Knox based Scouts per year to increase the skills and knowledge required to increase the participation rate of people with disability into local Scout groups</li> </ul>			
<p><b>Accessible Infrastructure</b> Capital Investment to support the inclusion of people with a disability in community life</p>	<ul style="list-style-type: none"> <li>Advocate on investment in accessible infrastructure in Knox provided by other parties</li> <li>Possible construction of 2 Changing Places (accessible toilets) at two strategic sites within the City of Knox linked with other appropriate community facility developments.</li> </ul>	<p>-</p> <p>est \$100,000 <i>(includes life cycle costs)</i></p>	<p>-</p> <p>est \$100,000 <i>(includes life cycle costs)</i></p>	<p>-</p> <p>est Per annum</p>
<p><b>Mentoring Support - Pilot Project</b> Development of a program to facilitate inclusion and connections with local supports and programs</p>	<ul style="list-style-type: none"> <li>Establishment of an 18 month 0.6 EFT to support the development, implementation &amp; evaluation:</li> <li><b>Parent to Parent support</b> Target families who have a child with a disability developmental delay to feel connected and included in local playgroups, preschools, MCH supported parent groups (usually 1<sup>st</sup> time parents' groups); family day care and child care</li> <li><b>Carer to Carer support</b> Target carers of people with disability to feel connected and included in local carer support programs</li> </ul>	<p>\$53,840</p> <p>\$10,000</p>	<p>\$27,781</p> <p>\$10,000</p>	<p>0.6 EFT plus operating initiatives including evaluation 18-month Pilot program</p>

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
<p><b>NDIS – Economic Investment</b> Enhanced opportunity for economic benefits for people with a disability accessing supports and services within Knox</p>	<ul style="list-style-type: none"> <li>• Modelling Project to develop a “City of Knox NDIS Market Statement” that will identify new economic &amp; employment opportunities within City of Knox if a successful NDIS rollout is achieved</li> <li>• Communication &amp; education strategy to promote Market Statement to relevant investors , employers and businesses within City of Knox</li> </ul>	\$30,000		One off
<p><b>Early Years Capacity Support</b> KCC has an opportunity to take a municipal leadership role to ensure all universal early years’ services in the municipality have the capacity to work successfully with children with a disability or developmental delay:</p> <ul style="list-style-type: none"> <li>- Improving the capacity and skill of staff in our own early years’ services;</li> <li>- Monitoring the service system and advocating as needed during the implementation of the</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of an 18 month 0.6 EFT to support the development, implementation &amp; evaluation:</li> <li>• Development of a sustainable early years’ staff training and capacity building program that will focus on increasing the successful inclusion with children with disabilities across all universal early years’ services in the municipality.</li> <li>• Establishment of time limited funding support for early years’ services in the municipality to increase resources and teaching aids that reflects disability in the community</li> <li>• Development of an ECIS NDIS Transition Plan to work in conjunction with the Illoura Committee and NDIA (ECEI Access Partner) to advocate for the needs of children with disabilities (and their families) within City of</li> </ul>	<p>\$61,841</p> <p>\$10,000</p>	<p>\$31,910</p> <p>\$10,000</p>	0.6 EFT plus operating initiatives 18-month project

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
NDIS and ECEI Access Partner.	<p>Knox who require early childhood intervention services</p> <p><i>KCC is a large service provider and therefore has capacity to directly influence Council-operated early years' services, but does not have the same level of influence over non-Council services. This requires a carefully designed approach to partnering with other early years' service providers in the municipality to support them to improve the capacity and skill of their staff to work successfully with children with a disability or developmental delay.</i></p>			
	<b>Total</b>	<b>\$408,751</b>	<b>\$326,058</b>	

### Existing Council Roles

Council's two current roles of Metro Access Officer (State Government grant funded) and NDIS /CHSP Transition Liaison Officer work collaboratively to ensure that the local community have access to information and support to transition to NDIS and to promote the positive inclusion of people with disability in everyday life.

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
<p><b>Metro Access Officer</b> Supports the Inclusion of people with disability in whole of life and whole of community</p>	<ul style="list-style-type: none"> <li>• Development of key partnerships and projects to advocate for the needs of people with disability in the local community</li> <li>• Raising awareness of the needs of people with disability across the whole of community</li> </ul>	Fully funded by State Government		1 EFT State Government funded to 2017/18
<p><b>NDIS/CHSP Transition Liaison Officer</b> Support clients under 65 years with changes to current service system</p>	<ul style="list-style-type: none"> <li>• Development of a HACC PYP Mental Health Framework to ensure people with mental health issues are empowered to maintain independence around their care and services</li> <li>• Work in partnership with other community agencies on pilot project to support transition of people living in SRS to NDIS</li> <li>• Work collaboratively with local organisations to identify the needs of CALD and Aboriginal communities in City of Knox to support a successfully transition to NDIS</li> </ul>	Within existing budget	Within existing budget	1 EFT 3-year resource to June 2019

**MODEL 2**

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
Activate Strategic Municipal Disability Leadership model & full implementation (EFT)	<ul style="list-style-type: none"> <li>• Lead responsibility for the successful implementation of Municipal Strategic Disability Leadership NDIS Re-investment project</li> <li>• Undertake a high level of advocacy to National Disability Insurance Agency &amp; Local Area Coordinator to promote the identified social and economic needs of the Knox community and to work in partnership to ensure they are met</li> <li>• Work across all of Council to support each department to maintain and improve on its responsibilities to create an accessible, inclusive and supportive community for people with disability, with particular focus on the NDIS context</li> <li>• Explore what opportunities are possible for City of Knox (both Council and community level) within the newly created Information, Linkages &amp; Capacity Building component of NDIS and oversee applying to ILC for funding that may result from identified opportunities.</li> <li>• Targeted focus on supporting identified groups within the community who are at risk of not having a successful transition to NDIS</li> </ul>	\$103,070	\$106,367	1 EFT Ongoing



Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
	<ul style="list-style-type: none"> <li>• Advocacy and leadership within existing and emerging service systems to ensure the needs of local people with disability are represented</li> <li>• Council to advocate and work with the NDIA funded engagement organisations to ensure local community has access to NDIS transition information</li> </ul>			
Activate Strategic Municipal Disability Leadership model & full implementation operating (implementation operating initiatives)	Activities to include:  <b>Community Engagement &amp; Advocacy</b> <ul style="list-style-type: none"> <li>• Develop and deliver (in conjunction with Women with Disabilities Victoria) two “Enabling Women” programs each year that target 6- 8 local women with disabilities to gain greater skills in leadership and advocating for issues that impact on people with disabilities who live, work and socialise in the City of Knox.</li> </ul> <b>Leisure &amp; Sporting Opportunities</b> <ul style="list-style-type: none"> <li>• Work with 2 local sporting groups per year to create and implement a capacity building policy that promotes the inclusion of people with disability</li> </ul> <b>Social Inclusion</b> <ul style="list-style-type: none"> <li>• Work with 2 Knox based Scouts per year to increase the skills and knowledge required to increase the participation rate of people with disability into local Scout groups</li> </ul>	\$20,000	\$20,000	Program implementation operating initiatives  Initiatives prioritised and delivered over the first two years  (ongoing)

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
<b>Accessible Infrastructure</b> Capital Investment to support the inclusion of people with a disability in community life	<ul style="list-style-type: none"> <li>Advocacy on accessible infrastructure in Knox provided by other parties.</li> <li>Enhancements to existing accessible toilets or build a standard accessible toilet.</li> </ul>	-  est \$75,000	-  est \$75,000	Per annum
<b>Mentoring Support - Pilot Project</b> Development of a program to facilitate inclusion and connections with local supports and programs	<ul style="list-style-type: none"> <li>Establishment of an 18 month 0.6 EFT to support the development, implementation &amp; evaluation:</li> <li><b>Parent to Parent support</b> Target families who have a child with a disability developmental delay to feel connected and included in local playgroups, preschools, MCH supported parent groups (usually 1<sup>st</sup> time parents' groups); family day care and child care</li> <li><b>Carer to Carer support</b> Target carers of people with disability to feel connected and included in local carer support programs</li> </ul>	\$53,840  \$10,000	\$27,781  \$10,000	18-month Pilot program  .6 EFT plus operating initiatives including evaluation
<b>NDIS – Economic Investment</b> Enhanced opportunity for economic benefits for people with a disability accessing supports and services within Knox	<ul style="list-style-type: none"> <li>Modelling Project to develop a “City of Knox NDIS Market Statement” that will identify new economic &amp; employment opportunities within City of Knox if a successful NDIS rollout is achieved</li> <li>Communication &amp; education strategy to promote Market Statement to relevant</li> </ul>	\$30,000		One off

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
	investors , employers and businesses within City of Knox			
<p><b>Early Years Capacity Support</b> KCC has an opportunity to take a municipal leadership role to ensure universal early years services have the capacity to work successfully with children with a disability or developmental delay:</p> <ul style="list-style-type: none"> <li>- Improving the capacity of our own early years' services;</li> <li>- Improving the capacity of early years' services through KCC's role as a cluster manager</li> </ul> <p>Monitoring the service system and advocating as needed during the implementation of the NDIS and ECEI Access Partner.</p>	<ul style="list-style-type: none"> <li>• Development of a sustainable early year's staff training and capacity building program that will focus on increasing the successful inclusion with children with disabilities across all universal early years' services in the municipality.</li> <li>• Establishment of time limited funding support for early years' services in the municipality to increase resources and teaching aids that reflects disability in the community</li> <li>• Development of a ECIS NDIS Transition Plan to work in conjunction with the Illoura Committee and NDIA (ECEI Access Partner) to advocate for the needs of children with disabilities (and their families) within City of Knox who require early childhood intervention services</li> </ul>	<p>\$61,841</p> <p>\$10,000</p>	<p>\$31,910</p> <p>\$10,000</p>	<p>18-month project</p> <p>.6 EFT plus operating initiatives</p>
	<b>Total</b>	<b>\$363,751</b>	<b>\$281,058</b>	

**Existing Council Roles**

Council's two current roles of Metro Access Officer & NDIS /CHSP Transition Liaison Officer work collaboratively to ensure that the local community have access to information and support to transition to NDIS and to promote the positive inclusion of people with disability in everyday life

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
<p><b>Metro Access Officer</b> Supports the Inclusion of people with disability in whole of life and whole of community</p>	<ul style="list-style-type: none"> <li>• Development of key partnerships and projects to advocate for the needs of people with disability in the local community</li> <li>• Raising awareness of the needs of people with disability across the whole of community</li> </ul>	Fully funded by State Government		1 EFT State Government funded to 2017/18
<p><b>NDIS/CHSP Transition Liaison Officer</b> Support clients under 65 years with changes to current service system</p>	<ul style="list-style-type: none"> <li>• Development of a HACC PYP Mental Health Framework to ensure people with mental health issues are empowered to maintain independence around their care and services</li> <li>• Work in partnership with other community agencies on pilot project to support transition of people living in SRS to NDIS</li> <li>• Work collaboratively with local organisations to identify the needs of CALD and Aboriginal communities in City of Knox to support a successfully transition to NDIS</li> </ul>	Within existing budget	Within existing budget	1 EFT 3-year resource to June 2019

**MODEL 3**

<b>Activity</b>	<b>Proposed Key Initiative Areas</b>	<b>Budget 2017 / 2018</b>	<b>Budget 2018 / 2019</b>	<b>Resourcing</b>
Activate Strategic Municipal Disability Leadership model & full implementation (EFT)	<ul style="list-style-type: none"> <li>• Lead responsibility for the successful implementation of Municipal Strategic Disability Leadership NDIS Re-investment project</li> <li>• Undertake a high level of advocacy to National Disability Insurance Agency &amp; Local Area Coordinator to promote the identified social and economic needs of the Knox community and to work in partnership to ensure they are met</li> <li>• Work across all of Council to support each department to maintain and improve on its responsibilities to create an accessible, inclusive and supportive community for people with disability, with particular focus on the NDIS context</li> <li>• Explore what opportunities are possible for City of Knox (both Council and community level) within the newly created Information, Linkages &amp; Capacity Building component of NDIS and oversee applying to ILC for funding that may result from identified opportunities.</li> <li>• Targeted focus on supporting identified groups within the community who are at risk of not having a successful transition to NDIS</li> </ul>	\$103,070	\$106,367	1 EFT Ongoing

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
	<ul style="list-style-type: none"> <li>• Advocacy and leadership within existing and emerging service systems to ensure the needs of local people with disability are represented</li> <li>• Council to advocate and work with the NDIA funded engagement organisations to ensure local community has access to NDIS transition information</li> </ul>			
<p>Activate Strategic Municipal Disability Leadership model &amp; full implementation operating (implementation operating initiatives)</p>	<p>Activities to include:</p> <p><b>Community Engagement &amp; Advocacy</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver (in conjunction with Women with Disabilities Victoria) two “Enabling Women” programs each year that target 6- 8 local women with disabilities to gain greater skills in leadership and advocating for issues that impact on people with disabilities who live, work and socialise in the City of Knox</li> </ul> <p><b>Leisure &amp; Sporting Opportunities</b></p> <ul style="list-style-type: none"> <li>• Work with 1-2 local sporting groups per year to create and implement a capacity building policy that promotes the inclusion of people with disability</li> </ul>	\$60,000	\$60,000	<p>Program implementati on operating initiatives</p> <p>Initiatives prioritised and delivered over the first two years</p> <p>(ongoing)</p>

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
	<p><b>Social Inclusion</b></p> <ul style="list-style-type: none"> <li>• Work with 1-2 Knox based Scouts per year to increase the skills and knowledge required to increase the participation rate of people with disability into local Scout groups</li> </ul> <p><b>Mentoring Support - Pilot Projects</b> Develop, implement and evaluate the two projects below over a two-year period:</p> <ul style="list-style-type: none"> <li>• <b>Parent to Parent support</b> Target families who have a child with a disability developmental delay to feel connected and included in local playgroups, preschools, MCH supported parent groups (usually 1<sup>st</sup> time parents' groups); family day care and child care</li> <li>• <b>Carer to Carer support</b> Target carers of people with disability to feel connected and included in local carer support programs</li> </ul>			
	<b>Total</b>	<b>\$163,070</b>	<b>\$166,367</b>	

**MODEL 4**

Activity	Proposed Key Initiative Areas	Budget 2017 / 2018	Budget 2018 / 2019	Resourcing
Compliance with Disability Discrimination Act, State Disability Act, and Victorian Government Disability Plan only	<ul style="list-style-type: none"> <li>• Delivery of Council's Access and Equity Plan 2017-21.</li> <li>• Does not provide flexibility for Knox City Council to respond to changing NDIS environment.</li> <li>• If Council wishes to activate components of one Municipal Disability Leadership Model in the future, reallocation of work priorities and/or resources in our areas will be required.</li> </ul>	Existing budget	Existing budget	Existing EFT and budget
	<b>Total</b>	<b>\$0.00 (no reinvestment)</b>	<b>\$0.00</b>	

**Additional Potential Funding Options:**

**Changing Places:** The State Government recently announced funding to build a further 15 Changing Places across Victoria and are currently scoping potential sites. The scoping project is being undertaken by Association for Children with a Disability. There are currently 6 Changing Places across Victoria with the closest to Knox being at Eastland Shopping Centre at Ringwood. Maroondah City Council has recently announced its intention to contribute \$75K towards a portable Changing Places that can be used at events and festivals.

**Community Engagement:** Women with Disability are currently funded to implement the “Enabling Women” program however decide each year which geographical areas that the program will be delivered in.

**Information, Linkages & Capacity Building:** Is a component of NDIS that funds activities to support the inclusion of people with disabilities into services and supports that whole of community use. The ILC Framework has yet to be released, however it is anticipated that funding will be made available from July 2017. There is the potential to apply for ILC funding to support the community engagement and mentoring aspects of the Strategic Municipal Disability Leadership Model.



**PROPOSED REINVESTMENT MODEL – MUNICIPAL STRATEGIC DISABILITY LEADERSHIP MODEL**

Four models are outlined for consideration. Costing below are for the first two financial years 2017/18 and 2018/19.

**SUMMARY OF MODELS AND % OF ILLOURA/ECIS OPERATIONAL BUDGET (LTFS)**

	<b>Model 1</b>	<b>Model 2</b>	<b>Model 3</b>	<b>Model 4</b>
<b>2017/18</b>	\$408,751 (68%) (allows for a one off project)	\$363,751 (60%) (allows for a one off project)	\$163,070 (27%)	Nil reinvestment (0%) (existing EFT and budget allocation)
<b>2018/19</b>	\$326,058 (54%) (allows for 6 months of an 18 month project)	\$281,058 (46%) (allows for 6 months of an 18 month project)	\$166,367 (27%)	Nil reinvestment (0%) (existing EFT and budget allocation)
<b>Benefit to community (return on investment)</b>	<p>Enables full activation of Council's Municipal Strategic Disability Model and includes investment in:</p> <ul style="list-style-type: none"> <li>Capacity building of community organisations to improve their inclusiveness (e.g. sports and leisure group and scouts)</li> <li>Leadership development to support people with disabilities to increase their personal advocacy</li> <li>Peer support mentoring programs specifically focused on supporting carers and parents with a child who has a disability developmental delay</li> </ul>	<p>Enables full activation of Council's Municipal Strategic Disability Model (as outlined in model 1), however with less financial investment, less can be achieved within the first two years.</p>	<p>Enables some activation of Council's Municipal Strategic Disability Model. Key benefits include:</p> <ul style="list-style-type: none"> <li>Capacity building of community organisations to improve their inclusiveness (e.g. sports and leisure group and scouts)</li> <li>Leadership development to support people with disabilities to increase their personal advocacy</li> <li>Peer support mentoring programs specifically focused on supporting carers and parents with a child who has a disability developmental delay</li> </ul>	<p>Delivery of Council's Access and Equity Plan 2017-21 (meets Council's legislative obligations).</p> <p><i>Does not provide flexibility for Knox City Council to respond to changing NDIS environment.</i></p>

	<ul style="list-style-type: none"> <li>• Accessible infrastructure such as the installation of Changing Places facility which supports people who require a hoist to access the toilet</li> <li>• Economic investment to enhance opportunities for people with a disability accessing supports and services in Knox</li> <li>• Capacity building of early years services to ensure universal services have the capacity to work successfully with children with a disability or developmental delay</li> </ul>		<p>It <u>does not</u> include investment in accessible infrastructure to assist people to move around the city, economic investment to enhance opportunities for people with a disability accessing supports and services in Knox or capacity building of early years services to ensure universal services have the capacity to work successfully with children with a disability or developmental delay.</p>	
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**ALL WARDS****8.3 LEISURE MINOR CAPITAL WORKS GRANTS SCHEME POLICY REVIEW**

**SUMMARY:** *Leisure Contracts and Projects Officer (Emma Hayton)*

*This report recommends adoption of the revised Draft Leisure Minor Capital Works Grant Scheme Policy. The Policy is used to provide guidance to applicants on the administration of the Leisure Minor Capital Works Grant Scheme. The draft Policy has minor amendments based on consultation which has occurred as part of the review process.*

**RECOMMENDATIONS**

That Council:

1. **Adopts the revised Leisure Minor Capital Works Grant Scheme Policy provided as Appendix B to this report; and**
2. **Appoints two Councillors as members of the 2017 Minor Capital Works Grants Committee.**

**1. INTRODUCTION**

Council's Leisure Minor Capital Works Grant Scheme is an annual program that provides financial support to not-for-profit leisure and sporting organisations to undertake improvement projects on Council owned or managed land. The Scheme has funded over 210 projects providing approximately \$2.2 million worth of improvements to Council facilities.

The Policy directs the type and level of funding that Council will provide to leisure and sporting organisations for these improvements. It was previously adopted by Council on 25 February 2014 and sunsets on 28 February 2017 (see Appendix A).

**2. DISCUSSION**

The draft version of the Leisure Minor Capital Works Grant Scheme Policy (Appendix B) has been developed based on feedback and recommendations received during the consultation phase of this policy review. This consultation, which is outlined in Section 3 of this report, has led to a number of minor revisions to the existing policy. These changes include:

- Adding new eligibility criteria requirements to ensure projects are in line with Council's strategic plans and have been appropriately planned for;
- Improving consistency with other Council grant programs and policies;
- Streamlining the process of approval for extensions, contingency and unspent funds; and
- Consolidated information on eligibility criteria and exclusions to simplify conditions of the grant.

### **8.3 Leisure Minor Capital Works Grant Scheme Policy Review (cont'd)**

The draft policy addresses a number of minor operational issues encountered and provides clear guidance to Council officers and eligible organisations on the requirements and expectations of each stage in the grant process.

A copy of the proposed amendments to the current policy are highlighted in Appendix C for reference.

It should be noted that Council will be undertaking a review of all Council's Grant programs during 2017 and this policy may be revised in the light of the wider Grants review process.

#### **2.1 Councillor Representation**

Previous Evaluation Panels for this Grants Scheme have included a panel of two Councillors. At the Strategic Planning Meeting on 8 November 2016, no Councillor appointments were endorsed for this Committee. Nevertheless, the current Policy proposes two Councillors for appointment (for the Mayoral year) to assess submissions and make recommendations for endorsement by Council. It is recommended that the current practice remains until the review on Councillor appointed committees is undertaken by Corporate Services this year. Consistent with other Assessment Committees (e.g. Community Development Fund Evaluation Panel) membership will also include one community member elected from the Recreation & Leisure Liaison Group.

### **3. CONSULTATION**

The consultation which has occurred as part of this policy review process has been extensive and feedback provided by consultees has led to a number of the key proposed changes to the existing policy, as summarised in Section 2 above. An outline of the consultation which occurred is as follows:

<b>Consultation Stage</b>	<b>Month</b>
Benchmarking – Neighbouring LGAs	July 2016
Internal Stakeholders	August 2016
Recreation and Leisure Liaison Group	September 2016
Internal Stakeholders	December 2016 – January 2017
Recreation and Sporting Organisations	January 2017

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

The revised policy will enhance sporting and leisure infrastructure. If adopted, the revised policy will help assist the long-term viability of sporting facilities within Knox.

### **8.3 Leisure Minor Capital Works Grant Scheme Policy Review (cont'd)**

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

The Policy will guide the allocation of Council's funding to Council leisure and sporting facilities in partnership with community organisations. It will ensure that this allocation is transparent, accessible and in line with good governance.

The budget for the Scheme is set annually during Council's budget process. The budget for 2016-17 was \$97,000.

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

In 2011-12, approximately 65% of the Australian population aged 15+ participated in sport and recreational activities. In Victoria, this figure is slightly higher with 66.1% of the population aged 15+ being involved in both structured and unstructured recreational activities (ABS, 2012).

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 builds social benefits.

As a result of this, it is important that Council continues to consider the need for good quality leisure and sporting facilities to support the works carried out by our leisure and sporting organisations improving the health and wellbeing of community members. The revised Policy will help ensure that small projects which are deemed to be important by the clubs can be considered for funding to improve Council facilities.

#### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

The current policy and the new draft policy are consistent with and support the following themes and objectives listed in the Knox City Plan 2013-17:

##### *Theme 1: Healthy, Connected Communities*

- The Knox community benefits from good health and wellbeing at all life stages.
- A safe community with strong community connections and where learning and volunteering are valued and supported.

##### *Theme 2: Prosperous, Advancing Economy*

- Improve local opportunities for people to live, work, learn and play in Knox.

### **8.3 Leisure Minor Capital Works Grant Scheme Policy Review (cont'd)**

#### *Theme 4: Culturally Rich and Active Communities*

- Improve the acceptance and valuing of diversity and difference in the Knox community.
- Increase use of public spaces and infrastructure for the purposes of cultural expression and physical activity.

#### *Theme 5: Democratic and Engaged Communities*

- Improve community leadership and participation in Knox.
- Increase opportunities for the Knox community to participate in public decision-making processes.
- Ensure Council is well governed and demonstrates effective leadership.

## **8. CONCLUSION**

This report seeks endorsement of a revised Leisure Minor Capital Works Grant Scheme Policy which is used to provide clear and transparent guidelines for the allocation of funding available to leisure and sporting organisations through the Leisure Minor Capital Works Grant Scheme.

## **9. CONFIDENTIALITY**

There are no confidentiality issues associated with this report.

**Report Prepared By:** *Leisure Contracts and Projects Officer (Emma Hayton)*

**Report Authorised By:** *Director – Community Services (Kerry Stubbings)*

**APPENDIX A – Leisure Minor Capital Works Grant Scheme Policy Review****KNOX POLICY****LEISURE MINOR CAPITAL WORKS GRANT SCHEME POLICY**

<b>Approval by:</b>	Council	<b>Directorate:</b>	Community Services
<b>Approval Date:</b>	25 February 2014	<b>Responsible Officer:</b>	Leisure Contracts and Projects Officer
<b>Review Date:</b>	28 February 2017	<b>Version Number:</b>	TBC

**1. PURPOSE**

The Leisure Minor Capital Works Grant Scheme (the Scheme) provides funding to leisure and sporting organisations who wish to undertake facility improvement projects on land owned or managed by Council which is utilised for leisure and sporting purposes.

The purpose of the Leisure Minor Capital Works Grant Scheme Policy is to provide a consistent process within Council on the type and level of funds that Council may award to a given project under the Leisure Minor Capital Works Grant Scheme.

**2. CONTEXT**

The Leisure Minor Capital Works Grant Scheme Policy was developed to identify a consistent process within Council for the allocation of financial assistance to leisure and sporting organisations that seek to develop new or upgrade existing leisure and sporting facilities.

The Policy aims to facilitate the development of new and/or improved leisure facilities upon Council land, and encourage community involvement in the development of leisure and sport initiatives in partnership with Knox City Council.

**3. SCOPE**

This Policy applies to all leisure and sporting organisations that have an occupancy agreement for the use of Council land for leisure and sporting activities.

The Policy provides guidance to Council and the community with regards to planning and development of infrastructure improvements relating to leisure and sporting activities and opportunities and the provision of defibrillators.

The Policy does not remove Council's responsibilities or obligations under a number of legislative and policy documents including those set out in Item 4 below.

## 4. REFERENCES

### 4.1 Council Plans

- City Plan 2013 – 2017
- Health and Wellbeing Strategy 2013 – 2017
- Knox Leisure Plan 2014 – 2019 (Draft)
- Knox Access and Inclusion Plan 2011 – 2015
- Knox Open Space Plan 2012 - 2022
- Knox Sustainable Environment Policy 2008 - 2018
- Sustainable Buildings Policy

### 4.2 Relevant Legislation

- Disability Discrimination Act 1992
- National Construction Code

### 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

- Sporting Reserve and Facility Development Guidelines
- Sporting Club Financial Contributions Towards Reserve Developments
- Breach of Tenancy Agreement for Sporting Clubs
- Reserve Strategic Development Plans
- Untied Funding Policy

### 4.5 Related Council Procedures

- Leisure Minor Capital Works Grant Scheme Procedure
- Seasonal Tenancy Agreement
- Knox Council Integrated Risk Management Process

## 5. DEFINITIONS

<b>Abandonment of Grant</b>	Where a funded organisation has not provided formal advice to Council that the grant will no longer be required due to changes in funding source or other circumstance before the deadline specified in this Policy.
<b>Committee</b>	The Leisure Minor Capital Works Grant Scheme Committee comprising two Councillors who are appointed during the Mayoral Year.
<b>Council</b>	Refers to Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Council Land</b>	Land and/or buildings managed by Council for the benefit of the Knox community.
<b>Leisure</b>	Activities that are generally less structured and have less emphasis on competition than does sport.
<b>Leisure and Sporting Organisations</b>	Any not for profit legal entity that provides leisure or sporting opportunities for the Knox community, whether, active, passive, structured or unstructured.



<b>New installations</b>	Facilities and equipment which are either not currently provided at the facility or where the existing provision has reached its end of life.
<b>Occupancy Agreement</b>	Formal agreement between Council and a community group specifying the conditions of occupancy of Council land. This may take the form of a lease, licence, or seasonal tenancy agreement. Casual hire arrangements are not included.
<b>Outstanding Debt</b>	A debt with Council which is outside 90 days and where an agreed repayment plan is not in place, or where the debtor is consistently not meeting the terms of the agreed repayment plan.
<b>Rescinded Grant</b>	Where a funded organisation has formally advised Council that the grant will no longer be required due to changes in funding source or other circumstances before the deadline specified in this Policy.
<b>Scheme</b>	Refers to the Leisure Minor Capital Works Grants Scheme.
<b>Sport</b>	Structured leisure activities of a physical nature.
<b>Withdrawal of Grant</b>	The removal of Council's grant offer under this Scheme to the funded organisation.

## 6. COUNCIL POLICY

### 6.1 Eligibility

#### 6.1.1 Leisure and Sporting Organisation Eligibility

In order to be eligible for funding under the Scheme, leisure and sporting organisations must:

- Be a not for profit organisation established under the Victorian Associations Incorporations Reform Act 2012, the Corporations Act 2001, or in another form considered appropriate by Knox City Council;
- Have an occupancy agreement to use Council land and/or buildings for leisure and sporting activities and programs;
- Have no outstanding debt with Council;
- Provide a minimum of one quotation for the proposed works; and
- Be able to provide evidence that the organisation's contribution in the form of cash and/or in kind services can be met.

#### 6.1.2 Exclusions

Leisure and sporting organisations that fall into one of the following categories are not eligible for funding under the Scheme:

- Leisure and sporting organisations who do not meet the criteria specified in 6.1.1 above;
- Leisure and sporting organisations who have not met the Conditions of Funding specified in 6.2 relating to Leisure Minor Capital Works Grants awarded in the last two (2) years;
- Leisure and sporting organisations who have had a withdrawal of grant from Council in the last two (2) years;
- Leisure and sporting organisations who have abandoned a grant from Council in the last two (2) years; and
- Leisure and sporting organisations who have accumulated the level of points under the Breach of Tenancy Agreement for Sporting Clubs Policy which results in the club being ineligible for Council funding opportunities.

## **6.2 Conditions of Funding**

Grants allocated to leisure and sporting organisations from the Leisure Minor Capital Works Grants Scheme are made on the following conditions:

- All funded projects must be carried out by a registered practitioner with the required qualifications and insurance.
- Successful applicants are responsible for obtaining appropriate building, planning and environmental health permits, where applicable.
- Successful applicants must ensure adequate legal and insurance requirements are met, including but not limited to public liability insurance, incorporation and permits. Requirement levels will be determined by the approving Council unit.
- Successful applicants must utilise the funding only for the purpose for which the funds were granted and complete projects within the financial year the funding was allocated, unless an alternative written agreement is approved by Council to vary the timeframe.
- Council must be acknowledged in all publicity and promotional material relating to the project, including programs, flyers, advertisements, billboards, banners, and newsletters. The Council logo must be used in the correct format as supplied on request.
- Successful applicants must provide all requested documentation, enter into a Funding Agreement and where relevant, a Construction Agreement, before they are eligible to commence any works or receive the allocated grant funds.
- All Goods and Services Tax (GST) registered leisure and sporting organisations must provide proof of registration to Council prior to commencement of the project.
- Successful applicants must either have an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.

## 6.3 Project Funding

### 6.3.1 Funding Ratios

The Council and organisation contributions for the Leisure Minor Capital Works Grant Scheme will be determined by the type of project being undertaken. The following table indicates the funding ratios applicable to each category. Council contributions will be in line with the funding ratios to a maximum of ten thousand dollars (\$10,000) for any one project.

The following types of projects will be considered in line with the funding ratios specified:

Table 1: Funding Ratios

Project	Maximum Council Funding Ratio	Minimum Organisation Funding Ratio	Other Comments
Improvements to the facility's social area	50%	50%	Improvements in accordance with the Sporting Reserve and Facility Development Guidelines Policy.
Improvements to sporting pavilions and clubrooms	50%	50%	
Sports lighting to Australian Standards	50%	50%	
Installation of associated sporting infrastructure eg. scoreboards, coaches' boxes, seating, shade structures, timekeeper, players, scorers or ticketing shelters, goal posts.	50% (up to a maximum of \$2,500 each)	50%	New installations only.
Fencing	50%	50%	For playing or practice facilities only.
Playing surfaces	50%	50%	
Internal sporting facilities and equipment	50%	50%	Non-portable equipment permanently located at the facility only
Practice facilities	50%	50%	
Sustainability improvements	50%	50%	
Defibrillators	50%	50%	
Projects to mitigate risk	70%	30%	
Projects to resolve storage issues	70%	30%	

### **6.3.2 Exclusions**

The following types of projects will not be considered for funding:

- Applications which request financial assistance for ongoing administration and/or operational costs;
- Applications for the purchase of personal sporting goods, electrical appliances or other portable equipment which is not permanently located at the facility (excluding defibrillators);
- Applications for projects which are eligible to be funded under Council's Community Development Fund;
- Applications for projects which have been funded under any other Council funding program;
- Applications for projects which have commenced prior to funding approval; and
- Bar facilities.

Applications for improvements that exceed the nominated standards as defined within the Sporting Reserve and Facility Development Guidelines Policy will generally not be considered for funding; however, should applicants be able to demonstrate exceptional circumstances as to why Council should support a proposed improvement which exceeds the nominated standards, Council may consider the merits of such a request on a case by case basis. As part of this consideration, Council may choose to recommend funding below the funding ratio set out in 6.3.1 above.

Applications for projects where the leisure and sporting activity in question is not included within the Sporting Reserve and Facility Development Guidelines Policy will be considered to be within nominated standards and eligible for consideration.

Applications for projects which were not funded in previous years can be resubmitted for consideration, subject to the organisation and project meeting all eligibility criteria as detailed in this Policy.

Any application that does not meet the required minimum organisation funding ratio will automatically be assessed at the appropriate funding level. This includes where projects are submitted under the risk reduction category, where the risk is not assessed by Council as being medium, high or extreme under Council's Integrated Risk Management Process.

Council will not fund contingency sums included as part of the initial application. However, organisations will be eligible to apply for contingency sums should the need arise in accordance with the process set out in 6.8.4 below.

### **6.3.3 Defibrillators**

Where grants are awarded for the purchase of defibrillators, Council will not be held liable in the event of an injury or death as a result of misuse, the equipment malfunctioning, a lack of maintenance or lack of trained operators.

## 6.4 Application Process

### 6.4.1 Timelines

Grants will be advertised once per year.

The grant application process will involve the following:

Call for applications	Late February
Closing date for applications	Late May
Assessment period	June
Officers seek Council endorsement of Committee recommendations	July
Grant applicants notified	Early August
Grant ceremony	August
Grant acceptance due to Council	31 August
Funded period	1 August to 31 May

### 6.4.2 Late Submission

All applications need to be completed and returned by the advertised closing date. No extensions to the closing date will be given and any applications received after the deadline are ineligible and will not be assessed. These applications will be noted on the assessment commentary and reported to Council.

### 6.4.3 Incomplete or Imprecise Applications

Applications that are incomplete or imprecise may be disadvantaged in the assessment process. Where there is a query regarding information provided, the applicants will be contacted within ten (10) days of the submission period closing.

## 6.5 Application Guidelines

### 6.5.1 Multiple Applications

Organisations are permitted to submit one (1) application per funding period for projects to carry out minor capital works and one (1) application per funding period for the purchase of a defibrillator. Where more than one (1) application for minor capital works is submitted, the first application received will be included for assessment and the second application will be deemed ineligible.

Where there are more than one local branches of a larger regional, state or national body, each local branch within the municipality will be eligible to apply independently provided the branch is recognised by the larger body and all other eligibility requirements are met.

Applications from the same organisation in the same funding period for a minor capital works project and a defibrillator must be submitted on separate application forms.

### **6.5.2 Volunteer Labour and In-Kind Support**

Council recognises the important role that volunteers play within leisure and sporting organisations and the contribution that volunteer labour and in-kind support can make to improvement works at leisure and sporting facilities.

Council will accept in-kind support as a proportion of the financial contribution that organisations make to projects funded under the Scheme. A breakdown of in-kind support must be provided during the application process.

To ensure consistency across all organisations, in-kind contributions will be calculated using a set hourly rate for labour volunteers. This will be calculated based upon the most recent 'average hourly cash earnings ordinary time' for full-time non-managerial adult employees as reported by the Australian Bureau of Statistics dataset 6306.0 or equivalent where this dataset is not available or superseded. The rate will be set out in the application guidelines.

Contributions made by tradespeople providing in-kind support in their area of expertise will be provided by the applicant based upon the regular hourly rate of the tradesperson carrying out the works. Council will assess the rate provided to ensure this is fair and reasonable.

Donations of materials and equipment will be provided by the applicant based upon retail cost. Council will assess the calculation provided to ensure this is fair and reasonable.

Applicants including volunteer and in-kind support as an element of their contribution to the project must provide evidence of the level of support provided as part of the evaluation process.

Applicants should note that projects carried out with in-kind support are required to adhere to all other conditions set out within this Policy and the Funding and Construction Agreements.

### **6.5.3 In-Principle Support**

Organisations will be required, if applicable, to contact Council prior to application to obtain in-principle support for their applications from departments whose activities may be impacted by the proposed works. The purpose of obtaining in-principle support is to ensure that the project scope is in line with Council's strategic plans for the land. Advice on the relevant department to contact will be provided to organisations as part of the application guidelines.

Applicants may be required to make amendments in order to obtain in-principle approval. Any additional costs that arise due to changes in project scope will be the responsibility of the applicant; however successful applicants will be able to apply for contingency funding as per 6.8.4 below.

Applicants receiving in-principle approval will be required to follow normal Council works approval processes in line with the requirements set out in 6.2 above prior to commencing the project.

All applications submitted for consideration will be circulated to relevant Council Officers for comment prior to the formal assessment process.

Council Officers giving in-principle support prior to submission and/or comments prior to assessment will not be involved in the ranking of final applications submitted to the Scheme.

## 6.6 Assessment Criteria

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The panel will make recommendations for consideration and endorsement by Council at the July Council meeting.

Applications are assessed on the following criteria:

The application clearly demonstrates the need for the project and the level of benefit to the community.	50%
The application demonstrates alignment with Council's strategic priorities.	20%
The project addresses a risk or safety issue.	15%
The degree to which the applicant can demonstrate clear financial need and ability to deliver the project.	15%

Not all applications submitted may be funded by Council. Decisions regarding funding are made at Council's absolute discretion and are final. No appeals regarding the allocation of funding will be considered by Council.

## 6.7 Grant Management

### 6.7.1 Grant Offers

Leisure and sporting organisations awarded a grant will be notified in line with the timeline in 6.4.2 above. Organisations will be required to confirm their acceptance of the grant and provide an indicative schedule of works no later than 31 August of the current year.

The indicative schedule of works will be deemed to form part of the organisation's conditions of funding and failure to carry out projects in line with the timelines provided may result in the withdrawal of the grant.

### 6.7.2 Grants Ceremony

Successful applicants will be required to attend an awards night which will be held in line with the timeline in 6.4.2 above.

**6.7.3 Funding Agreements**

Successful applicants will be required to enter into a formal Funding Agreement and, where relevant, a Construction Agreement. The expiry date of the Funding Agreement will be no later than 31 May of the financial year for which the grant has been awarded.

Grant recipients are not permitted to commence works until the agreement/s have been signed by both the funded organisation and Council and formal approval to commence works provided.

**6.7.4 Works Approval**

Successful applicants must not commence works to any Council facility without obtaining written consent from Council. Failure to obtain approval prior to carrying out works may result in withdrawal of the grant and/or the application of sanctions available under the organisation's Occupancy Agreement.

**6.7.5 Payment of Claims**

Grants will be paid to successful applicants by cheque. Funding must be deposited and maintained in a banking institution and not invested outside that institution without written approval.

Successful applicants will receive 50% of their grant upon Council's receipt of the signed funding agreement and associated documentation.

The remaining 50% of the grant will be released upon receipt of a detailed completed evaluation form for the project, including financial and expenditure details, evidence of volunteer hours and in-kind support and confirmation by Council staff that the works have been completed satisfactorily and in line with the original proposal. Evaluation forms must be submitted within one month of the project completion.

No grant payments will be made after 31 May of the financial year for which the grant is awarded, unless an extension has previously been approved in writing by Council. The Chief Executive Officer will be responsible for determining requests for extensions.

**6.7.6 Maintenance of Works**

It is the responsibility of the funded organisation to carry out any required repair or maintenance works for facilities installed or upgraded through this Scheme in line with the maintenance responsibilities set out in the organisation's Occupancy Agreement, unless otherwise agreed by Council in writing.

**6.8 Budget and Allocations****6.8.1 Budget**

Council's financial contribution to develop and improve sporting facilities is subject to available funding and will be determined as part of Council's budget process.



**6.8.2 Rescinded and Abandoned Grants**

Should a grant recipient decide to rescind their grant, they are required to notify Council as soon as practicable. Any rescinded grant funds will be returned to the budget and allocated as set out in 6.8.4 below in order of priority.

Grant recipients who formally rescind their grant prior to December 31 in the current grant year will be deemed to have met the conditions of funding and remain eligible to apply for the Scheme in future years.

Leisure and sporting organisations who do not formally notify Council by December 31 in the current grant year of their intention to rescind will be considered to have abandoned the grant and be excluded from consideration for any further grant funding from Council in the next two (2) budget years, as per the exclusions in 6.1.2 above.

Abandoned grant funds will be returned to the budget and allocated as set out in 6.8.4 below in order of priority.

**6.8.3 Unallocated Budget**

Any funds unallocated following the assessment of applications and awarding of grants by the Leisure Minor Capital Works Grants Scheme will remain in the budget for further allocation as per 6.8.4 below.

**6.8.4 Reallocation of Unspent Funds**

Any funds remaining in the budget following the assessment of applications and awarding grants, or notification of a rescinded, abandoned or withdrawn grant will be allocated in line with the priorities below.

**6.8.4.1 Unsuccessful Applications**

The first priority is to award funding to an application from the current financial year that was not successful solely due to a lack of available budget during the initial assessment process. Applications which were ineligible or where the proposed projects were assessed as being unsuitable are not eligible to receive a grant under this process. The likelihood of works being completed in the current financial year will be part of the consideration with grants only awarded where projects are able to be completed by the May 31 deadline as per 6.4.2 above.

Any funding available would be directed to the project with the highest ranking of all eligible unsuccessful applications, subject to the funding available being equal to, or in excess of, the funding requested.

#### **6.8.4.2 Contingency**

Where it is not possible to make a grant to an unsuccessful applicant, the funds are to be retained in the grant budget as a contingency sum. Grant recipients are able to apply for additional funding where costs have increased unexpectedly. Applications for additional funds must be in writing and will be assessed by Council officers and recommendations presented to the Chief Executive Officer for approval. Any awards made must be in line with the funding ratios and maximum awards as outlined in 6.3.1 above.

#### **6.8.4.3 Council Run Minor Capital Works Projects**

Where the options outlined in 6.8.4.1 and 6.8.4.2 are not available, proposed projects for the purpose of upgrading and improving leisure and sporting facilities for the Knox community will be assessed by Council officers using the current Scheme assessment criteria and rankings will be presented to the Committee to determine the projects to proceed.

Where applicable, the ranking and approval process will take place in January with all funded projects to be completed within the current financial year.

#### **6.8.5 Unspent Grant Funds**

Formal advice of unexpended funds is required and funds not expended by the grant recipient for the purposes outlined in the application must be returned to Council unless agreement has been reached to use these funds for other approved purposes.

Should a project be completed under budget, the final payment will be reduced to ensure that the amount paid to recipients remains in line with the funding ratios as specified in 6.3.1.

Funds allocated to a grant recipient which remain unaccounted for or remain unspent and are not returned to Council shall be treated as the same for any debt payable to Council and the grant recipient will be deemed as not meeting the conditions of funding.

## APPENDIX B

## KNOX POLICY



### LEISURE MINOR CAPITAL WORKS GRANT SCHEME POLICY

<b>Approval by:</b>	Council	<b>Directorate:</b>	Community Services
<b>Approval Date:</b>	27 January 2017	<b>Responsible Officer:</b>	Leisure Contracts and Projects Officer
<b>Review Date:</b>	27 January 2020	<b>Version Number:</b>	3

#### 1. PURPOSE

The Leisure Minor Capital Works Grant Scheme (the Scheme) provides funding to leisure and sporting organisations who wish to undertake facility improvement projects on land owned or managed by Council which is utilised for leisure and sporting purposes.

The purpose of the Leisure Minor Capital Works Grant Scheme Policy is to provide a consistent process within Council on the type and level of funds that Council may award to a given project under the Leisure Minor Capital Works Grant Scheme.

#### 2. CONTEXT

The Leisure Minor Capital Works Grant Scheme Policy was developed to identify a consistent process within Council for the allocation of financial assistance to leisure and sporting organisations that seek to develop new or upgrade existing leisure and sporting facilities.

The Policy aims to facilitate the development of new and/or improved leisure facilities upon Council land, and encourage community involvement in the development of leisure and sport initiatives in partnership with Knox City Council.

#### 3. SCOPE

This Policy applies to all leisure and sporting organisations that have an occupancy agreement for the use of Council land for leisure and sporting activities.

The Policy provides guidance to Council and the community with regards to planning and development of infrastructure improvements relating to leisure and sporting activities and opportunities and the provision of defibrillators.

The Policy does not remove Council's responsibilities or obligations under a number of legislative and policy documents including those set out in Item 4 below.

## 4. REFERENCES

### 4.1 Council Plans

- City Plan 2013 – 2017
- Health and Wellbeing Strategy 2013 – 2017
- Knox Leisure Plan 2014 – 2019 (Draft)
- Knox Access and Inclusion Plan 2011 – 2015
- Knox Open Space Plan 2012 - 2022
- Knox Sustainable Environment Policy 2008 - 2018
- Sustainable Buildings Policy

### 4.2 Relevant Legislation

- Disability Discrimination Act 1992
- National Construction Code

### 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

- Sporting Reserve and Facility Development Guidelines
- Sporting Club Financial Contributions Towards Reserve Developments
- Breach of Tenancy Agreement for Sporting Clubs
- Reserve Strategic Development Plans
- Untied Funding Policy

### 4.5 Related Council Procedures

- Leisure Minor Capital Works Grant Scheme Procedure
- Seasonal/Annual Tenancy Agreement Process
- Knox Council Integrated Risk Management Process

## 5. DEFINITIONS

<b>Abandonment of Grant</b>	Where a funded organisation has not provided formal advice to Council that the grant will no longer be required due to changes in funding source or other circumstance before the deadline specified in this Policy.
<b>Committee</b>	The Leisure Minor Capital Works Grant Scheme Committee comprising two Councillors who are appointed during the Mayoral Year.
<b>Council</b>	Refers to Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Council Land</b>	Land and/or buildings managed by Council for the benefit of the Knox community.
<b>Leisure</b>	Activities that are generally less structured and have less emphasis on competition than does sport.
<b>Leisure and Sporting Organisations</b>	Any not for profit legal entity that provides leisure or sporting opportunities for the Knox community, whether, active, passive, structured or unstructured.

<b>New installations</b>	Facilities and equipment which are either not currently provided at the facility or where the existing provision has reached its end of life.
<b>Occupancy Agreement</b>	Formal agreement between Council and a community group specifying the conditions of occupancy of Council land. This may take the form of a lease, licence, or seasonal tenancy agreement. Casual hire arrangements are not included.
<b>Outstanding Debt</b>	A debt with Council which is outside 90 days and where an agreed repayment plan is not in place, or where the debtor is consistently not meeting the terms of the agreed repayment plan.
<b>Rescinded Grant</b>	Where a funded organisation has formally advised Council that the grant will no longer be required due to changes in funding source or other circumstances before the deadline specified in this Policy.
<b>Scheme</b>	Refers to the Leisure Minor Capital Works Grants Scheme.
<b>Sport</b>	Structured leisure activities of a physical nature.
<b>Withdrawal of Grant</b>	The removal of Council's grant offer under this Scheme to the funded organisation.

## 6. COUNCIL POLICY

### 6.1 Eligibility

Leisure Minor Capital Works Grant Scheme submissions will be assessed if the following eligibility requirements are met. Applicants must:

- Be a not for profit organisation established under the Victorian Associations Incorporations Reform Act 2012, the Corporations Act 2001, or in another form considered appropriate by Knox City Council;
- Have an occupancy agreement to use Council land and/or buildings for leisure and sporting activities and programs;
- Be eligible under Council's *Breach of Tenancy Agreement for Sporting Clubs Policy* (for seasonal and annual tenants) or be meeting all requirements of their occupancy agreements (for lease and licence holders);
- Have no outstanding debt with Council;
- Have no outstanding paperwork relating to any other Council grant scheme;
- Have met the Conditions of Funding specified in section 6.3 relating to Leisure Minor Capital Works Grants awarded in the last two (2) years;
- Have not had a withdrawal of grant from Council in the last two (2) years;
- Have not abandoned a grant from Council in the last two (2) years.

Project proposals will also require the applicant to:

- Provide a minimum of one quotation for the proposed work;
- Provide a copy of the most recent annual financial statement and the last three bank statements received, to provide evidence of the required financial contribution; and
- Have consulted with a Council officer before applying.

## **6.2 Exclusions**

Grants will not be provided to:

- Fund ongoing administration and/or operational costs;
- Purchase personal sporting goods, electrical appliances or other portable equipment which is not permanently located at the facility;
- Projects which are eligible to be funded under Council's Community Development Fund;
- Projects which have been funded under any other Council funding program;
- Projects where work has already commenced or been completed; or
- Works to existing, new, or temporary bar facilities.

Applications for improvements that exceed the nominated standards defined by the Sporting Reserve and Facility Development Guidelines (SRFDG) will not be considered for funding.

Where the SRFDG do not cover the activity of the applicant, the project will be considered as within the nominated standards. Should this occur, Council officers will consult with the State or National Governing Body, and refer to their adopted standards.

## **6.3 Conditions of Funding**

Grants allocated are subject to the following conditions:

- All funded projects must be carried out by a registered practitioner with the required qualifications and insurance.
- Successful applicants are responsible for obtaining appropriate building, planning and environmental health permits, where applicable.
- Successful applicants must ensure adequate legal and insurance requirements are met, including, but not limited to, public liability insurance, incorporation and permits. Insurance levels will be determined by the approving Council unit.
- Successful applicants must utilise the funding only for the purpose for which the funds were granted and complete projects within the financial year the funding was allocated, unless an alternative written agreement is approved by Council to vary the timeframe.
- Council must be acknowledged in all publicity and promotional material relating to the project including programs, flyers, advertisements, billboards, banners, and newsletters. This includes all forms of print media, online media (ie. website, social media), infrastructure (ie. signage) and broadcasting (ie. radio). The Council logo must be used in the correct format as supplied on request.

- Successful applicants must provide all requested documentation, enter into a Funding Agreement and where relevant, a Construction Agreement, before they are eligible to commence any works or receive the allocated grant funds.
- All Goods and Services Tax (GST) registered leisure and sporting organisations must provide proof of registration to Council prior to commencement of the project.
- Successful applicants must either have an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.

#### 6.4 Funding Ratios

Council and leisure or sporting organisation contributions for the Leisure Minor Capital Works Grant Scheme will be determined by the type of project being undertaken. The following table indicates the funding ratios applicable to each category. Council contributions will be in line with the funding ratios to a maximum of ten thousand dollars (\$10,000) for any one project.

The following types of projects will be considered in line with the funding ratios specified:

Table 1: Funding Ratios

<b>Project</b>	<b>Maximum Council Funding Ratio</b>	<b>Minimum Organisation Funding Ratio</b>	<b>Other Comments</b>
Improvements to the facility's social area	50%	50%	Improvements in accordance with the Sporting Reserve and Facility Development Guidelines Policy.
Improvements to sporting pavilions and clubrooms	50%	50%	
Sports lighting to Australian Standards	50%	50%	
Installation of associated sporting infrastructure Eg. scoreboards, coaches' boxes, seating, shade structures, timekeeper, players, scorers or ticketing shelters, goal posts.	50%	50%	New installations only in line with funding levels set out in the Sporting Club Financial Contributions Towards Reserve Development Policy.
Fencing	50%	50%	For playing or practice facilities only.
Playing surfaces	50%	50%	
Internal sporting facilities and equipment	50%	50%	Non-portable equipment permanently located at the facility only
Practice facilities	50%	50%	
Sustainability improvements	50%	50%	
Projects to mitigate risk	70%	30%	
Projects to resolve storage issues	70%	30%	

Applications for projects which were not funded in previous years can be resubmitted for consideration, subject to the organisation and project meeting all eligibility criteria as detailed in this Policy.

Any application that does not meet the required funding ratio will be assessed at the appropriate funding level. This includes where projects are submitted under the risk reduction category, where the risk is not assessed by Council as being medium, high or extreme under Council's Integrated Risk Management Process.

Council will not fund contingency sums included as part of the initial application. However, organisations will be eligible to apply for contingency sums should the need arise in accordance with the process set out in 6.9.4.2.

## **6.5 Application Process**

Grants will be advertised once per year.

All applications need to be completed and returned by the advertised closing date. No extensions to the closing date will be given and any applications received after the deadline are ineligible and will not be assessed. These applications will be noted on the assessment commentary and reported to Council.

Applications that are incomplete or imprecise may be disadvantaged in the assessment process. Where there is a query regarding information provided, the applicants will be contacted within ten (10) days of the submission period closing.

## **6.6 Application Guidelines**

### **6.6.1 Multiple Applications**

Organisations are permitted to submit one (1) application per funding period. Where more than one (1) application is submitted, the club will be consulted to determine which is their preferred application for assessment.

Where there is more than one local branch of a larger regional, state or national body, each local branch within the municipality will be eligible to apply independently provided the branch is recognised by the larger body and all other eligibility requirements are met.

### **6.6.2 Consultation with Council**

Organisations are required to contact Council officer prior to submitting an application, to discuss the proposed project. In the first instance, contact should be made with the Leisure Contracts and Projects Officer. The purpose of carrying out these discussions is to ensure that the project scope is in line with Council's strategic plans for the land, and appropriate planning is carried out prior to the grant being considered. Where relevant, site meetings with Council officers may be required at this stage to agree on the location of new constructions.



Applicants which receive a grant through the Scheme will be required to follow normal Council works approval processes in line with the requirements set out in 6.3 above prior to commencing the project, in addition to receiving in-principle approval.

All applications submitted for consideration will be circulated to Council Officers from all relevant departments for comment prior to the formal assessment process.

### **6.6.3 In-Kind Support**

Council recognises the important role that volunteers play within leisure and sporting organisations and the contribution that volunteer labour and in-kind support can make to improvement works at leisure and sporting facilities.

Council will accept in-kind support as a proportion of the financial contribution that organisations make to projects funded under the Scheme. A breakdown of in-kind support must be provided during the application process.

To ensure consistency across all organisations, in-kind contributions will be calculated using the hourly rate for non-professional volunteers as defined by Our Community using statistics from the Australian Bureau of Statistics. The current rate is \$31.50 per hour.

Contributions made by tradespeople providing in-kind support in their area of expertise will be based upon the regular hourly rate of the tradesperson carrying out the works. Council will assess the rate provided to ensure this is fair and reasonable.

Donations of materials and equipment will be provided by the applicant based upon retail cost. Council will assess the calculation provided to ensure this is fair and reasonable.

Applicants including in-kind support as an element of their contribution to the project must provide evidence of the level of support provided as part of the evaluation. Where volunteer labour and in-kind support exceeds the minimum club contribution required under the relevant funding ratio set out in section 6.4, any grant awarded will not exceed the cash contribution required.

Applicants should note that projects carried out with in-kind support are required to adhere to all other conditions set out within this Policy and the Funding and Construction Agreements.

## **6.7 Assessment Criteria**

Assessment of all applications will be undertaken by the Leisure Minor Capital Works Grants Scheme Committee, comprising two Councillors who are appointed for the Mayoral Year, and one community representative elected from the Recreation & Leisure Liaison Group.

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The panel will make recommendations for consideration and endorsement by Council at the July Council meeting.

Assessment of all applications will be undertaken by the Leisure Minor Capital Works Grants Scheme Committee, comprising two Councillors who are appointed for the Mayoral Year. The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The panel will make recommendations for consideration and endorsement by Council at the July Council meeting.

Applications are assessed on the following criteria:

The application clearly demonstrates the need for the project and the level of benefit to the community.	50%
The application demonstrates alignment with Council's strategic priorities.	20%
The project addresses a risk or safety issue.	15%
The degree to which the applicant can demonstrate clear financial need and ability to deliver the project.	15%

Not all applications submitted may be funded by Council. Decisions regarding funding are made at Council's absolute discretion and are final. No appeals regarding the allocation of funding will be considered by Council.

## **6.8 Grant Management**

### **6.8.1 Grant Offers**

Applicants will be notified of the outcome of Council's decision in August. Successful organisations will be required to confirm their acceptance of the grant and provide an indicative schedule of works no later than 31 August of the relevant financial year.

The indicative schedule of works will be deemed to form part of the organisation's conditions of funding and failure to carry out projects in line with the timelines provided may result in the withdrawal of the grant.

### **6.8.2 Grants Ceremony**

Successful applicants will be required to attend an awards night which will be held in line with the timeline in 6.5 above.

### **6.8.3 Funding Agreements**

Successful applicants will be required to enter into a formal Funding Agreement and, where relevant, a Construction Agreement. The expiry date of the Funding Agreement will be no later than 31 May of the financial year for which the grant has been awarded.

Grant recipients are not permitted to commence works until the agreement/s have been signed by both the funded organisation and Council.

#### **6.8.4 Works Approval**

Successful applicants must not commence works to any Council facility without obtaining prior written consent from Council. Failure to obtain approval prior to carrying out works may result in withdrawal of the grant and/or the application of sanctions available under the organisation's Occupancy Agreement.

Works approval can be obtained by submitting the relevant project documentation, including, where required, building and planning permits, safe work method statements, public liability insurances, plans and drawings and other information as requested depending on the size and nature of the project.

Works which are undertaken without receiving prior approval from Council, which do not meet the standard of works required, must be rectified with all associated costs to be borne by the community group.

#### **6.8.5 Amendments to Projects**

Where the scope of a project changes after a grant is awarded, a written request to amend the project must be made. The Manager Youth, Leisure and Cultural Services will be responsible for determining requests to amend a project.

#### **6.8.6 Payment of Claims**

Grants will be deposited into the nominated bank account of the organisation.

Successful applicants will receive 50% of their grant upon Council's receipt of the signed funding agreement and associated documentation.

The remaining 50% of the grant will be released upon receipt of a completed evaluation form for the project, including financial and expenditure details, evidence of volunteer hours and in-kind support and confirmation by Council officers that the works have been completed satisfactorily and in line with the original proposal. Evaluation forms must be submitted within one month of the project completion.

No grant payments will be made after 31 May of the financial year for which the grant is awarded, unless an extension has previously been approved in writing by Council. The Manager Youth, Leisure & Cultural Services will be responsible for determining requests for extensions.

The grant application process will involve the following:

Call for applications	February
Closing date for applications	May
Assessment period	May - June
Officers seek Council endorsement of Committee recommendations	July

Grant applicants notified	August
Grant acceptance due to Council	31 August
Grant ceremony	September-October
Funded period	1 August - 31 May

#### **6.8.7 Maintenance of Works**

It is the responsibility of the funded organisation to carry out any required repair or maintenance works for facilities installed or upgraded through this Scheme in line with the maintenance responsibilities set out in the organisation's Occupancy Agreement, unless otherwise agreed by Council in writing.

### **6.9 Budget and Allocations**

#### **6.9.1 Budget**

Council's financial contribution to develop and improve sporting facilities is subject to available funding and will be determined as part of Council's budget process.

#### **6.9.2 Rescinded and Abandoned Grants**

Should a grant recipient decide to rescind their grant, they are required to notify Council as soon as practicable.

Grant recipients who formally rescind their grant prior to December 31 in the current grant year will be deemed to have met the conditions of funding and remain eligible to apply for the Scheme in future years.

Leisure and sporting organisations who do not formally notify Council by December 31 in the current grant year of their intention to rescind will be considered to have abandoned the grant and be excluded from consideration for any further grant funding from Council in the next two (2) budget years, as per the exclusions in 6.2 above.

Abandoned grant funds will be returned to the budget and allocated as set out in 6.9.4 below.

#### **6.9.3 Unallocated Budget**

Any funds unallocated following the assessment of applications and awarding of grants will remain in the budget for further allocation as per 6.9.4 below.

#### **6.9.4 Reallocation of Unspent Funds**

Any funds remaining in the budget following the assessment of applications and awarding grants, or notification of a rescinded, abandoned or withdrawn grant will be allocated in line with the priorities below.

**6.9.4.1 Unsuccessful Applications**

The first priority is to award funding to an application from the current financial year that was not successful solely due to a lack of available budget during the initial assessment process. Applications which were ineligible or where the proposed projects were assessed as being unsuitable are not eligible to receive a grant under this process. The likelihood of works being completed in the current financial year will be part of the consideration with grants only awarded where projects are able to be completed by the May 31 deadline as per 6.5 above.

Any funding available would be directed to the project with the highest ranking of all eligible unsuccessful applications, subject to the funding available being equal to, or in excess of, the funding requested.

**6.9.4.2 Contingency**

Where it is not possible toward a grant under 6.9.4.1, the funds are to be retained in the grant budget as a contingency sum. Grant recipients are able to apply for additional funding where costs have increased unexpectedly. Applications for additional funds must be in writing and will be assessed by Council officers and recommendations presented to the Chief Executive Officer for approval. Any awards made must be in line with the funding ratios and maximum awards as outlined in 6.3.1 above.

**6.9.4.3 Council Run Minor Capital Works Projects**

Where the options outlined in 6.9.4.1 and 6.9.4.2 are not available, proposed projects for the purpose of upgrading and improving leisure and sporting facilities for the Knox community will be considered by Council officers and recommendations will be presented to the Manager Youth, Leisure & Cultural Services to determine the projects to proceed.

**6.9.5 Unspent Grant Funds**

Formal advice of unexpended funds is required and funds not expended by the grant recipient for the purposes outlined in the application must be returned to Council unless agreement has been reached to use these funds for other approved purposes.

Should a project be completed under budget, the final payment will be reduced to ensure that the amount paid to recipients remains in line with the funding ratios as specified in 6.4.

Funds allocated to a grant recipient which remain unaccounted for, or remain unspent and are not returned to Council shall be treated as the same for any debt payable to Council and the grant recipient will be deemed as not meeting the conditions of funding.

## APPENDIX C

## KNOX POLICY



### LEISURE MINOR CAPITAL WORKS GRANT SCHEME POLICY

<b>Approval by:</b>	Council	<b>Directorate:</b>	Community Services
<b>Approval Date:</b>	<a href="#">25 February 2014</a> <sup>27</sup> <a href="#">January 2017</a>	<b>Responsible Officer:</b>	Leisure Contracts and Projects Officer
<b>Review Date:</b>	<a href="#">28 February 2017</a> <sup>27</sup> <a href="#">January 2020</a>	<b>Version Number:</b>	<a href="#">23</a>

#### 1. PURPOSE

The Leisure Minor Capital Works Grant Scheme (the Scheme) provides funding to leisure and sporting organisations who wish to undertake facility improvement projects on land owned or managed by Council which is utilised for leisure and sporting purposes.

The purpose of the Leisure Minor Capital Works Grant Scheme Policy is to provide a consistent process within Council on the type and level of funds that Council may award to a given project under the Leisure Minor Capital Works Grant Scheme.

#### 2. CONTEXT

The Leisure Minor Capital Works Grant Scheme Policy was developed to identify a consistent process within Council for the allocation of financial assistance to leisure and sporting organisations that seek to develop new or upgrade existing leisure and sporting facilities.

The Policy aims to facilitate the development of new and/or improved leisure facilities upon Council land, and encourage community involvement in the development of leisure and sport initiatives in partnership with Knox City Council.

#### 3. SCOPE

This Policy applies to all leisure and sporting organisations that have an occupancy agreement for the use of Council land for leisure and sporting activities.

The Policy provides guidance to Council and the community with regards to planning and development of infrastructure improvements relating to leisure and sporting activities and opportunities and the provision of defibrillators.

The Policy does not remove Council's responsibilities or obligations under a number of legislative and policy documents including those set out in Item 4 below.

## 4. REFERENCES

### 4.1 Council Plans

- City Plan 2013 – 2017
- Health and Wellbeing Strategy 2013 – 2017
- Knox Leisure Plan 2014 – 2019 (Draft)
- Knox Access and Inclusion Plan 2011 – 2015
- Knox Open Space Plan 2012 - 2022
- Knox Sustainable Environment Policy 2008 - 2018
- Sustainable Buildings Policy

### 4.2 Relevant Legislation

- Disability Discrimination Act 1992
- National Construction Code

### 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

- Sporting Reserve and Facility Development Guidelines
- Sporting Club Financial Contributions Towards Reserve Developments
- Breach of Tenancy Agreement for Sporting Clubs
- Reserve Strategic Development Plans
- Untied Funding Policy

### 4.5 Related Council Procedures

- Leisure Minor Capital Works Grant Scheme Procedure
- Seasonal/[Annual](#) Tenancy Agreement [Process](#)
- Knox Council Integrated Risk Management Process

## 5. DEFINITIONS

<b>Abandonment of Grant</b>	Where a funded organisation has not provided formal advice to Council that the grant will no longer be required due to changes in funding source or other circumstance before the deadline specified in this Policy.
<b>Committee</b>	The Leisure Minor Capital Works Grant Scheme Committee comprising two Councillors who are appointed during the Mayoral Year.
<b>Council</b>	Refers to Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Council Land</b>	Land and/or buildings managed by Council for the benefit of the Knox community.
<b>Leisure</b>	Activities that are generally less structured and have less emphasis on competition than does sport.
<b>Leisure and Sporting Organisations</b>	Any not for profit legal entity that provides leisure or sporting opportunities for the Knox community, whether, active, passive, structured or unstructured.
<b>New installations</b>	Facilities and equipment which are either not currently

	provided at the facility or where the existing provision has reached its end of life.
<b>Occupancy Agreement</b>	Formal agreement between Council and a community group specifying the conditions of occupancy of Council land. This may take the form of a lease, licence, or seasonal tenancy agreement. Casual hire arrangements are not included.
<b>Outstanding Debt</b>	A debt with Council which is outside 90 days and where an agreed repayment plan is not in place, or where the debtor is consistently not meeting the terms of the agreed repayment plan.
<b>Rescinded Grant</b>	Where a funded organisation has formally advised Council that the grant will no longer be required due to changes in funding source or other circumstances before the deadline specified in this Policy.
<b>Scheme</b>	Refers to the Leisure Minor Capital Works Grants Scheme.
<b>Sport</b>	Structured leisure activities of a physical nature.
<b>Withdrawal of Grant</b>	The removal of Council's grant offer under this Scheme to the funded organisation.

## 6. COUNCIL POLICY

### 6.1 Eligibility

#### ~~6.1.1 Leisure and Sporting Organisation Eligibility~~

~~In order to be eligible for funding under the Scheme, leisure and sporting organisations must~~Leisure Minor Capital Works Grant Scheme submissions will be assessed if the following eligibility requirements are met. Applicants must:

- Be a not for profit organisation established under the Victorian Associations Incorporations Reform Act 2012, the Corporations Act 2001, or in another form considered appropriate by Knox City Council;
- Have an occupancy agreement to use Council land and/or buildings for leisure and sporting activities and programs;
- Be eligible under Council's *Breach of Tenancy Agreement for Sporting Clubs Policy* (for seasonal and annual tenants) or be meeting all requirements of their occupancy agreements (for lease and licence holders);
- Have no outstanding debt with Council;
- Have no outstanding paperwork relating to any other Council grant scheme;
- Have met the Conditions of Funding specified in section 6.3 relating to Leisure Minor Capital Works Grants awarded in the last two (2) years;
- Have not had a withdrawal of grant from Council in the last two (2) years;



- Have not abandoned a grant from Council in the last two (2) years.
- Provide a minimum of one quotation for the proposed works; and
- Be able to provide evidence that the organisation's contribution in the form of cash and/or in kind services can be met.

Project proposals will also require the applicant to:

- Provide a minimum of one quotation for the proposed work;
- Provide a copy of the most recent annual financial statement and the last three bank statements received, to provide evidence of the required financial contribution; and
- Have consulted with a Council officer before applying.

## 6.2 Exclusions

Leisure and sporting organisations that fall into one of the following categories are not eligible for funding under the Scheme:

- Leisure and sporting organisations who do not meet the criteria specified in 6.1.1 above;
- Leisure and sporting organisations who have not met the Conditions of Funding specified in 6.2 relating to Leisure Minor Capital Works Grants awarded in the last two (2) years;
- Leisure and sporting organisations who have had a withdrawal of grant from Council in the last two (2) years;
- Leisure and sporting organisations who have abandoned a grant from Council in the last two (2) years; and
- Leisure and sporting organisations who have accumulated the level of points under the Breach of Tenancy Agreement for Sporting Clubs Policy which results in the club being ineligible for Council funding opportunities.

Grants will not be provided to:

- Fund ongoing administration and/or operational costs;
- Purchase personal sporting goods, electrical appliances or other portable equipment which is not permanently located at the facility;
- Projects which are eligible to be funded under Council's Community Development Fund;
- Projects which have been funded under any other Council funding program;
- Projects where work has already commenced or been completed; or
- Works to existing, new, or temporary bar facilities.

Applications for improvements that exceed the nominated standards defined by the Sporting Reserve and Facility

Development Guidelines (SRFDG) will not be considered for funding.

Where the SRFDG do not cover the activity of the applicant, the project will be considered as within the nominated standards. Should this occur, Council officers will consult with the State or National Governing Body, and refer to their adopted standards.

### **6.3 Conditions of Funding**

Grants allocated ~~to leisure and sporting organisations from the Leisure Minor Capital Works Grants Scheme are made~~ are subject to ~~on~~ the following conditions:

- All funded projects must be carried out by a registered practitioner with the required qualifications and insurance.
- Successful applicants are responsible for obtaining appropriate building, planning and environmental health permits, where applicable.
- Successful applicants must ensure adequate legal and insurance requirements are met, including, but not limited to, public liability insurance, incorporation and permits. Requirement—Insurance levels will be determined by the approving Council unit.
- Successful applicants must utilise the funding only for the purpose for which the funds were granted and complete projects within the financial year the funding was allocated, unless an alternative written agreement is approved by Council to vary the timeframe.
- Council must be acknowledged in all publicity and promotional material relating to the project, including programs, flyers, advertisements, billboards, banners, and newsletters. This includes all forms of print media, online media (ie. website, social media), infrastructure (ie. signage) and broadcasting (ie. radio). The Council logo must be used in the correct format as supplied on request.
- Successful applicants must provide all requested documentation, enter into a Funding Agreement and where relevant, a Construction Agreement, before they are eligible to commence any works or receive the allocated grant funds.
- All Goods and Services Tax (GST) registered leisure and sporting organisations must provide proof of registration to Council prior to commencement of the project.
- Successful applicants must either have an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.

## **6.4 Project Funding Ratios**

### **6.3.1 Funding Ratios**

~~The~~ Council and leisure or sporting organisation contributions for the Leisure Minor Capital Works Grant Scheme will be determined by the type of project being undertaken. The following table indicates the funding ratios applicable to each category. Council contributions will be in line with the funding ratios to a maximum of ten thousand dollars (\$10,000) for any one project.

The following types of projects will be considered in line with the funding ratios specified:

Table 1: Funding Ratios

Project	Maximum Council Funding Ratio	Minimum Organisation Funding Ratio	Other Comments
Improvements to the facility's social area	50%	50%	Improvements in accordance with the Sporting Reserve and Facility Development Guidelines Policy.
Improvements to sporting pavilions and clubrooms	50%	50%	
Sports lighting to Australian Standards	50%	50%	
Installation of associated sporting infrastructure Eg. scoreboards, coaches' boxes, seating, shade structures, timekeeper, players, scorers or ticketing shelters, goal posts.	50% (up to a maximum of \$2,500 each)	50%	New installations only <a href="#">in line with funding levels set out in the Sporting Club Financial Contributions Towards Reserve Development Policy</a> .
Fencing	50%	50%	For playing or practice facilities only.
Playing surfaces	50%	50%	
Internal sporting facilities and equipment	50%	50%	Non-portable equipment permanently located at the facility only
Practice facilities	50%	50%	
Sustainability improvements	50%	50%	
<a href="#">Defibrillators</a>	<a href="#">50%</a>	<a href="#">50%</a>	
Projects to mitigate risk	70%	30%	
Projects to resolve storage issues	70%	30%	

### 6.3.2 Exclusions

The following types of projects will not be considered for funding:

- Applications which request financial assistance for ongoing administration and/or operational costs;
- Applications for the purchase of personal sporting goods, electrical appliances or other portable equipment which is not permanently located at the facility (excluding defibrillators);
- Applications for projects which are eligible to be funded under Council's Community Development Fund;
- Applications for projects which have been funded under any other Council funding program;
- Applications for projects which have commenced prior to funding approval; and
- Bar facilities.

Applications for improvements that exceed the nominated standards as defined within the Sporting Reserve and Facility Development Guidelines Policy will generally not be considered

~~for funding; however should applicants be able to demonstrate exceptional circumstances as to why Council should support a proposed improvement which exceeds the nominated standards, Council may consider the merits of such a request on a case by case basis. As part of this consideration, Council may choose to recommend funding below the funding ratio set out in 6.3.1 above.~~

~~Applications for projects where the leisure and sporting activity in question is not included within the Sporting Reserve and Facility Development Guidelines Policy will be considered to be within nominated standards and eligible for consideration.~~

Applications for projects which were not funded in previous years can be resubmitted for consideration, subject to the organisation and project meeting all eligibility criteria as detailed in this Policy.

Any application that does not meet the required ~~minimum organisation~~ funding ratio will ~~automatically~~ be assessed at the appropriate funding level. This includes where projects are submitted under the risk reduction category, where the risk is not assessed by Council as being medium, high or extreme under Council's Integrated Risk Management Process.

Council will not fund contingency sums included as part of the initial application. However, organisations will be eligible to apply for contingency sums should the need arise in accordance with the process set out in ~~6.8.46.9.4.2 below~~.

### ~~6.3.3~~ **Defibrillators**

~~Where grants are awarded for the purchase of defibrillators, Council will not be held liable in the event of an injury or death as a result of misuse, the equipment malfunctioning, a lack of maintenance or lack of trained operators.~~

## **6.5 Application Process**

### **6.4.1 Timelines**

Grants will be advertised once per year.

~~The grant application process will involve the following:~~

<del>Call for applications</del>	<del>Late February</del>
<del>Closing date for applications</del>	<del>Late May</del>
<del>Assessment period</del>	<del>May – June</del>
<del>Officers seek Council endorsement of Committee recommendations</del>	<del>July</del>
<del>Grant applicants notified</del>	<del>Early August</del>
<del>Grant acceptance due to Council</del>	<del>31 August</del>
<del>Grant ceremony</del>	<del>August/September/October</del>
<del>Grant acceptance due to Council</del>	<del>31 August</del>
<del>Funded period</del>	<del>1 August to 31 May</del>

### **6.4.2 Late Submission**

All applications need to be completed and returned by the advertised closing date. No extensions to the closing date will be given and any applications received after the deadline are ineligible and will not be assessed. These applications will be noted on the assessment commentary and reported to Council.

#### **6.4.3 ~~Incomplete or Imprecise Applications~~**

Applications that are incomplete or imprecise may be disadvantaged in the assessment process. Where there is a query regarding information provided, the applicants will be contacted within ten (10) days of the submission period closing.

### **6.6 Application Guidelines**

#### **6.6.1 Multiple Applications**

Organisations are permitted to submit one (1) application per funding period ~~for projects to carry out minor capital works and one (1) application per funding period for the purchase of a defibrillator~~. Where more than one (1) application ~~for minor capital works~~ is submitted, the club will be consulted to determine which is their preferred application to submit for assessment ~~the first application received will be included for assessment and the second application will be deemed ineligible~~.

Where there ~~are~~ is more than one local branches of a larger regional, state or national body, each local branch within the municipality will be eligible to apply independently provided the branch is recognised by the larger body and all other eligibility requirements are met.

~~Applications from the same organisation in the same funding period for a minor capital works project and a defibrillator must be submitted on separate application forms.~~

#### **6.6.2 Consultation with Council**

Organisations are required to contact Council officer prior to submitting an application, to discuss the proposed project. In the first instance, contact should be made with the Leisure Contracts and Projects Officer. The purpose of carrying out these discussions is to ensure that the project scope is in line with Council's strategic plans for the land, and appropriate planning is carried out prior to the grant being considered. Where relevant, site meetings with Council officers may be required at this stage to agree on the location of new constructions.

Applicants which receive a grant through the Scheme will be required to follow normal Council works approval processes in line with the requirements set out in 6.3 above prior to commencing the project, in addition to receiving in-principle approval.

All applications submitted for consideration will be circulated to Council Officers from all relevant departments for comment prior to the formal assessment process.

#### **6.6.3 Volunteer Labour and In-Kind Support**

Council recognises the important role that volunteers play within leisure and sporting organisations and the contribution that volunteer labour and in-kind support can make to improvement works at leisure and sporting facilities.

Council will accept in-kind support as a proportion of the financial contribution that organisations make to projects funded under the Scheme. A breakdown of in-kind support must be provided during the application process.

To ensure consistency across all organisations, in-kind contributions will be calculated using ~~a set hourly rate for labour volunteers. This will be calculated based upon the most recent 'average hourly cash earnings ordinary time' for full time non-managerial adult employees as reported by the Australian Bureau of Statistics dataset 6306.0 or equivalent where this dataset is not available or superseded. The rate will be set out in the application guidelines.~~ the hourly rate for non-professional volunteers as defined by Our Community using statistics from the Australian Bureau of Statistics. The current rate is \$31.50 per hour.

Contributions made by tradespeople providing in-kind support in their area of expertise will be ~~provided by the applicant~~ based upon the regular hourly rate of the tradesperson carrying out the works. Council will assess the rate provided to ensure this is fair and reasonable.

Donations of materials and equipment will be provided by the applicant based upon retail cost. Council will assess the calculation provided to ensure this is fair and reasonable.

Applicants including ~~volunteer and~~ in-kind support as an element of their contribution to the project must provide evidence of the level of support provided as part of the evaluation ~~process~~. Where volunteer labour and in-kind support exceeds the minimum club contribution required under the relevant funding ratio set out in section 6.4 ~~above~~, any grant awarded will not exceed the cash contribution required.

Applicants should note that projects carried out with in-kind support are required to adhere to all other conditions set out within this Policy and the Funding and Construction Agreements.

#### **~~6.5.4 In-Principle Support~~**

~~Organisations will be required, if applicable, to contact Council prior to application to obtain in-principle support for their applications from departments whose activities may be impacted by the proposed works. The purpose of obtaining in-principle support is to ensure that the project scope is in line with Council's strategic plans for the land. Advice on the relevant department to contact will be provided to organisations as part of the application guidelines.~~

~~Applicants may be required to make amendments in order to obtain in-principle approval. Any additional costs that arise due to changes in project scope will be the responsibility of the~~

~~applicant; however successful applicants will be able to apply for contingency funding as per 6.8.4 below.~~

~~Applicants receiving in principle approval will be required to follow normal Council works approval processes in line with the requirements set out in 6.2 above prior to commencing the project.~~

~~All applications submitted for consideration will be circulated to relevant Council Officers for comment prior to the formal assessment process.~~

~~Council Officers giving in principle support prior to submission and/or comments prior to assessment will not be involved in the ranking of final applications submitted to the Scheme.~~

### **6.66.7 Assessment Criteria**

Assessment of all applications will be undertaken by the Leisure Minor Capital Works Grants Scheme Committee, comprising two Councillors who are appointed for the Mayoral Year, and one community representative elected from the Recreation & Leisure Liaison Group.

Assessment of all applications will be undertaken by the Leisure Minor Capital Works Grants Scheme Committee, comprising two Councillors who are appointed for the Mayoral Year. The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The panel will make recommendations for consideration and endorsement by Council at the July Council meeting.

Applications are assessed on the following criteria:

The application clearly demonstrates the need for the project and the level of benefit to the community.	50%
The application demonstrates alignment with Council's strategic priorities.	20%
The project addresses a risk or safety issue.	15%
The degree to which the applicant can demonstrate clear financial need and ability to deliver the project.	15%

Not all applications submitted may be funded by Council. Decisions regarding funding are made at Council's absolute discretion and are final. No appeals regarding the allocation of funding will be considered by Council.

### **6.76.8 Grant Management**

#### **6.8.1 Grant Offers**

~~Leisure and sporting organisations awarded a grant~~ Applicants will be notified ~~in line with the timeline in 6.4.26.5 above of the outcome of Council's decision in August.~~ Successful Organisations will be required to confirm their acceptance of the grant and provide an indicative schedule of works no later than 31 August of the ~~current~~ relevant financial year.

The indicative schedule of works will be deemed to form part of the organisation's conditions of funding and failure to carry out

projects in line with the timelines provided may result in the withdrawal of the grant.

### **6.7.26.8.2 Grants Ceremony**

Successful applicants will be required to attend an awards night which will be held in line with the timeline in 6.4.26.5 above.

### **6.7.36.8.3 Funding Agreements**

Successful applicants will be required to enter into a formal Funding Agreement and, where relevant, a Construction Agreement. The expiry date of the Funding Agreement will be no later than 31 May of the financial year for which the grant has been awarded.

Grant recipients are not permitted to commence works until the agreement/s have been signed by both the funded organisation and Council ~~and formal approval to commence works provided.~~

### **6.7.46.8.4 Works Approval**

Successful applicants must not commence works to any Council facility without obtaining prior written consent from Council. Failure to obtain approval prior to carrying out works may result in withdrawal of the grant and/or the application of sanctions available under the organisation's Occupancy Agreement.

Works approval can be obtained by submitting the relevant project documentation, including, where required, building and planning permits, safe work method statements, public liability insurances, plans and drawings and other information as requested depending on the size and nature of the project.

Works which are undertaken without receiving prior approval from Council, which do not meet the standard of works required, must be rectified with all associated costs to be borne by the community group.

### **6.8.5 Amendments to Projects**

Where the scope of a project changes after a grant is awarded, a written request to amend the project must be made. The Manager Youth, Leisure and Cultural Services will be responsible for determining requests to amend a project.

### **6.7.56.8.6 Payment of Claims**

Grants ~~will be paid to successful applicants by cheque. Funding must~~ will be deposited into the nominated bank account of the organisation and maintained in a banking institution and not invested outside that institution without written approval.

Successful applicants will receive 50% of their grant upon Council's receipt of the signed funding agreement and associated documentation.

The remaining 50% of the grant will be released upon receipt of a ~~detailed~~ completed evaluation form for the project, including financial and expenditure details, evidence of volunteer hours and in-kind support and confirmation by Council staff officers that the works have been completed satisfactorily and in line with the



original proposal. Evaluation forms must be submitted within one month of the project completion.

No grant payments will be made after 31 May of the financial year for which the grant is awarded, unless an extension has previously been approved in writing by Council. [The Manager Youth, Leisure & Cultural Services](#) ~~The Chief Executive Officer~~ will be responsible for determining requests for extensions.

The grant application process will involve the following:

<u>Call for applications</u>	<u>February</u>
<u>Closing date for applications</u>	<u>May</u>
<u>Assessment period</u>	<u>May - June</u>
<u>Officers seek Council endorsement of Committee recommendations</u>	<u>July</u>
<u>Grant applicants notified</u>	<u>August</u>
<u>Grant acceptance due to Council</u>	<u>31 August</u>
<u>Grant ceremony</u>	<u>September-October</u>
<u>Funded period</u>	<u>1 August - 31 May</u>

#### **6.7-6.8.7 Maintenance of Works**

It is the responsibility of the funded organisation to carry out any required repair or maintenance works for facilities installed or upgraded through this Scheme in line with the maintenance responsibilities set out in the organisation's Occupancy Agreement, unless otherwise agreed by Council in writing.

### **6.8.9 Budget and Allocations**

#### **6.8.16.9.1 Budget**

Council's financial contribution to develop and improve sporting facilities is subject to available funding and will be determined as part of Council's budget process.

#### **6.8.26.9.2 Rescinded and Abandoned Grants**

Should a grant recipient decide to rescind their grant, they are required to notify Council as soon as practicable. ~~Any rescinded grant funds will be returned to the budget and allocated as set out in 6.8.4 below in order of priority.~~

Grant recipients who formally rescind their grant prior to December 31 in the current grant year will be deemed to have met the conditions of funding and remain eligible to apply for the Scheme in future years.

Leisure and sporting organisations who do not formally notify Council by December 31 in the current grant year of their intention to rescind will be considered to have abandoned the grant and be excluded from consideration for any further grant funding from Council in the next two (2) budget years, as per the exclusions in [6.1.26.2](#) above.

Abandoned grant funds will be returned to the budget and allocated as set out in [6.8.46.9.4](#) below ~~in order of priority~~.

### **6.8.36.9.3 Unallocated Budget**

Any funds unallocated following the assessment of applications and awarding of grants ~~by the Leisure Minor Capital Works Grants Scheme~~ will remain in the budget for further allocation as per [6.8.46.9.4](#) below.

### **6.8.46.9.4 Reallocation of Unspent Funds**

Any funds remaining in the budget following the assessment of applications and awarding grants, or notification of a rescinded, abandoned or withdrawn grant will be allocated in line with the priorities below.

#### **6.8.4.16.9.4.1 Unsuccessful Applications**

The first priority is to award funding to an application from the current financial year that was not successful solely due to a lack of available budget during the initial assessment process. Applications which were ineligible or where the proposed projects were assessed as being unsuitable are not eligible to receive a grant under this process. The likelihood of works being completed in the current financial year will be part of the consideration with grants only awarded where projects are able to be completed by the May 31 deadline as per [6.4.26.5](#) above.

Any funding available would be directed to the project with the highest ranking of all eligible unsuccessful applications, subject to the funding available being equal to, or in excess of, the funding requested.

#### **6.8.4.26.9.4.2 Contingency**

Where it is not possible toward [a grant under 6.9.4.1](#), the funds are to be retained in the grant budget as a contingency sum. Grant recipients are able to apply for additional funding where costs have increased unexpectedly. Applications for additional funds must be in writing and will be assessed by Council officers and recommendations presented to the Chief Executive Officer for approval. Any awards made must be in line with the funding ratios and maximum awards as outlined in 6.3.1 above.

#### **6.8.4.36.9.4.3 Council Run Minor Capital Works Projects**

Where the options outlined in [6.8.4.16.9.4.1](#) and [6.8.4.26.9.4.2](#) are not available, proposed projects for the purpose of upgrading and improving leisure and sporting facilities for the Knox community will be ~~assessed~~ ~~considered~~ by Council officers ~~using the current Scheme assessment criteria and rankings and recommendations~~ will be presented to the ~~Committee Manager Youth, Leisure & Cultural Services~~ to determine the projects to proceed.

~~Where applicable, the ranking and approval process will take place in January with all funded projects to be completed within the current financial year.~~

**6.3.16.9.5 Unspent Grant Funds**

Formal advice of unexpended funds is required and funds not expended by the grant recipient for the purposes outlined in the application must be returned to Council unless agreement has been reached to use these funds for other approved purposes.

Should a project be completed under budget, the final payment will be reduced to ensure that the amount paid to recipients remains in line with the funding ratios as specified in 6.3.16.4.

Funds allocated to a grant recipient which remain unaccounted for, or remain unspent and are not returned to Council shall be treated as the same for any debt payable to Council and the grant recipient will be deemed as not meeting the conditions of funding.

**ALL WARDS****9.1 2016-17 ANNUAL PLAN PROGRESS REPORT TO 31 DECEMBER 2016**

**SUMMARY:** *Business Intelligence Officer (Carrie Hudson)*

*This report provides the second quarter progress on initiatives identified in the 2016-17 Annual Plan. The Annual Plan for 2016-17 was adopted by Council at the Ordinary Meeting of Council on 28 June 2016 as part of the 2016-17 Annual Budget. The Annual Plan satisfies the requirements of the Local Government Act 1989 by outlining the services provided by Council and the initiatives that Council will complete in the 2016-17 year.*

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

**RECOMMENDATION**

That Council receive and note the 2016-17 Annual Plan progress report for the period ending 31 December 2016.

**1. INTRODUCTION**

An Annual Plan was established for the 2016-17 financial year to assist in the achievement of the objectives of the Knox City Plan (incorporating the Council Plan) 2013-17 and the Knox Vision. The 2016-17 Annual Plan progress report to 31 December 2016 (see Appendix A) reports on the initiatives that support those objectives.

**2. DISCUSSION**

Appendix A (attached) provides the Annual Plan progress report for the second quarter of 2016-17.

Of the 2016-17 Annual Plan initiatives, 28 were on track and had progressed to a minimum of 50% at the end of the second quarter.

Of the 32 initiatives included in the 2016-17 Annual Plan by 31 December 2016:

- 18 initiatives had progressed between 25% and 50%
- 7 initiatives had progressed between 51% and 75%
- 5 initiatives had progressed to more than 75%
- 2 initiatives were complete

## 9.1 2016-17 Annual Plan Progress Report to 31 December 2016

Highlights for the second quarter include:

### 1. Initiative

Implement a Knox mentoring program for Year 11 female students from local secondary schools that connect participants with inspiring local business women to support their personal career development.

#### Progress:

Implementation of the Knox mentoring program is now complete. 13 young women were involved and 13 business women mentors. A presentation by facilitators and participants occurred at the Knox Women on the Go breakfast. **(100% complete)**

### 2. Initiative

Conduct the 2016 Council general elections and a comprehensive induction program for the new Council.

#### Progress:

The 2016 general election is now complete and a comprehensive Induction / Transition Program has been delivered to all Councillors. A number of statutory obligations following the General Election are underway including the review of delegations, the review of Councillor allowances and review of the Councillor Code of Conduct. **(100% complete)**

### 3. Initiative

Continue to advance Council's Advocacy Strategy to guide Council's advocacy priorities and efforts.

#### Progress:

Development of Council's Advocacy framework is now complete. **(95% complete)**

The initiatives below target and requiring monitoring are:

1. Progress preparation of a structure plan in collaboration with the Metropolitan Planning Authority to guide future investment and development for the Wantirna Health and Medical Precinct. **(30% complete)**
2. Progress the development of Developer Contributions Planning and its feasibility as a new model for alternative infrastructure funding. **(30% complete)**
3. Implement a customer focused business improvement approach to drive improved customer experiences and organisational efficiencies. **(40% complete)**
4. Commence planning for the two Early Years Hubs in Wantirna South and Bayswater. **(45% complete)**

## **9.1 2016-17 Annual Plan Progress Report to 31 December 2016**

### **3. CONSULTATION**

The 2016-17 Annual Plan actions are linked to, and support the delivery of, the Knox Vision and the Knox City Plan 2013-17. The community took part in developing the Knox Vision, which provided the context for the Knox City Plan 2013-17.

The Annual Plan 2016-17, including the initiatives, was approved as part of the Annual Budget after public consultation on 28 June 2016.

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

Objectives for the environment are reflected in the Knox City Plan and relevant initiatives are reflected in the 2016-17 Annual Plan.

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

The initiatives for 2016-17 were developed in conjunction with the 2016-17 Annual Budget and all initiatives are funded.

### **6. SOCIAL IMPLICATIONS**

There are no social implications of this report.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

This is a progress report on the second quarter of the 2016-17 Annual Plan, which supports the delivery of the Knox City Plan 2013-17.

### **8. CONCLUSION**

There has been sufficient progress on the Annual Plan Actions for 2016-17 and it is expected that the initiatives will be completed by the end of June 2017.

### **9. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

**Report Prepared by:** *Business Intelligence Officer  
(Carrie Hudson)*

**Report Authorised by:** *Director - Corporate Development  
(Joanne Truman)*

Knox City Council

# Annual Plan Report

December Quarter 2016



# Healthy, Connected Communities

**Action Status**



■ Off Track 0.00 %  
■ Monitor 0.00 %  
■ On Track 100.00 %  
■ No Target 0.00 %

**Action Performance**



Actions reported on	6
At least 90% of action target achieved	6
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	0
Actions with no target set	0

## Initiatives for 2016/17

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Implement the transition of the Knox Home and Community Care (HACC) Assessment Service to full operation within the MyAgedCare system and provide recommendations and implement action regarding the transition of HACC services to the Commonwealth Home Support Program (CHSP).	01/07/2016	30/06/2017	In Progress	90%
<b>Responsible Person</b>	Tanya Clark-Manager Active Ageing and Disability Services		<b>Department</b>	Active Ageing and Disability Services
<b>Progress Comments</b>	Knox City Council Home Support Assessment Team has fully transitioned all functions for over 65 services to the MyAgedCare system. Service provider transition was fully implemented for all CHSP service types in November 2016. An Aged reform update will be provided to Council in March 2017. <i>Last Updated : 12/01/2017</i>			


Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Increase utilisation of Councils current Senior Citizens Centre facilities through assessment of demand and capacity of Clubs across the municipality to respond to the ageing population, the implementation of a Senior Citizens Support Network, rebranding of existing Seniors Clubs and establishment of an Asset development plan for Councils 5 designated centres.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Tanya Clark-Manager Active Ageing and Disability Services		<b>Department</b>	Active Ageing and Disability Services
<b>Progress Comments</b>	K2 Planning Consultants have been engaged to review Council's five Senior Citizens Centres to identify one to potentially become a multipurpose facility. Each facility has been assessed regarding the current conditions of the buildings and possible required future enhancements. A cross-Council steering group has been formed that will meet to inform the work on a regular basis. Consultation has been undertaken with the relevant senior citizens clubs and all hall hirers and key stakeholders. A draft report and recommendations have been reviewed and a report is due to be presented to Council in March 2017. <i>Last Updated : 12/01/2017</i>			



# Healthy, Connected Communities

Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Commence planning for the two Early Years Hubs in Wantirna South and Bayswater. The work during 2016-17 would include developing a detailed design (for the Wantirna South and Bayswater hubs), planning for the relocation of existing services (preschool, MCH and playgroup at both hubs), and commencing construction and planning for the transition and establishment phase to commence operation at the Wantirna South Hub in 2017-18. (Subject to Council's consideration of the feasibility and scoping)	01/07/2016	30/06/2017	In Progress	45%
<b>Responsible Person</b>	Kerry Stubbings-Director Community Services	<b>Department</b>	Family and Children Services		
<b>Progress Comments</b>	The tender process for the Wantirna Hub was conducted in December 2016 with update planned for Council consideration in February. Knox Gardens preschool has been closed with families for 2017 allocated to other service locations to enable the construction site to be prepared. The detailed design for the Bayswater Hub has commenced. Planning for the long term operational model for the Hubs is underway. <i>Last Updated : 12/01/2017</i>				
Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Develop an integrated life stage plan that merges the Municipal Early Years, Knox Youth Strategic plan and Healthy Ageing plan and promotes the benefits of intergenerational connections.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Kerry Stubbings-Director Community Services	<b>Department</b>	Family and Children Services		
<b>Progress Comments</b>	A project plan has been developed including background information and a process to ensure that a life-stages framework will be included within the draft Community Plan to be completed by the end of June 2017. The Project Plan has been circulated to the Executive Management Team for approval by early January 2017. <i>Last Updated : 02/02/2017</i>				
Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Develop a plan to assist council prepare for the Victorian roll out of the National Disability Insurance Scheme within the Eastern Metropolitan Region in November 2017.	01/07/2016	30/06/2017	In Progress	60%
<b>Responsible Person</b>	Kathy Parton-Manager Community Wellbeing	<b>Department</b>	Community Wellbeing		
<b>Progress Comments</b>	During quarter two this project progressed as follows: <ul style="list-style-type: none"> <li>• NDIS/Home Support Program for Under 65s transition planning continued with ongoing communication occurring with clients and staff.</li> <li>• The draft Knox Municipal Strategic Disability Directions Plan &amp; financial resourcing model were presented to an Issues Briefing meeting in December 2016. A report will be presented to the Ordinary Meeting of Council in February 2017.</li> <li>• Illoura Facility Return On Investment report was presented to the December Strategic Planning Committee (SPC) meeting at which Council provided direction on how to proceed.</li> </ul> <i>Last Updated : 09/02/2017</i>				

# Healthy, Connected Communities

Action Description	Start Date	End Date	Status	%	
 Develop a Community Access and Equity strategic plan integrating multicultural, indigenous, disability, other equity issues and strategic plans to support an integrated approach and response to a diverse range of access and equity issues.	01/07/2016	30/06/2017	In Progress	50%	
<b>Responsible Person</b>	Kathy Parton-Manager Community Wellbeing		<b>Department</b>	Community Wellbeing	
<b>Progress Comments</b>	During quarter two , this project progressed as follows: <ul style="list-style-type: none"> <li>• Access &amp; Equity has been identified as a guiding principle within the new draft Community Plan 2017-21.</li> <li>• Community Access &amp; Equity Profile under development.</li> <li>• Content experts working group completed.</li> <li>• Key Themes identified to guide community engagement.</li> <li>• A Community Engagement Plan was developed with activities to commence in February 2017.</li> </ul>				
<i>Last Updated : 09/02/2017</i>					

# Prosperous, Advancing Economy

**Action Status**



■ Off Track 20.00 %  
■ Monitor 0.00 %  
■ On Track 80.00 %  
■ No Target 0.00 %

**Action Performance**



Actions reported on	5
At least 90% of action target achieved	4
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	1
Actions with no target set	0

## Initiatives for 2016/17

Action Description	Start Date	End Date	Status	%
<span style="color: green;">■</span> Attract and assist new investment and assist existing businesses to grow through the Knox Investment Facilitation Service.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures		<b>Department</b>	City Futures
<b>Progress Comments</b>	For the first half of the 2016-17 reporting period: <ul style="list-style-type: none"> <li>• 6 investment and business enquires are in various stages of being facilitated.</li> <li>• Implementation of the Regional Investment Attraction Strategy Implementation Framework for Melbourne’s East continues.</li> <li>• Knox is continuing its investment facilitation and attraction approach using the CARE (Create, Attract, Retain and Expand) model.</li> </ul>			
	<i>Last Updated : 12/01/2017</i>			


Action Description	Start Date	End Date	Status	%
<span style="color: green;">■</span> Continue delivery of the Business Visits and Engagement Program to improve Council's understanding of the business community and their needs in terms of skills, growth, labour force, technology and infrastructure requirements.	01/07/2016	30/06/2017	In Progress	65%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures		<b>Department</b>	City Futures
<b>Progress Comments</b>	73 business visits and 18 business engagement opportunities have occurred since 1 July 2016. Connecting directly with business through business visits and at various business events provides an opportunity to promote Council’s Business and Economic Development Service and to better understand the challenges and opportunities facing Knox businesses.			
	<i>Last Updated : 09/02/2017</i>			

# Prosperous, Advancing Economy

Action Description	Start Date	End Date	Status	%
 Continue to advance Council's place based planning to achieve business growth, attract investment and boost employment in key strategic precincts, specifically Bayswater Employment/Industrial Precinct.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures		<b>Department</b>	City Futures
<b>Progress Comments</b>	<p>The Bayswater Project continues to progress with partnering Councils Maroondah and Yarra Ranges and Melbourne East Regional Development Australia (MERDA). Strong connections are being established with Bayswater businesses and other stakeholders such as South East Melbourne Manufacturers Alliance (SEMMA). The Bayswater Business Precinct website development and preparation of collateral is established. 40 Business Visits in the Bayswater Business Precinct have been completed.</p> <p>Four promotional and network business events have occurred facilitating engagement with over 100 businesses.</p> <p><i>Last Updated : 09/02/2017</i></p>			

Action Description	Start Date	End Date	Status	%
 Proactively participate in regional forums and initiatives with Melbourne East Regional Development Australia Group and the Regional Metropolitan Planning Group to achieve regional collaboration, build networks across Government and business and increase joint advocacy.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures		<b>Department</b>	City Futures
<b>Progress Comments</b>	<p>The Melbourne East regions Councils (7 Councils) and the Victorian Government under an MOU have set up a model of collaborative working with the Melbourne East Regional Economic Development Group (MEREDG), and reports through to the Eastern Metropolitan CEO's Group. This group's priority is to advance the implementation framework for delivery against the Regional Investment Attraction Strategy and related major regional economic development initiatives as currently being identified in the action plan.</p> <p>The State Government have recently announced the formation of Metropolitan Economic Development which sits in the Department of Economic Development Jobs, Transport and Resources with a view to establishing Regional Economic Partnerships with Local Government. The established MEREDG is forming the basis for the Eastern Partnership and so far three Eastern Directors Forums have been held to shape this partnership and confirm Regional Priorities in September, November and December with the Eastern Municipal Directors, MEREDG, Regional Director Eastern / Southern Victorian Government Business Office, and Regional Development Australia Melbourne East. A memo outlining the role and purpose of the Metro Partnership has recently been forward to Councillors.</p> <p><i>Last Updated : 12/01/2017</i></p>			

# Prosperous, Advancing Economy

Action Description	Start Date	End Date	Status	%
 Progress preparation of a structure plan in collaboration with the Metropolitan Planning Authority to guide future investment and development for the Wantirna Health and Medical Precinct.	01/07/2016	30/06/2017	In Progress	30%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures		<b>Department</b>	City Futures
<b>Progress Comments</b>	<p>Wantirna Health Precinct has been identified as a State Significant Precinct in the final Plan Melbourne. Council has been in the process of building a 'planning' partnership with, amongst others, the Victorian Planning Authority (formerly MPA) Regional Development Australia Metro East (RDA ME), Eastern Health, and Department Health &amp; Human Services. the project has been delayed pending the release of the refreshed Plan Melbourne and the subsequent priorities of the Victorian Planning Authority.</p> <p>A proposal for matched funding is currently being prepared for consideration by RDA ME. If successful, the funding will support the preparation of an 'Integrated Policy Platform and Precinct Investment Planning Framework'. If the submission is successful, this is expected to be completed by June 2017 and will underpin both the partnership and guide the planning for the precinct.</p>			
<i>Last Updated : 01/02/2017</i>				

# Vibrant and Sustainable Built and Natural Environments

**Action Status**



■ Off Track 11.11 %  
■ Monitor 0.00 %  
■ On Track 88.89 %  
■ No Target 0.00 %

**Action Performance**



Actions reported on	9
At least 90% of action target achieved	8
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	1
Actions with no target set	0

## Initiatives for 2016/17


Action Description	Start Date	End Date	Status	%
<span style="color: red;">■</span> Progress the development of Developer Contributions Planning and its feasibility as a new model for alternative infrastructure funding.	01/07/2016	30/06/2017	In Progress	30%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures		<b>Department</b>	City Futures
<b>Progress Comments</b>	The next stage of this initiative is delayed pending completion of the preliminary long-term renewal and new and upgrade infrastructure projects in conjunction with Council's budget and capital works program development. Consequently, the commencement of the next stages of the project including the consolidation of the long term capital works schedule, capital works project mapping and cost analysis are delayed until the end of February 2017.			
	<i>Last Updated : 12/01/2017</i>			


Action Description	Start Date	End Date	Status	%
<span style="color: green;">■</span> Continue preparation of a detailed structure plan and Planning Scheme Amendment to guide and support future development within the Knox Central Activity Centre.	01/07/2016	30/06/2017	In Progress	60%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures		<b>Department</b>	City Futures
<b>Progress Comments</b>	Early drafts of the Structure Plan were presented to the Knox Central Advisory Committee on 27 June 2016 and 29 August 2016. Council adopted the draft Structure Plan and proposed planning scheme amendment (C149) for exhibition at the September SPC meeting. The public exhibition period occurred between 10 November and 16 December. Approximately 100 submissions were received, which officers are currently reviewing.			
	<i>Last Updated : 12/01/2017</i>			


# Vibrant and Sustainable Built and Natural Environments


Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Progress a strategic review of land for business and employment in the municipality to reinforce Knox's important areas for employment and the role and function of its Activity Centres.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures	<b>Department</b>	City Futures		
<b>Progress Comments</b>	Work has been progressing, with an additional round of feedback on the background report and workshops held on aspects and ideas for the Directions Plan. The first draft of the Direction Plan was lodged by consultants to Council officers prior to end of December 2016 for consideration and feedback.  <i>Last Updated : 31/01/2017</i>				
Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Complete the bulk streetlight replacement program to achieve significant energy and cost savings and promote energy efficiency in the community.	01/07/2016	30/06/2017	In Progress	95%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures	<b>Department</b>	City Futures		
<b>Progress Comments</b>	The bulk streetlight replacement program is progressing well with over 9000 streetlights replaced with LED lighting. Approximately 500 streetlights will be replaced during mid – late January 2017 due to lights not being able to be replaced at time of first visit. Postcards informing residents about the program were initially delivered in May – June 2016. Feedback to date has been positive.  <i>Last Updated : 10/01/2017</i>				
Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Continue to work collaboratively with Stockland to progress the development of the residential parcel, advance planning of the parkland and progress the restoration of the Stamford Homestead, in accordance with the Stamford Park Master Plan.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Kim Rawlings-Manager City Futures	<b>Department</b>	City Futures		
<b>Progress Comments</b>	Stockland submitted its Development Plan to Council on 25 August 2016 in accordance with the Contract of Sale deadline. A Community Information Session was held at the Stamford Hotel in Rowville on 20 September to answer public and stakeholder questions regarding the Plan. Under the Sale Contract, Council has 12 months to consider and approve the Plan. Council subsequently approved the Development Plan at its 22 November meeting, 10 months ahead of schedule. Implementation of the Master Plan commenced in early December 2016 with tendering of design services to advance the Master Plan to the Concept Design Phase. Tract Consultants won the tender and are being assisted by a working group of 20 officers drawn from across Council. The Concept designs are due for completion in the first quarter of 2017. Preparations are underway for commencement of works to restore the Homestead, with establishment of the site compound due early in 2017.  <i>Last Updated : 10/01/2017</i>				

# Vibrant and Sustainable Built and Natural Environments

Action Description	Start Date	End Date	Status	%
 Following on from the release of Stage 2 of the Rowville Rail Study, continued advocacy to seek a commitment from the state government to improve existing bus services, to protect a land corridor for the future train line, and expedite delivery of the Rowville Rail.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Matthew Hanrahan-Manager Sustainable Infrastructure		<b>Department</b>	Sustainable Infrastructure
<b>Progress Comments</b>	Council prepared a submission to Infrastructure Victoria's "All Things Considered" document calling for a more holistic approach to transport planning for metropolitan Melbourne. This included a specific section to support the proposed Rowville Rail line and the need for appropriate planning measures to be put in place to protect the corridor against future development.			
	<i>Last Updated : 02/02/2017</i>			

Action Description	Start Date	End Date	Status	%
 Continue to participate in the implementation of the Bayswater Level Crossing Renewal Project to provide an integrated product that satisfies both the state government's business case and Council's objectives, as outlined in the Bayswater Structure Plan.	01/07/2016	30/06/2017	In Progress	60%
<b>Responsible Person</b>	Matthew Hanrahan-Manager Sustainable Infrastructure		<b>Department</b>	Sustainable Infrastructure
<b>Progress Comments</b>	Council officers continue to be actively involved in the design and issues management associated with the project to ensure that wider Council objectives are delivered as part of the project. Progress continues on preparation of the design for the Mountain Hwy streetscape and associated works, to support Council's contribution to the project. This includes undergrounding of the power lines in Mountain Hwy, between the rail line and Valentine St.			
	<i>Last Updated : 10/01/2017</i>			

Action Description	Start Date	End Date	Status	%
 Actively participate in an advocacy program for improved public transport through membership of the Eastern Transport Coalition.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Matthew Hanrahan-Manager Sustainable Infrastructure		<b>Department</b>	Sustainable Infrastructure
<b>Progress Comments</b>	Council continues to participate in the Eastern Transport Coalition, which as a group is currently finalising its strategy document to guide key directions over the coming years.			
	<i>Last Updated : 12/01/2017</i>			

Action Description	Start Date	End Date	Status	%
 Continue to prioritise Council's Integrated Transport Plan to inform reviews of the Pedestrian Plan, the Bicycle Plan, Mobility Study Implementation Plan and Road Management Plan.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Matthew Hanrahan-Manager Sustainable Infrastructure		<b>Department</b>	Sustainable Infrastructure
<b>Progress Comments</b>	Priority actions from the Integrated Transport Plan include the development of parking precinct areas across the municipality, with work recently completed on a concept plan for Ferntree Gully. The program of proposed path connections for 2016-17 is continuing to progress with officers engaging with community members on a number of key paths to be delivered. Council made a successful submission to the Transport Accident Commission (TAC) to improve on road bicycle facilities in George St, Scoresby. Consultation with residents will be undertaken during January and February 2017.			
	<i>Last Updated : 02/02/2017</i>			



# Culturally Rich and Active Communities

**Action Status**



■ Off Track 0.00 %  
■ Monitor 0.00 %  
■ On Track 100.00 %  
■ No Target 0.00 %

**Action Performance**




Actions reported on	5
At least 90% of action target achieved	5
Between 70% and 90% of action target achieved	0
Less than 70% of action target achieved	0
Actions with no target set	0


## Initiatives for 2016/17


Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Implement a Knox mentoring program for Year 11 female students from local secondary schools that connect participants with inspiring local business women to support their personal career development.	01/07/2016	30/06/2017	Completed	100%
<b>Responsible Person</b>	Peter Gore-Manager Youth, Leisure and Cultural Services	<b>Department</b>	Youth, Leisure and Cultural Services		
<b>Progress Comments</b>	Implementation of the Knox mentoring program is now complete. 13 young women were involved and 13 business women mentors. A presentation by facilitators and participants occurred at the Knox Women on the Go breakfast				
	<i>Last Updated : 03/02/2017</i>				

Action Description		Start Date	End Date	Status	%
<input checked="" type="checkbox"/>	Develop a Knox Aquatic Strategy to determine future aquatic needs and service facility provision for the Knox community	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Peter Gore-Manager Youth, Leisure and Cultural Services	<b>Department</b>	Youth, Leisure and Cultural Services		
<b>Progress Comments</b>	Expressions of interest were sought from industry experts to undertake scoping work, with three responses received by the 20 January 2017 closing date. It is anticipated that this project can be completed based on a 20-week project program. The project will inform the most effective and viable way to accommodate the community's aquatic and health and fitness needs so that broader planning and budgeting for future aquatic provision can be incorporated into council's capital works program.				
	<i>Last Updated : 03/02/2017</i>				

# Culturally Rich and Active Communities

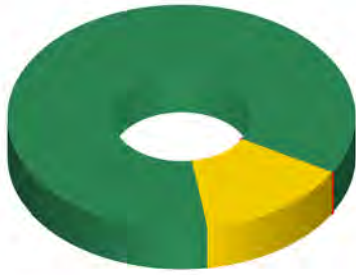
Action Description	Start Date	End Date	Status	%
 Progress the development of a temporary library facility within Knox City Shopping Centre	01/07/2016	30/06/2017	In Progress	60%
<b>Responsible Person</b>	Peter Gore-Manager Youth, Leisure and Cultural Services		<b>Department</b>	Youth, Leisure and Cultural Services
<b>Progress Comments</b>	Staged detail design has been developed for those areas directly responsible for the refurbishment by Westfield (amenity and access areas). The balance of the design is currently underway and it is anticipated that refurbishment works will be completed by 30 June 2017 allowing for the relocation of the existing Knox library within the shopping centre.			
	<i>Last Updated : 03/02/2017</i>			

Action Description	Start Date	End Date	Status	%
 Continue the development of the 'Immerse' exhibition program in Knox to promote visual arts in Council, community and commercial venues	01/07/2016	30/06/2017	In Progress	85%
<b>Responsible Person</b>	Peter Gore-Manager Youth, Leisure and Cultural Services		<b>Department</b>	Youth, Leisure and Cultural Services
<b>Progress Comments</b>	The Immerse exhibition was completed with significant community engagement and positive feedback. Evaluation of the program will be undertaken in the third quarter.			
	<i>Last Updated : 03/02/2017</i>			

Action Description	Start Date	End Date	Status	%
 Promote positive attributes of young people identified in the Knox Youth Social Profile through social and print media outlets to strengthen the positive image of young people in Knox.	01/07/2016	30/06/2017	In Progress	75%
<b>Responsible Person</b>	Peter Gore-Manager Youth, Leisure and Cultural Services		<b>Department</b>	Youth, Leisure and Cultural Services
<b>Progress Comments</b>	Facts Sheets based upon resiliency data have been developed by Youth Services and Social Policy and Planning and will be produced in March 2017.			
	<i>Last Updated : 03/02/2017</i>			

# Democratic and Engaged Communities

**Action Status**



■ Off Track 0.00 %  
■ Monitor 14.29 %  
■ On Track 85.71 %  
■ No Target 0.00 %

**Action Performance**



Actions reported on	7
At least 90% of action target achieved	6
Between 70% and 90% of action target achieved	1
Less than 70% of action target achieved	0
Actions with no target set	0

## Initiatives for 2016/17

Action Description	Start Date	End Date	Status	%
<span style="color: green;">■</span> Prepare the new City Plan and Council Plan 2017-21 through the use of a range of community engagement approaches including the introduction of a Community Panel, for Council adoption by 30 June 2017.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Fleur Cousins-Manager Governance and Innovation		<b>Department</b>	Governance and Innovation
<b>Progress Comments</b>	A suite of engagement activities to provide input into the development of the City Plan and Council Plan have been completed, including a municipal survey, focus groups with community, business, key partners and staff, a listening post at Knox City Shopping Centre and the development of a Community Panel. The outcomes of the Community Panel will be presented to Councillors in February 2017. Information from all other engagement activities is being collated for review and analysis and was endorsed for public release by Council in December 2016. Drafting of the new Community Plan and Council Plan 2017-21 has commenced with a first draft to be presented to Councillors in February 2017.			
	<i>Last Updated : 12/01/2017</i>			

Action Description	Start Date	End Date	Status	%
<span style="color: green;">■</span> Conduct the 2016 Council general elections and a comprehensive induction program for the new Council.	01/07/2016	30/06/2017	Completed	100%
<b>Responsible Person</b>	Fleur Cousins-Manager Governance and Innovation		<b>Department</b>	Governance and Innovation
<b>Progress Comments</b>	The 2016 general election is now complete and a comprehensive Induction / Transition Program has been delivered to all Councillors. A number of statutory obligations following the General Election are underway including the review of delegations, the review of Councillor allowances and review of the Councillor Code of Conduct.			
	<i>Last Updated : 17/02/2017</i>			

# Democratic and Engaged Communities

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Complete a minimum of ten service reviews as part of the implementation of Year Four of Council's four-year rolling service review program.	01/07/2016	30/06/2017	In Progress	50%
<b>Responsible Person</b>	Fleur Cousins-Manager Governance and Innovation		<b>Department</b>	Governance and Innovation
<b>Progress Comments</b>	The Year 4 Service Planning program has begun, with 10 services included in the 2016-17 year. Six of the 10 services have included a focus on process improvement using lean principles. Regular meetings to support the service analysis stage with key staff have been delivered. An update of the service analysis status for all services was presented to EMT in November 2016 and final Service Analysis drafts are in development by each of the services for review by EMT in early March 2017.			
	<i>Last Updated : 10/01/2017</i>			

Action Description	Start Date	End Date	Status	%
<input type="checkbox"/> Implement a customer focused business improvement approach to drive improved customer experiences and organisational efficiencies.	01/07/2016	30/06/2017	In Progress	40%
<b>Responsible Person</b>	Fleur Cousins-Manager Governance and Innovation		<b>Department</b>	Governance and Innovation
<b>Progress Comments</b>	Fourteen (14) submissions were received to an Expression of Interest (EOI) process to implement a customer focused business improvement approach based on Lean and Six Sigma principles. A number of short listed submissions were invited to present to the Executive Management Team in December 2016. A more detailed project specification is being finalised in preparation for stage two of the EOI process.			
	<i>Last Updated : 10/01/2017</i>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue the preparation of a Digital Plan that focuses on increasing customer interaction including options for self service through technology.	01/07/2016	30/06/2017	In Progress	95%
<b>Responsible Person</b>	Lesley Milburn-Manager Information Management		<b>Department</b>	Information Management
<b>Progress Comments</b>	The Digital/ICT Strategy and ICT Roadmap have been completed and presented to Executive Management Team. Presentation to Council will be conducted in February 2017			
	<i>Last Updated : 13/02/2017</i>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Continue to advance Council's Advocacy Strategy to guide Council's advocacy priorities and efforts.	01/07/2016	30/06/2017	In Progress	95%
<b>Responsible Person</b>	Kath Oakley-Manager Communications and Customer Service		<b>Department</b>	Communications and Customer Service
<b>Progress Comments</b>	Development of Council's Advocacy framework is now complete.			
	<i>Last Updated : 13/02/2017</i>			

Action Description	Start Date	End Date	Status	%
<input checked="" type="checkbox"/> Commence the replacement of Council's Electronic Document and Records Management System (EDRMS).	01/07/2016	30/06/2017	In Progress	70%
<b>Responsible Person</b>	Lesley Milburn-Manager Information Management		<b>Department</b>	Information Management
<b>Progress Comments</b>	The project is tracking according to plan and is anticipated go live March 2017.			
	<i>Last Updated : 10/01/2017</i>			

**ALL WARDS****9.2 FINANCIAL PERFORMANCE REPORT FOR THE PERIOD ENDED 31 DECEMBER 2016**

**SUMMARY:** *Coordinator Management Accounting  
(James Morris)*

*The Financial Performance Report for the period ended 31 December 2016 is presented for consideration.*

*The overall financial position for the period ended 31 December 2016 is satisfactory and indicates that Council is on track to achieve the budget targets for the year.*

**RECOMMENDATION**

**That Council receive and note the Financial Performance Report for the period ended 31 December 2016.**

**1. INTRODUCTION**

The provision of quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible resulting in sound financial management.

The attached Financial Performance Report (Appendix A) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

The Financial Performance Report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget. Council adopted its 2016-17 annual budget at its Ordinary Council Meeting held 28 June 2016.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2016-17 Forecast includes the following details:

## **9.2 Financial Performance Report for Quarter Ended 31 December 2016 (cont'd)**

- Carry forward funding from 2015-16 into 2016-17 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects;
- Anticipated carry forward funding from 2016-17 into 2017-18 for capital works expenditure. These funds will not be expended during the current financial year but will be required in the following financial year for the successful completion and delivery of key outcomes and projects; and
- Adjustments to the Adopted Budget as a result of officers periodically assessing Council's financial health and landscape as a result of emerging events and matters.

### **2. DISCUSSION**

General discussion in regards to this report is detailed under Section 5 'Financial & Economic Implications'.

### **3. CONSULTATION**

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit Committee.

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

This report does not have any environmental or amenity issues for discussion.

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

#### **5.1 Financial Performance for Period Ended 31 December 2016**

The overall financial position at 31 December 2016 is satisfactory and indicates that Council, after taking into consideration carry forward funding requirements from 2015-16 into 2016-17, is on track to complete the current financial year within the targets established in the 2016-17 Adopted Budget.

For the period ending 31 December 2016, Council has achieved an operating surplus of \$64.394 million. This is \$5.803 million favourable to the year to date (YTD) Adopted Budget. Council's forecast year end position is an operating surplus of \$2.666 million, which is \$7.301 million less than the Adopted Budget primarily due to carry forward expenditure from 2015-16 into 2016-17 and borrowing costs in relation to the early extinguishment of Council's existing interest bearing loans.

The total capital works expenditure for the period ended 31 December 2016 is \$17.542 million. This is \$2.052 million less than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$55.090 million and includes \$17.984 million in carry forward funding requirements from 2015-16 into 2016-17, and excludes \$19.781 million in anticipated carry forward expenditure from 2016-17 into 2017-18.

## **9.2 Financial Performance Report for the Quarter Ended 31 December 2016 (cont'd)**

Further detail and discussion of the financial performance of Council for the period ended 31 December 2016 is provided in the attached Financial Performance Report (Appendix A).

### **6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report.

### **7. RELEVANCE TO 2013-17 CITY PLAN (INCORPORATING THE COUNCIL PLAN)**

Through the provision of quarterly financial reports, Council ensures that it is contributing towards meeting its objectives under Theme 5 of the 2013-17 City Plan: Democratic and Engaged Communities. Council manages assets and financial resources on behalf of the community in a responsible and sustainable manner.

### **8. CONCLUSION**

Council has achieved an operating surplus of \$64.394 million for the period ended 31 December 2016. An operating surplus of \$2.666 million is forecast for 2016-17.

### **9. CONFIDENTIALITY**

There are no components of this report which have been declared confidential in accordance with the Local Government Act 1989.

**Report Prepared By:** *Coordinator Management Accounting  
(James Morris)*

**Report Reviewed By:** *Manager Finance and Property Services  
(Dale Monk)*

**Report Authorised By:** *Director – Corporate Development  
(Joanne Truman)*



# financial performance report

for year to date ended 31 December 2016





# Contents

## Financial Performance Report for year to date ended 31 December 2016

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# Executive Summary

## Financial Performance Report for the quarter ended 31 December 2016

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### Introduction and Purpose

The Financial Performance Report for quarter ended 31 December 2016 has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget and anticipate the financial position of Council as at financial year end by way of Forecasts. Council adopted its 2016-17 Annual Budget at its Ordinary Council Meeting held 28 June 2016.

The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2016-17 Forecast takes into account the following details:

- Carry forward funding from 2015-16 into 2016-17 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects;
- Anticipated carry forward funding from 2016-17 into 2017-18 for capital works expenditure. These funds will not be expended during the current financial year but will be required in the following financial year for the successful completion and delivery of key outcomes and projects; and
- Adjustments to the adopted budget as a result of officers periodically assessing Council's financial health and landscape as a result of emerging events and matters.

### Discussion of Financial Results

#### Forecast

The 2016-17 Forecast includes the following adjustments:

##### *Income*

- \$1.645M in higher than anticipated supplementary rates income as a result of 2016 revaluation of properties;
- \$0.791M increase in Statutory Fees and Charges with the majority of this increase being in City Planning due to higher than anticipated application numbers, coupled with an increase in the statutory fees;
- \$0.447M increase in Monetary Contributions with the majority of this increase again being in City Planning due to higher than expected income from public open space contributions;
- \$0.623M decrease in User Fees is mainly related to a decrease in fees from the childcare centres (\$0.567M decrease), however this has been more than offset in the childcare centres by an increase in the childcare benefit received (\$0.440M increase) together with a decrease in childcare centre employee costs (\$0.271M decrease);
- \$0.324M increase in interest income revised upwards to reflect 2015-16 year-end cash position and anticipated 2016-17 outcomes; and
- \$0.344M net decrease in the final 2016-17 financial assistance grant income allocation received from the Victoria Grants Commission (general purpose and local roads funding).



# Executive Summary (continued)

## Financial Performance Report for the quarter ended 31 December 2016

### Expenses (Operating and Capital Works)

- \$20.288M in carry forward funding from 2015-16 into 2016-17 for both operational expenditure (\$2.304M) and capital works expenditure (\$17.984M). These funds are required for the successful completion and delivery of key outcomes and projects;
- Anticipated \$19.781M in carry forward funding from 2016-17 into 2017-18 for approved capital works expenditure identified as being required to carry forward. This anticipated carry forward in capital works includes \$11.000M relating to the Knox Central project, \$6.000M relating to the Early Year Hubs and \$2.141M relating to the Stamford Park redevelopment; and
- \$1.168M increase in loan interest payments as a result of a strategic early extinguishment of Council's existing interest bearing loans.

### Balance Sheet

- Adjustment to the full year Adopted Budget position as a result of the final year end position for 2015-16. The balance sheet within the Adopted Budget had been prepared on the forecasted year end position for 2015-16. Adjustments include increments to Property, Infrastructure, Plant and Equipment as a result of bringing into effect the 2015-16 year-end valuations;
- Change in timing of new loan borrowings of \$4.750M that was expected to occur in 2015-16 but has now been anticipated in 2016-17, in addition to budgeted borrowings of \$16.702M in 2016-17. It is noted however that with the anticipated carry forward of a number of major projects, the need to borrow may be deferred; and
- Strategic decision to extinguish the balance of Council's existing interest bearing loans well before the completion of their term. This resulted in unbudgeted principal repayments of \$10.209M that have been reflected in the year end forecast.

### Operating Results

Operating Results	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Income	131,788	135,510	3,722	157,800	161,002	3,202
Expense	73,196	71,115	2,081	147,834	158,336	(10,503)
<b>Surplus (Deficit)</b>	<b>58,592</b>	<b>64,394</b>	<b>5,803</b>	<b>9,966</b>	<b>2,666</b>	<b>(7,301)</b>

Full year Forecast for Operating Results includes \$2.304M in carryforward net expenditure from 2015-16 into 2016-17.

Income has an overall favourable variance of \$3.722M compared to the year to date (YTD) Adopted Budget of \$131.788M. This is primarily due to higher than anticipated supplementary rates income, together with favourable variances in Monetary Contributions and Operating Grants. The full year forecast income is anticipated to be \$161.002M and is \$3.202M favourable to the Adopted Budget.

Expenditure has an overall favourable variance of \$2.081M compared to the YTD Adopted Budget of \$73.196M. The favourable variance in Materials and Services of \$3.179M is partially offset by the \$1.535M unfavourable variance in Borrowing Costs. The full year forecast expenditure is anticipated to be \$158.336M and is \$10.503M unfavourable to the Adopted Budget. This is primarily due to carry forward funding from 2015-16 into 2016-17 for operational expenditure and capital works expenditure that are operational in nature (i.e. expenses that do not meet the criteria for capitalisation) and the strategic early extinguishment of Council's existing interest bearing loans.



# Executive Summary (continued)

## Financial Performance Report for the quarter ended 31 December 2016

The operating surplus for the quarter ended 31 December is \$64.394M, which is \$5.803M favourable to the YTD Adopted Budget. The forecast operating surplus for the year is \$2.666M and is \$7.301M less than the Adopted Budget of \$9.966M.

### Capital Works Program

Capital Works Expenditure	Adopted			Adopted		
	Budget \$'000's	Actual \$'000's	Variance \$'000's	Budget \$'000's	Forecast \$'000's	Variance \$'000's
Property	3,073	1,494	1,578	25,178	11,371	13,807
Plant and Equipment	2,533	1,582	951	6,334	6,781	(447)
Infrastructure	13,988	14,466	(478)	25,620	36,938	(11,318)
<b>Total Capital Works Expenditure</b>	<b>19,594</b>	<b>17,542</b>	<b>2,052</b>	<b>57,132</b>	<b>55,090</b>	<b>2,042</b>

Full year Forecast for Capital Works Expenditure includes \$17.984M in carryforward expenditure from 2015-16 into 2016-17, and excludes \$19.781 in carry forward expenditure from 2016-17 into 2017-18.

The performance of the Capital Works Program including details of variances is reported in the Statement of Capital Works.

For the quarter ended 31 December 2016 the Capital Works Program shows an expenditure of \$17.542M – this is \$2.052M less than the expected YTD Adopted Budget position. After taking into consideration the capital works projects carried forward from 2015-16 into 2016-17, and also taking into account the capital works projects expected to be carried forward from 2016-17 into 2017-18, the forecast Capital Works Expenditure for the year is \$55.090M.

### Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Current Assets	103,974	121,255	17,281	61,736	72,911	11,175
Non-Current Assets	1,556,566	1,681,277	124,710	1,574,939	1,710,677	135,738
<b>Total Assets</b>	<b>1,660,541</b>	<b>1,802,532</b>	<b>141,991</b>	<b>1,636,675</b>	<b>1,783,588</b>	<b>146,913</b>
Current Liabilities	26,018	29,118	(3,100)	34,740	33,823	917
Non-Current Liabilities	18,854	7,660	11,194	34,818	26,197	8,621
<b>Total Liabilities</b>	<b>44,872</b>	<b>36,778</b>	<b>8,094</b>	<b>69,558</b>	<b>60,020</b>	<b>9,538</b>
<b>Net Assets</b>	<b>1,615,669</b>	<b>1,765,754</b>	<b>150,085</b>	<b>1,567,117</b>	<b>1,723,568</b>	<b>156,451</b>
Accumulated Surplus	664,892	661,497	(3,395)	619,139	629,048	9,909
Asset Revaluation Reserve	919,580	1,067,083	147,503	919,580	1,067,083	147,503
Other Reserves	31,196	37,173	5,977	28,398	27,437	(961)
<b>Total Equity</b>	<b>1,615,669</b>	<b>1,765,754</b>	<b>150,085</b>	<b>1,567,117</b>	<b>1,723,568</b>	<b>156,451</b>
<b>Working Capital Ratio</b>	<b>4.00</b>	<b>4.16</b>		<b>1.78</b>	<b>2.16</b>	

The Balance Sheet as at 31 December 2016 indicates a sustainable result. A comparison of total Current Assets of \$121.255M with total Current Liabilities of \$29.118M continues to depict a sustainable financial position (Working Capital Ratio of 4.16 to 1). Current Assets primarily comprises of Trade and Other Receivables of \$79.615M. This includes \$76.460M of rates debtors (of which \$4.793M relates to arrears pre July 2016) and \$2.665M in other debtors.



# Executive Summary (continued)

## Financial Performance Report for the quarter ended 31 December 2016

Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days	31 Days - 60 Days	61 Days - 90 Days	More than 90 Days	
	\$'000	\$'000	\$'000	\$'000	
Rates Debtors	71,667	0	0	4,793	76,460
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	50	99	68	221	438
Other Debtors	2,268	239	25	133	2,665
<b>Total Trade and Other Receivables</b>	<b>73,985</b>	<b>338</b>	<b>92</b>	<b>5,200</b>	<b>79,615</b>

Rate debtors in arrears is \$4.793M. This amount has been outstanding from 2015-16 and prior.

The high rates debtors as at 31 December 2016 is due to raising the 2016-17 rates and charges in July 2016 and includes associated interest, landfill levy, waste and legal charges. The percentage of rates collected to 31 December 2016 of 35.56% is slightly up on the percentage collected for the same period last year of 35.18%. Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 9.5% per annum also applies. The due date for rates being paid in full is 15 February 2016.

Trade and Other Payables are \$6.107M at 30 September 2016 – this has increased from \$5.993M as at 30 September 2016.

The working capital ratio of 4.16 has reduced from 5.12 at 30 September 2016. The Working Capital Ratio is anticipated to continue to diminish over the course of the financial year as Council utilises its funds to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to remain healthy at 2.16 at year end. This is greater than the Adopted Budget working capital ratio of 1.78 as a result of the forecast carry forward of capital works projects leading to an increase in the forecast cash position at year end.

### Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Cash and Cash Equivalents	25,852	13,763	(12,089)	51,201	61,405	10,204
Other Financial Assets	0	27,600	27,600	0	0	0
<b>Total Funds Invested</b>	<b>25,852</b>	<b>41,363</b>	<b>15,511</b>	<b>51,201</b>	<b>61,405</b>	<b>10,204</b>
<b>Earnings on Investments</b>	<b>549</b>	<b>609</b>	<b>60</b>	<b>1,290</b>	<b>1,613</b>	<b>323</b>

There was \$41.363M invested with various financial institutions as at 31 December 2016 – this includes Cash and Cash Equivalents (\$13.763M) and Other Financial Assets (\$27.600M). These funds include monies from trust funds and deposits and specific purpose reserves.

The earnings on investments for the quarter ended 31 December 2016 is \$0.609M and is \$0.060M favourable to YTD Adopted Budget as a result of current holdings of Cash and Cash Equivalents and Other Financial Assets. The forecast full year earnings from investments are \$1.613M (\$0.323M favourable to the Adopted Budget) based on forecast Cash and Cash Equivalents balances throughout the year.

# Comprehensive Income Statement

for year to date ended 31 December 2016

Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Income</b>								
Rates and Charges		104,835	106,549	1,714	1.63%	104,835	106,480	1,645
Statutory Fees and Fines		994	1,381	387	38.93%	2,040	2,831	791
User Fees		9,691	9,554	(137)	(1.41%)	14,717	14,093	(623)
Grants - Operating		11,058	11,929	870	7.87%	22,417	22,710	293
Grants - Capital		1,428	1,515	88	6.13%	3,909	4,204	294
Contributions - Monetary	1	2,225	3,105	880	39.55%	4,633	5,080	447
Contributions - Non-Monetary		0	0	0	0.00%	2,000	2,000	0
Increment on investment in associates		0	0	0	0.00%	0	0	0
Other Income		1,557	1,478	(79)	(5.10%)	3,249	3,603	354
<b>Total Income</b>		<b>131,788</b>	<b>135,510</b>	<b>3,722</b>	<b>2.82%</b>	<b>157,800</b>	<b>161,002</b>	<b>3,202</b>
<b>Expenses</b>								
Employee Costs		33,967	33,376	590	1.74%	66,797	66,864	(67)
Materials and Services	2	24,454	21,275	3,179	13.00%	52,723	60,710	(7,987)
Depreciation and Amortisation		10,057	10,251	(194)	(1.93%)	19,780	20,894	(1,114)
Contributions and Donations		4,114	4,052	62	1.50%	5,323	5,351	(28)
Borrowing Costs	3	510	2,045	(1,535)	(300.69%)	1,021	2,189	(1,168)
Bad and Doubtful Debts		32	43	(11)	(33.36%)	64	64	0
Other Expenses		280	220	60	21.46%	561	552	9
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		(218)	(147)	(71)	(32.50%)	1,565	1,711	(147)
<b>Total Expenses</b>		<b>73,196</b>	<b>71,115</b>	<b>2,081</b>	<b>2.84%</b>	<b>147,834</b>	<b>158,336</b>	<b>(10,503)</b>
<b>Surplus (Deficit)</b>		<b>58,592</b>	<b>64,394</b>	<b>5,803</b>	<b>9.90%</b>	<b>9,966</b>	<b>2,666</b>	<b>(7,301)</b>
<b>Total Comprehensive Income for the Year</b>		<b>58,592</b>	<b>64,394</b>	<b>5,803</b>	<b>9.90%</b>	<b>9,966</b>	<b>2,666</b>	<b>(7,301)</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✗ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

## Notes:

1	\$844K favourable variance in Public Open Space Contributions and Supervision Fees; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality.
2	\$848K favourable variance mainly attributable to adverse weather conditions impacting scheduled works in Open Space Maintenance, Stormwater Management, Local Roads Maintenance, Landscaping and Footpath Maintenance Programs. Partially offset by \$335K unfavourable variance in Tree Maintenance and Drainage Maintenance due to storm events and heavy rain weather. \$446K favourable variance in Governance Management due to timing of payments relating to election activities - these will be made in line with the Victorian Electoral Commission's schedules. \$359K favourable variance in Information Management mainly attributable to timing variances in the cost of software maintenance, licensing and upgrades. \$233K favourable variance in Waste Management from underspend in waste collection and transport costs. \$226K favourable variance in timing of activities to progress the Knox Central Project activities. \$193K favourable variance in Workshop Services due to the timing of invoices and lower than anticipated fuel prices. The remaining favourable variance is partially attributed to delays (across the organisation) in receiving invoices from suppliers for payment; further compounded by the timing of expenditure tied to planned activities and projects in various projects.
3	Higher than budgeted loan interest payments due to the strategic early extinguishment of Council's existing interest bearing loans.

The 2016-17 Forecast includes \$2.304M in carry forward expenditure from 2015-16 into 2016-17 required for the completion and delivery of key operational projects.

# Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2016



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)	%	Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
<b>Rates</b>									
Rates and Valuation		(101,004)	(102,709)	1,706	1.69%	✓	(101,004)	(102,649)	1,645
<b>Net (Income) / Expense - Rates</b>		<b>(101,004)</b>	<b>(102,709)</b>	<b>1,706</b>	<b>1.69%</b>		<b>(101,004)</b>	<b>(102,649)</b>	<b>1,645</b>
<b>CEO and Council</b>									
Chief Executive Officer		313	291	22	6.96%	✓	607	607	0
Councillors		391	376	15	3.84%	✓	781	781	0
<b>Net (Income) / Expense - CEO and Council</b>		<b>704</b>	<b>667</b>	<b>37</b>	<b>5.23%</b>		<b>1,388</b>	<b>1,388</b>	<b>0</b>
<b>City Development</b>									
Directorate City Development		258	206	52	20.07%	✓	516	516	0
City Planning	1	(397)	(1,568)	1,171	294.91%	✓	(794)	(1,916)	1,122
City Safety and Health	2	1,419	1,155	265	18.66%	✓	2,931	3,042	(110)
City Futures		1,632	1,576	56	3.44%	✓	3,486	4,145	(659)
<b>Net (Income) / Expense - City Development</b>		<b>2,913</b>	<b>1,369</b>	<b>1,544</b>	<b>53.01%</b>		<b>6,139</b>	<b>5,787</b>	<b>353</b>
<b>Knox Central</b>									
Knox Central	3	479	178	302	62.92%	✓	959	959	0
<b>Net (Income) / Expense - Knox Central</b>		<b>479</b>	<b>178</b>	<b>302</b>	<b>62.92%</b>		<b>959</b>	<b>959</b>	<b>0</b>
<b>Community Services</b>									
Directorate Community Services		310	352	(42)	(13.71%)	✗	614	703	(89)
Community Wellbeing	4	1,990	1,872	117	5.90%	✓	3,019	3,231	(212)
Family and Children's Services	5	2,793	2,998	(205)	(7.35%)	✗	5,326	6,259	(933)
Active Ageing and Disability Services	6	1,669	861	809	48.44%	✓	3,289	2,762	527
Youth, Leisure and Cultural Services		5,102	4,865	237	4.64%	✓	7,952	8,280	(328)
<b>Net (Income) / Expense - Community Services</b>		<b>11,864</b>	<b>10,949</b>	<b>915</b>	<b>7.71%</b>		<b>20,200</b>	<b>21,235</b>	<b>(1,035)</b>
<b>Corporate Development</b>									
Directorate Corporate Development		300	251	49	16.38%	✓	596	596	0
Finance and Property Services	7	(1,724)	(110)	(1,615)	(93.63%)	✗	(4,122)	(2,562)	(1,560)
Governance and Innovation	8	1,946	1,505	441	22.68%	✓	3,756	3,907	(151)
Information Management	9	2,043	1,801	243	11.87%	✓	3,102	3,102	0
Communications and Customer Service	10	2,059	1,949	110	5.35%	✓	4,045	3,881	164
People Performance		1,717	1,654	64	3.71%	✓	2,276	2,346	(70)
<b>Net (Income) / Expense - Corporate Development</b>		<b>6,341</b>	<b>7,048</b>	<b>(708)</b>	<b>(11.16%)</b>		<b>9,653</b>	<b>11,270</b>	<b>(1,617)</b>
<b>Engineering and Infrastructure</b>									
Directorate Engineering and Infrastructure		333	397	(64)	(19.10%)	✗	662	662	0
Sustainable Infrastructure	11	616	(112)	728	118.19%	✓	9,485	9,327	159
Community Infrastructure	12	3,029	2,838	190	6.29%	✓	6,169	6,278	(110)
Operations	13	7,273	6,395	877	12.06%	✓	14,444	14,561	(117)
<b>Net (Income) / Expense - Engineering and Infrastructure</b>		<b>11,251</b>	<b>9,518</b>	<b>1,733</b>	<b>15.40%</b>		<b>30,760</b>	<b>30,827</b>	<b>(67)</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✗ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

# Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2016



Notes:	
1	Higher than expected income from Public Open Space Contributions and Supervision fees (\$844K favourable); income of this nature is unpredictable and is directly contingent on Developer activities in the municipality. Increased activity experienced in Planning Application fees (\$301K favourable).
2	Higher than expected Permit Fees (\$28K) due to an increase in fee amount and establishment of new fees to align to the Local Laws service delivery and objectives. Animal Registration Fees are \$34K greater than budget due to receipts of prior year fees in current year. Lower than anticipated employee costs (\$91K) as a result of staff vacancies across Local Laws for which recruitment is underway. Favourable variance in Health Services' registration income (\$24K) partially due to the introduction of one-off lifetime hairdresser registration fees, following changes to the Public Health and Wellbeing Amendment (Hairdressing Registration) Act. Favourable variance in Pet Expo expenditure (\$35K) is due to the timing of the instalment payment, awaiting invoice from the event provider (to be paid in January). Unfavourable variance in Emergency Services' reimbursement income due to delays in the reimbursement of the Municipal Emergency Resources Project Officer which are funded from a Government Grant provided to Yarra Ranges Council (to be rectified in January). Permanent unfavourable variance in Emergency Services' salaries due to the extension of the Municipal Emergency Resources Project Officer role to April 2017 (originally forecast to end in September 2016).
3	The operating budget has been established to further the strategic objectives and delivery of the Knox Central Project; utilisation of the allocated budget and expenditure activities are contingent on the progression and achievement of specific outcomes. Current underspend includes less than planned employee costs due to staff movements; resourcing structure is under review and expected to be finalised in the third quarter of 2016-17.
4	Favourable variance due to delays in the allocation of community grants caused by the delayed receipt of grant reporting requirements, together with a favourable variance in employee costs due to unexpected staff leave and reduced hours across the Social Policy and Planning Service.
5	Unfavourable timing variance (\$277K) due to Preschool confirmation fees being budgeted for December but due for payment in January after technical challenges with KEYS. Further unfavourable variance of \$87K in Specialist Support after the repayment of ISA funding received in prior years but not utilised at the completion of the project. Unfavourable variance of \$25K in Early Years cleaning after unpredictable levels of gastro led to an increase in gastro cleaning. Partially offset by favourable variances in Child, Health & Wellbeing - income is up due to adjustments made by Government to their funding (\$77K favourable), while employee costs are favourable by \$35K due to vacant EFT's that are yet to be filled.
6	Favourable variance in expenditure in Active Living due to staff movements with recruitment currently underway and lower than projected service delivery levels. Further timing variance (\$183K favourable) in Assessment & Care Management due to a request from DHHS for the March 2017 quarter Assessment for Older People funding to be invoiced in December 2016 for payment in early January 2017.
7	Unfavourable variance in loan interest payments as a result of a strategic early extinguishment of Council's existing interest bearing loans (\$1.535M) and greater than budgeted WorkCover premiums due to higher rates. Partially offset by lower than budgeted maternity leave take up across the organisation.
8	Favourable to budget due to a number of timing factors including Council election expenditure - invoices for payment will be received in line with the Victorian Electoral Commission scheduling; and expenditure in internal audit services, this is related to timing of engagement and receipt of invoices for payment in relation to completed internal audit work. Partially offset by less than expected "failure to vote" / election fine income, this is a timing difference and income will be received in the fourth quarter of 2016-17, or possibly early 2017-18.
9	Favourable timing variances in Software Maintenance/Licensing and Licensing Extensions (\$173K), Contracts (\$112K) due to timing of invoice from vendors, \$118K lower than expected Software Upgrade costs and timing of funds transfer of Communications cost for MACH's libraries and early years locations. These are offset by unfavourable variances in Telephone (\$104K) as telephone costs have not been distributed to the organisation; and in Employee Costs (\$160K) due to high agency cost in covering for vacancies in the department.
10	Favourable variance in labour costs due to four EFT vacant positions in Customer Service, currently being recruited. Favourable variance in rent due to the closure of Rowville Customer Service Centre.



# Summary of Net Income and Expenditure by Department

for year to date ended 31 December 2016



11	Favourable variance in income due to higher than anticipated take up of supplementary green waste bins (\$65K) and in waste collection and transport expenses. Also favourable variance in Waste collection services (\$278K) as fuel pricing has been lower than anticipated, in asset management strategy due to timing of condition audits (\$64K) and in Traffic Management for signal maintenance charges (\$70K) due to the timeliness of VicRoad annual invoice.
12	Favourable variance due to timing of activities in Flood Mapping for Stormwater (\$165K), delays in programmed planting within the Landscaping program (\$75K), and timing of activities in Building Maintenance Services (\$83K) which is offset by unfavourable variance in Community Infrastructure Management due to timing of labour recovery (\$171K) for the utilisation of internal resources for capital works program.
13	Favourable variance mainly attributable to adverse weather conditions affecting scheduled works in footpath maintenance, local road maintenance, open space mowing and garden bed maintenance contracts. Favourable in roads maintenance due to unbudgeted income received to rectify damage on McMahons Road, Ferntree Gully (\$46K) which will be offset by expenditure when these works are carried out. Also favourable is plant operations due to timing of fuel invoices (\$167K) and insurance premium (\$21K) and in works management due to staff movements (\$84K). This is offset by unfavourable variances in drainage maintenance due to heavy rain and unfavourable variance in Open Space Management due to timing of labour recovery (\$73K) for the utilisation of internal resources for capital works program and staff training that has gone ahead of schedule.

# Statement of Capital Works

for year to date ended 31 December 2016

Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Expenditure - Capital Works Program</b>								
<b>Property</b>								
Land		0	8	(8)	(100.00%)	7,985	585	7,400
Buildings	1	3,073	1,486	1,587	51.64%	17,193	10,786	6,407
<b>Total Property</b>		<b>3,073</b>	<b>1,494</b>	<b>(1,578)</b>	<b>(51.37%)</b>	<b>25,178</b>	<b>11,371</b>	<b>13,807</b>
<b>Plant and Equipment</b>								
Artworks		0	0	0	0.00%	40	0	40
Plant, Machinery and Equipment		1,078	641	437	40.54%	3,217	2,787	430
Fixtures, Fittings and Furniture	2	630	0	630	100.00%	630	709	(79)
Computers and Telecommunications		826	941	(116)	(14.00%)	2,447	3,285	(838)
<b>Total Plant and Equipment</b>		<b>2,533</b>	<b>1,582</b>	<b>(951)</b>	<b>(37.55%)</b>	<b>6,334</b>	<b>6,781</b>	<b>(447)</b>
<b>Infrastructure</b>								
Roads (including Kerb and Channel)	3	6,422	5,347	1,075	16.74%	9,370	12,764	(3,394)
Drainage		1,560	1,122	438	28.05%	3,195	3,874	(679)
Bridges		284	14	271	95.15%	350	350	0
Footpaths and Cycleways		1,101	890	211	19.17%	3,114	2,522	592
Off Street Car Parks		313	86	227	72.43%	550	641	(91)
Recreation, Leisure, Parks and Playgrounds	4	3,159	3,843	(684)	(21.66%)	6,405	9,653	(3,248)
Other Infrastructure	5	1,149	3,163	(2,014)	(175.38%)	2,636	7,133	(4,498)
<b>Total Infrastructure</b>		<b>13,988</b>	<b>14,466</b>	<b>478</b>	<b>3.42%</b>	<b>25,620</b>	<b>36,938</b>	<b>(11,318)</b>
<b>Total Expenditure - Capital Works Program</b>		<b>19,594</b>	<b>17,542</b>	<b>2,052</b>	<b>10.47%</b>	<b>57,132</b>	<b>55,090</b>	<b>2,042</b>
<b>Represented by:</b>								
Extension / Expansion		265	182	83	31.20%	3,787	971	2,815
Legal Requirements		0	495	(495)	(100.00%)	0	350	(350)
New		807	453	354	43.82%	12,877	5,499	7,378
Renewal		13,576	11,455	2,121	15.62%	25,857	29,502	(3,645)
Upgrade		4,946	4,956	(10)	(0.21%)	14,611	18,768	(4,156)
<b>Total Expenditure - Capital Works Program</b>		<b>19,594</b>	<b>17,542</b>	<b>2,052</b>	<b>10.47%</b>	<b>57,132</b>	<b>55,090</b>	<b>2,042</b>
<b>Funding Source for Capital Works Program</b>								
<b>External Funding</b>								
Contributions - Monetary - Capital		51	3	(48)	(93.66%)	138	261	123
Grants - Capital		1,428	1,515	88	6.13%	3,909	4,204	294
User Fees - Capital		0	0	0	0.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	16,702	21,452	4,750
Other Income - Capital		0	0	0	0.00%	0	0	0
<b>Total External Funding</b>		<b>1,479</b>	<b>1,518</b>	<b>40</b>	<b>2.69%</b>	<b>20,749</b>	<b>25,917</b>	<b>5,168</b>
<b>Internal Funding</b>								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		518	281	(236)	(45.68%)	4,036	4,036	0
Reserves	6	2,209	1,309	(900)	(40.76%)	7,817	2,023	(5,794)
Rate Funding	7	15,388	14,433	(955)	(6.21%)	24,530	23,114	(1,416)
<b>Total Internal Funding</b>		<b>18,115</b>	<b>16,023</b>	<b>(2,092)</b>	<b>(11.55%)</b>	<b>36,382</b>	<b>29,173</b>	<b>(7,210)</b>
<b>Total Funding Source for Capital Works Program</b>		<b>19,594</b>	<b>17,542</b>	<b>(2,052)</b>	<b>(10.47%)</b>	<b>57,132</b>	<b>55,090</b>	<b>(2,042)</b>
Carry forward expenditure from 2015-16							17,984	
Carry forward expenditure to 2017-18							(19,781)	
<b>Movement in carry forward expenditure</b>							<b>(1,797)</b>	

# Statement of Capital Works

## for year to date ended 31 December 2016

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

### Notes:

1	Favourable variance relates to the Early Years Hubs; the tender process and evaluation is currently underway. \$6.0M of this project is forecast to be carried forward into 2017-18. Also favourable timing variances in the Council Building Renewal Program, the Stamford Park Development and the Eildon Park Reserve Pavilion Upgrade. \$2.141M of the Stamford Park Redevelopment is forecast to be carried forward into 2017-18.
2	Favourable variance relates to phasing of budgeted expenditure for the Knox Library (interim) - Fitout project.
3	Favourable variance in the Road Resurfacing Program and Programmed Road Reconstructions - Design.
4	Unfavourable variance to the project CSR Quarry, Ferntree Gully - Implementation of Masterplan Stage 5 and 6; this contract has been packaged with the sealing of Quarry Road, which contributes to a favourable variance in Infrastructure - Roads. This includes \$0.301M in carry forward expenditure from 2015-16. Unfavourable variance to the project Marie Wallace Reserve, Bayswater includes \$0.314M in carry forward expenditure from 2015-16. Unfavourable variance in other projects due to carry forward expenditure from 2015-16, including Colchester Reserve Renewal - Scoping and Tennis Court Renewals.
5	Expenditure for Bulk Replacement of Street Lights with LED project, carries forward from 2015-16. Implementation is underway with just over 9,000 lights now being replaced. Replacement in the United Energy service area is nearing completion and should be completed by Australia Day 2017.
6	Unfavourable variance from an accounting transaction to reinstate the Landfill Rehabilitation Reserve resulting in an allocation into this reserve. Costs (as and when they occur) are covered by the Provision for Landfill Rehabilitation. Committed reserve funding tied to the project CSR Quarry Reserve - Implementation Stage 4 carried forward from 2015-16 into 2016-17.
7	Council generates cash from its operating activities, which is used as a funding source for the capital works program. It is forecast that \$23.114M will be generated from operations to fund the 2016-17 capital works program (inclusive of projects carried forward from 2015-16 into 2016-17).

The 2016-17 Forecast includes \$17.984M in carry forward expenditure from 2015-16 into 2016-17 required for the successful completion and delivery of key capital works projects. As at 31 December 2016, a total of \$19.781M of approved capital works projects for 2016-17 have been identified as required to be carried forward into 2017-18.



# Balance Sheet

as at 31 December 2016

Description	Year-to-Date				Full Year		
	Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
	\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Current Assets</b>							
Cash and Cash Equivalents	25,852	13,763	(12,089)	(46.76%)	51,201	61,405	10,204
Other Financial Assets	0	27,600	27,600	100.00%	0	0	0
Trade and Other Receivables	76,799	79,615	2,816	3.67%	9,211	10,012	801
Other Current Assets	1,317	259	(1,058)	(80.32%)	1,317	1,490	173
Non-Current Assets classified as Held for Sale	0	11	11	100.00%	0	0	0
Inventories	7	7	(0)	(4.14%)	7	4	(3)
<b>Total Current Assets</b>	<b>103,974</b>	<b>121,255</b>	<b>17,281</b>	<b>16.62%</b>	<b>61,736</b>	<b>72,911</b>	<b>11,175</b>
<b>Non-Current Assets</b>							
Investment in Associates	3,522	3,741	219	6.23%	3,522	3,741	219
Property, Infrastructure, Plant and Equipment	1,552,318	1,676,398	124,079	7.99%	1,570,691	1,705,623	134,932
Intangible Assets	726	1,138	412	56.68%	726	1,312	586
<b>Total Non-Current Assets</b>	<b>1,556,566</b>	<b>1,681,277</b>	<b>124,710</b>	<b>8.01%</b>	<b>1,574,939</b>	<b>1,710,677</b>	<b>135,738</b>
<b>Total Assets</b>	<b>1,660,541</b>	<b>1,802,532</b>	<b>141,991</b>	<b>8.55%</b>	<b>1,636,675</b>	<b>1,783,588</b>	<b>146,913</b>
<b>Current Liabilities</b>							
Trade and Other Payables	4,324	6,107	(1,783)	(41.23%)	10,430	11,376	(946)
Trust Funds and Deposits	3,278	6,510	(3,232)	(98.60%)	3,278	2,734	544
Provisions - Employee Costs	13,579	15,911	(2,331)	(17.17%)	16,976	16,623	353
Defined Benefits Superannuation	0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation	508	591	(83)	(16.35%)	508	591	(83)
Interest-Bearing Loans and Borrowings	4,329	0	4,329	100.00%	3,548	2,500	1,048
Other Provisions	0	0	0	0.00%	0	0	0
<b>Total Current Liabilities</b>	<b>26,018</b>	<b>29,118</b>	<b>(3,100)</b>	<b>(11.92%)</b>	<b>34,740</b>	<b>33,823</b>	<b>917</b>
<b>Non-Current Liabilities</b>							
Provisions - Employee Costs	1,025	850	175	17.04%	1,025	882	143
Interest-Bearing Loans and Borrowings	12,326	0	12,326	100.00%	28,290	18,505	9,785
Provision - Landfill Rehabilitation	5,503	6,810	(1,307)	(23.74%)	5,503	6,810	(1,307)
Defined Benefits Superannuation	0	0	0	0.00%	0	0	0
Other Provisions	0	0	0	0.00%	0	0	0
<b>Total Non-Current Liabilities</b>	<b>18,854</b>	<b>7,660</b>	<b>11,194</b>	<b>59.37%</b>	<b>34,818</b>	<b>26,197</b>	<b>8,621</b>
<b>Total Liabilities</b>	<b>44,872</b>	<b>36,778</b>	<b>8,094</b>	<b>18.04%</b>	<b>69,558</b>	<b>60,020</b>	<b>9,538</b>
<b>Net Assets</b>	<b>1,615,669</b>	<b>1,765,754</b>	<b>150,085</b>	<b>9.29%</b>	<b>1,567,117</b>	<b>1,723,568</b>	<b>156,451</b>
<b>Equity</b>							
Accumulated Surplus	664,892	661,497	(3,395)	(0.51%)	619,139	629,048	9,909
Asset Revaluation Reserve	919,580	1,067,083	147,503	16.04%	919,580	1,067,083	147,503
Other Reserves	31,196	37,173	5,977	19.16%	28,398	27,437	(961)
<b>Total Equity</b>	<b>1,615,669</b>	<b>1,765,754</b>	<b>150,085</b>	<b>9.29%</b>	<b>1,567,117</b>	<b>1,723,568</b>	<b>156,451</b>



# Cash Flow Statement

for year to date ended 31 December 2016

Description	Year-to-Date				Full Year		
	Adopted	Variance			Adopted	Variance	
	Budget	Actual	Fav/(Unfav)		Budget	Forecast	Fav/(Unfav)
	\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	\$000'S
<b>Cash Flows from Operating Activities</b>							
<b>Receipts</b>							
Rates and Charges	43,852	43,752	(100)	(0.23%)	104,681	106,327	1,645
Statutory Fees and Fines	994	1,381	387	38.93%	2,040	2,831	791
User Fees	6,271	7,262	990	15.79%	14,676	14,053	(623)
Grants - Operating	8,348	9,138	790	9.46%	22,410	22,703	293
Grants - Capital	1,089	1,166	77	7.11%	3,909	4,203	294
Contributions - Monetary	1,886	2,756	870	46.12%	4,632	5,079	447
Interest Received	756	763	8	1.00%	1,704	2,027	323
Other Receipts	801	715	(87)	(10.85%)	1,545	1,576	31
Net Movement in Trust Deposits	80	3,856	3,776	4,720.52%	80	80	0
Employee Costs	(36,805)	(33,563)	3,243	8.81%	(66,239)	(66,306)	(67)
Materials and Services	(29,059)	(25,147)	3,912	13.46%	(52,402)	(60,389)	(7,987)
Contributions and Donations	(5,239)	(5,010)	229	4.37%	(5,227)	(5,255)	(28)
Other Payments	(280)	(220)	60	21.46%	(561)	(552)	9
<b>Net Cash Provided by /(Used in) Operating Activities</b>	<b>(7,307)</b>	<b>6,848</b>	<b>14,155</b>	<b>193.73%</b>	<b>31,248</b>	<b>26,377</b>	<b>(4,872)</b>
<b>Cash Flows from Investing Activities</b>							
Payments for Property, Infrastructure, Plant and Equipment	(19,094)	(17,542)	1,552	8.13%	(50,490)	(42,712)	7,778
Proceeds from Sales of Property, Infrastructure, Plant and Equipment	518	419	(99)	(19.13%)	4,036	5,241	1,206
Payments for investments *	0	(27,600)	(27,600)	(100.00%)	0	0	0
Proceeds from sale of investments *	0	58,100	58,100	100.00%	0	58,100	58,100
<b>Net Cash Used in Investing Activities</b>	<b>(18,576)</b>	<b>13,377</b>	<b>31,953</b>	<b>172.01%</b>	<b>(46,454)</b>	<b>20,629</b>	<b>67,084</b>
<b>Cash Flows from Financing Activities</b>							
Proceeds of Borrowings	0	0	0	0.00%	16,702	21,452	4,750
Repayment of Borrowings	(1,519)	(13,247)	11,728	772.08%	(3,038)	(13,694)	(10,656)
Finance costs	(510)	(2,045)	1,535	300.69%	(1,021)	(2,189)	(1,168)
<b>Net Cash Provided by/(Used in) Financing Activities</b>	<b>(2,029)</b>	<b>(15,292)</b>	<b>13,263</b>	<b>653.51%</b>	<b>12,643</b>	<b>5,569</b>	<b>(7,074)</b>
<b>Net increase / (decrease) in Cash and Cash Equivalents</b>	<b>(27,912)</b>	<b>4,933</b>	<b>(32,845)</b>	<b>(117.67%)</b>	<b>(2,563)</b>	<b>52,575</b>	<b>55,138</b>
Cash and Cash Equivalents at the Beginning of the Financial Year *	53,764	8,830	(44,934)	(83.58%)	53,764	8,830	(44,934)
<b>Cash at the End of the Year *</b>	<b>25,852</b>	<b>13,763</b>	<b>(12,089)</b>	<b>(46.76%)</b>	<b>51,201</b>	<b>61,405</b>	<b>10,204</b>

\* Term deposits invested for greater than 90 days are not included in the definition of Cash and Cash Equivalents for reporting purposes and are shown as Other Financial Assets in the Balance Sheet. Payments for investments and proceeds from sale of investments relate to the investment in and redemption of term deposits.

# Financial Performance Indicators

as at 31 December 2016

The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<p><b>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</b></p>					
<p><b>Adjusted Underlying Result</b></p>					
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	4.29%	(0.69%)	⚠ 1
<p><b>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</b></p>					
<p><b>Working Capital</b></p>					
Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	[Current Assets / Current Liabilities] x 100	100% - 400%	177.71%	215.57%	✓
<p><b>Unrestricted Cash</b></p>					
Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	113.91%	147.83%	✓
<p><b>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</b></p>					
<p><b>Loans and Borrowings</b></p>					
Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	30.37%	19.73%	✓
<p><b>Debt Commitments</b></p>					
Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	3.87%	14.92%	✓
<p><b>Indebtedness</b></p>					
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	27.89%	20.63%	✓

# Financial Performance Indicators

as at 31 December 2016

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<b>Asset Renewal</b> Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	104.87%	116.17%	✓
<b>Stability - Measures whether a council is able to generate revenue from a range of sources.</b>  <b>Rates Concentration</b> Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	67.87%	67.71%	⚠

✓ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.  
 ⚠ Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.  
 ✗ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

**Notes:**

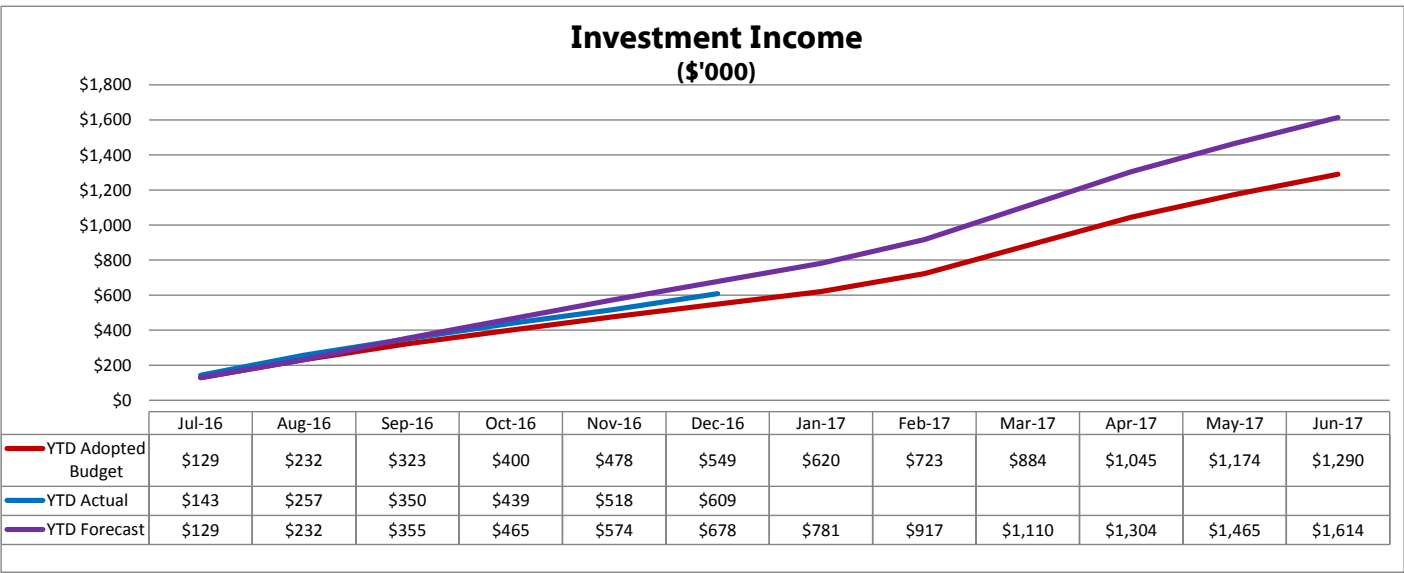
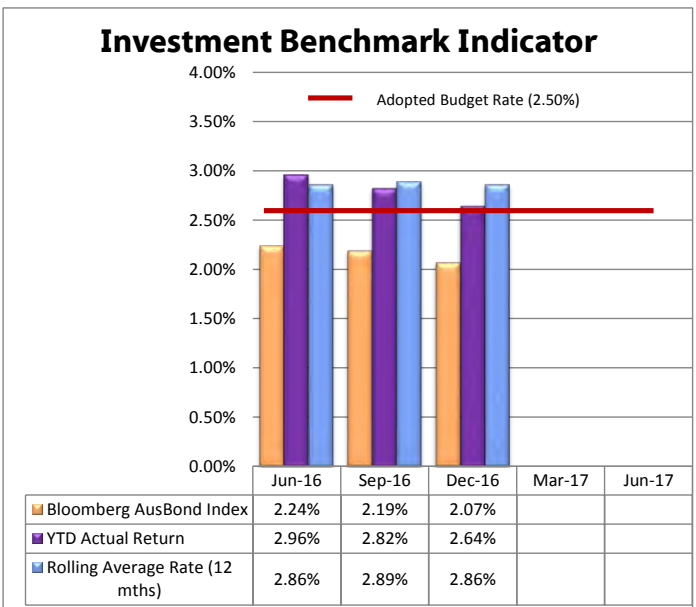
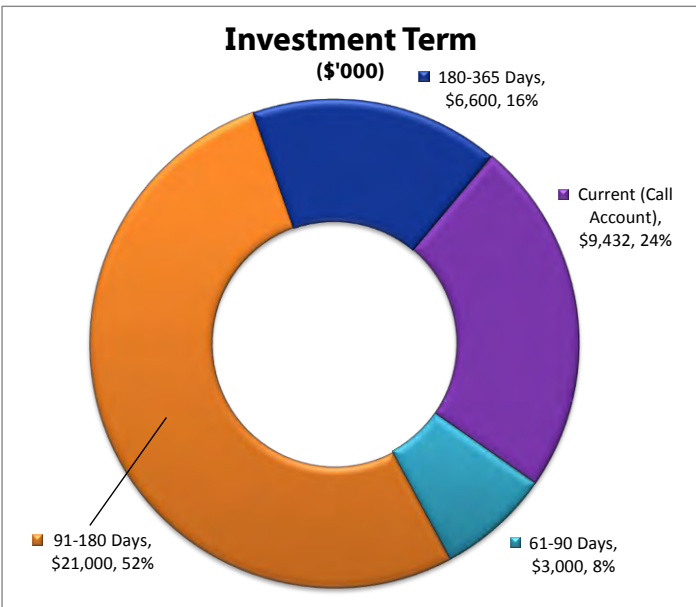
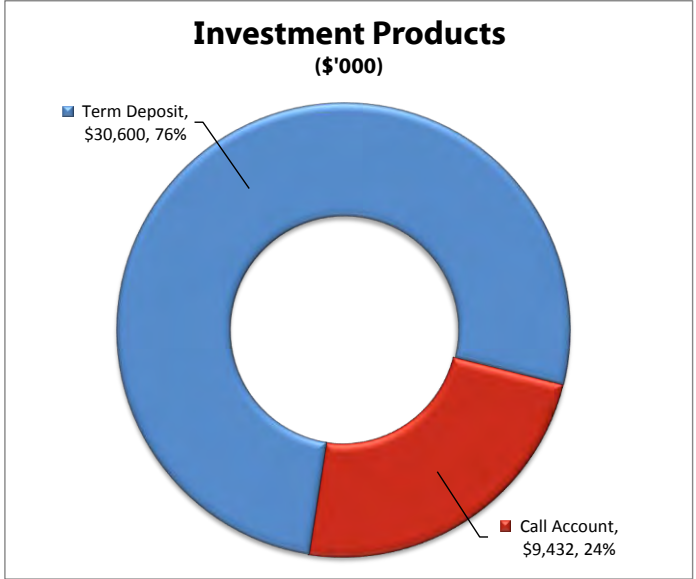
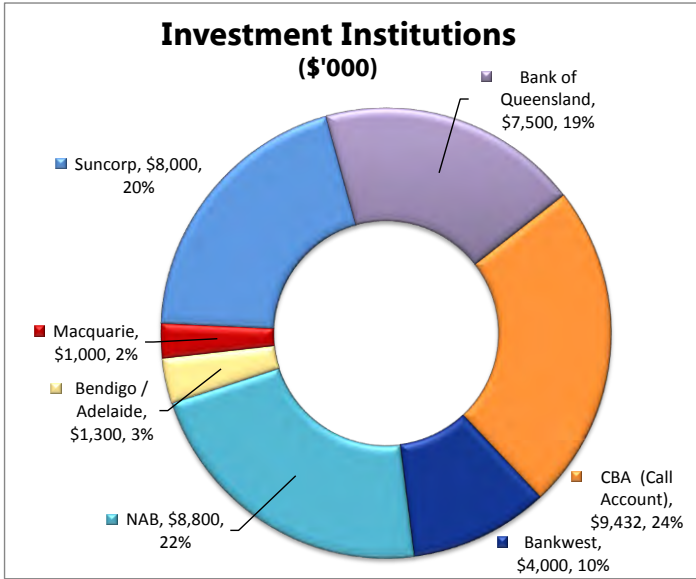
1 Forecast adjusted underlying result ratio is within expected bands. The anticipated decrease in the ratio is due to expenditure increasing from the inclusion of carry forward projects from 2015-16 into 2016-17, the interest payments associated with the early extinguishment of Council's existing interest bearing loans and changes in depreciation amounts as a result of the periodic revaluation of drainage infrastructure assets that occurred at 30 June 2016.



# Investment Analysis

as at 31 December 2016

A total amount of \$40.032 million in funds were invested with various financial institutions as at 31 December 2016.





**ALL WARDS****9.3 REPORT ON THE 2016 GENERAL ELECTIONS**

**SUMMARY:** *Coordinator – Governance (Carrie Bruce)*

*In accordance with Clause 14 of Schedule 3 of the Local Government Act 1989 ('the Act'), this report presents to Council the Victorian Electoral Commission's report on the conduct of the 2016 Municipal General Elections.*

**RECOMMENDATION**

**That Council note the Victorian Electoral Commission's report on the conduct of the 2016 Municipal General Elections.**

**1. INTRODUCTION**

Local government elections were held across Victoria in October 2016. The election was conducted by the Victorian Electoral Commission, as the statutory election service provider in accordance with clause 1 of Schedule 2 of the Local Government Act 1989 (the Act). Council's elections were conducted as attendance elections.

**2. DISCUSSION**

In accordance with the Act, the Victorian Electoral Commission appointed Ms Leonie Taylor as the Returning Officer for the conduct of the elections. The election office was established at Unit 31/49 Corporate Boulevard, Bayswater and opened to the public on Wednesday, 14 September 2016.

Nominations opened at 9am on Thursday, 15 September 2016 and closed at 12 noon on Tuesday, 20 September 2016. At the close of nominations 34 candidates had nominated across 9 wards. Chandler and Taylor wards having received one nomination each were uncontested and therefore did not require voting. The draw for the position on the ballot paper took place at the Returning Officer's Office following the close of nominations.

Early voting commenced at the Returning Office from Wednesday, 21 September and continued until Friday, 21 October. A second early voting centre at the Rowville Community Centre was opened on 10 October to support the election office during the peak period of early voting. The number of early votes cast was 13,781 down slightly from 14,152 in 2012.

The other early voting option provided was postal voting. The Returning Officer processed 7,246 postal vote applications (an increase of 3,965 postal votes in comparison to 2012) and dispatched ballot papers to an additional 1,226 registered general postal voters. A combined total of 7,599 postal votes were returned.

The results of the general elections were declared by the Returning Officer at 4.30pm on Wednesday, 2 November 2016 at the Civic Centre.

### **9.3 Report on the 2016 General Elections (cont'd)**

Voter turnout of 71.07% was marginally lower than the 2012 result of 73.88% however, it is significantly higher than the average turnout of 61.60% for all attendance elections across the state.

The Election Report details the operational aspects of the conduct of the general elections and includes a detailed analysis of voting and voter participation as well as the communications campaign.

#### **3. CONSULTATION**

No consultation has been undertaken in regards to this report. The Victorian Electoral Commission is required, in accordance with the provisions of the Act, to prepare a report on the conduct of the elections. This report is required to be submitted to Council for information. A full copy of the report is attached at Appendix A.

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

There are no environmental or amenity issues associated with the presentation of this report.

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

The conduct of the general elections is fully funded in the 2016/17 Budget.

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

This report supports Council's commitment to the open, fair, equitable and transparent conduct of Council elections and further enhances good governance practices.

#### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE 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 the City.

#### **8. CONCLUSION**

Overall, the 2016 municipal general elections were managed well by the Victorian Electoral Commission and it is recommended that Council note this report.

**9.3 Report on the 2016 General Elections (cont'd)****9. CONFIDENTIALITY**

There are no issues of confidentiality associated with this report.

***Report Prepared By: Coordinator – Governance (Carrie Bruce)***

***Report Authorised By: Director – Corporate Development  
(Joanne Truman)***

**9.3 Report on the 2016 General Elections (cont'd)**

Appendix A is circulated under separate cover.

**ALL WARDS****9.4 DEPUTY MAYOR POLICY**

**SUMMARY:** *Manager – Governance & Innovation (Fleur Cousins)*

*Council at its Ordinary Meeting held on 22 November 2016, resolved to create the position of Deputy Mayor, subject to the development of a policy framework for the Deputy Mayor position. This report provides a proposed policy for the role of Deputy Mayor.*

**RECOMMENDATION**

That Council

1. Adopt the Deputy Mayor Policy as at Appendix A.
2. Call for nominations to fill the position of Deputy Mayor.

**1. INTRODUCTION**

Council at its Ordinary Meeting held on the 22 November 2016 resolved,

That Council:

1. Creates the position of Deputy Mayor, subject to the development of a policy framework for the Deputy Mayor position.
2. Notes that the position of Deputy Mayor will be for a term of not more than 12 months, and the Deputy Mayor's term will expire at 6:00am on the day of election of the Mayor in 2017.
3. Notes that no additional allowance will be payable to the Councillor holding the office of Deputy Mayor.
4. Seeks a further report to commence the statutory process to amend the Meeting Procedure and Use of Common Seal Local Law 2008 to include provisions for the position of Deputy Mayor.
5. Seek a briefing on the policy framework for establishment of position of Deputy Mayor.

This report responds to point 5 of the above Council resolution and presents a proposed Deputy Mayor Policy, refer Appendix A.

## **9.4 Deputy Mayor Policy (cont'd)**

### **2. DISCUSSION**

The functions of Mayor are defined in section 73AA of the *Local Government Act 1989* (the Act) as follows:

The functions of the Mayor of a Council include –

- (a) providing guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 65, and the observation of the Councillor conduct principles and the Councillor Code of Conduct by Councillors under sections 76B, 76BA, and 76C; and
- (b) acting as the principal spokesperson for the Council; and
- (c) supporting good working relations between Councillors; and
- (d) carrying out the civic and ceremonial duties of the office of Mayor.

In accordance with section 71 of the Act, Council must appoint a Mayor. Section 71 also provides for Council, by resolution, to appoint a Mayor for a term of two years. Council may choose to appoint a Deputy Mayor, with policy providing guidance on what the Deputy Mayor role includes. Based on Council's resolution of 22 November, the term of Deputy Mayor is to be not more than 12 months.

Section 73 of the Act requires Council to appoint an Acting Mayor when the Mayor is absent, incapable of acting or refuses to act. The proposed policy has provided that Council will nominate the Deputy Mayor to be the Acting Mayor in accordance with this section.

In the absence of a Mayor and the appointment of an Acting Mayor, the Deputy Mayor is only able to fulfil the duties outlined in the policy.

The Knox Council Meeting Procedure and Use of Common Seal Local Law 2008, outlines the procedure for the election of Mayor in Part 3. As the Local Law is silent on the Deputy Mayor, it provides Council the option of defining the procedure for the election of Deputy Mayor to be defined within policy. A separate report will be prepared for Council to outline the statutory process to review and amend the Local Law. This review would include making reference to the position and the procedure for electing a Deputy Mayor.

### **3. CONSULTATION**

A review of Deputy Mayor Policies from other local governments has been undertaken where available.

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

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

## **9.4 Deputy Mayor Policy (cont'd)**

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

In accordance with the Act, no additional allowance would be payable to a Councillor holding the position of Deputy Mayor and this has been reflected in the proposed Deputy Mayor Policy. This also reflects the resolution of Council on 22 November 2016. Council's endorsed budget includes provisions for the payment of the Mayoral and Councillor allowances.

Allowance categories and limits for the Mayor and Councillors are reviewed annually by the Minister for Local Government and may be adjusted by notice published in the Government Gazette. Under section 74 of the Act, Council must review and determine the level of the Councillor and Mayoral allowances by 30 June after a general election.

### **6. SOCIAL IMPLICATIONS**

There are no social implications related to this report.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

This report relates to Theme 5 'democratic and engaged communities' of the City Plan and supports Objective 5.3 to 'ensure Council is well governed and demonstrates effective leadership'.

### **8. CONCLUSION**

It is recommended that Council adopts the Deputy Mayor Policy as at Appendix A and call for nominations to fill the position of Deputy Mayor.

### **9. CONFIDENTIALITY**

**Report Prepared By:** *Manager – Governance & Innovation  
(Fleur Cousins)*

**Report Authorised By:** *Director – Corporate Development  
(Joanne Truman)*

**APPENDIX A – Deputy Mayor Policy****KNOX POLICY****DEPUTY MAYOR**

<b>Policy Number:</b>	2017/01	<b>Directorate:</b>	Corporate Development
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Governance and Innovation
<b>Approval Date:</b>	TBD	<b>Version Number:</b>	1
<b>Review Date:</b>	4 Years from Meeting Date		

**1. PURPOSE**

The purpose of this policy is to provide guidance for Council in for the election of a Deputy Mayor and the duties of a Deputy Mayor when elected. At the request of the Mayor, the Deputy Mayor will provide support in the performance of duties outlined in the policy.

**2. CONTEXT**

Council has resolved to elect a Deputy Mayor to support the role of Mayor and to represent Council when the Mayor is absent. The role and duties of the Deputy Mayor will not compromise the traditional role of Ward Councillor in representing the Mayor at activities within their respective Ward.

**3. SCOPE**

This policy applies to any Councillor elected to the role of Deputy Mayor.

**4. REFERENCES****4.1 Council Plan**

- Effective Governance

**4.2 Relevant Legislation**

- Local Government Act 1989
- Knox Council Meeting Procedure and Use of Common Seal 2008

**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**



- Councillor Code of Conduct

#### **4.5 Related Council Procedures**

- Nil

## **5. DEFINITIONS**

Detail any definitions within the policy.

<b>Council</b>	means Knox City Council, whether constituted before or after the commencement of this policy.
<b>Councillors</b>	means the individuals holding the office of Councillor at Knox City Council.

## **6. COUNCIL POLICY**

- 6.1 Council may elect a Deputy Mayor for a period up to 12 months. This election would occur at the same time as the election for Mayor.
- 6.2 At the request of the Mayor, the roles of the Deputy Mayor would include:
- 6.2.1 Attendance at functions in place of the Mayor.
- 6.2.2 Council's spokesperson for media statements where the Mayor is unavailable and otherwise in accordance with Council's Media Policy.
- 6.3 The role of Deputy Mayor will not;
- 6.3.1 Be the presiding officer at a Citizenship Ceremony.
- 6.3.2 Sign the official Council Minutes if they were not the Chairperson.
- 6.4 The policies, positions and decisions of the Council will be accurately represented in the performance of any duties as the Deputy Mayor.
- 6.5 Where the Mayor is absent, incapable of acting or refusing to act, in accordance with section 73 of the Act, the Deputy Mayor will be nominated as the Acting Mayor.
- 6.6 There will be no additional allowance payable to a Councillor holding the office of Deputy Mayor.
- 6.7 In the absence of the Deputy Mayor, the position will remain vacant.
- 6.8 The procedure for election of Deputy Mayor will be in accordance with Part 3 of the Knox Council Meeting Procedure and Use of Common Seal Local Law 2008 and would be conducted after the election of Mayor.

## **7. ADMINISTRATIVE UPDATES**

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

**ALL WARDS****9.5 INCIDENTAL COMMUNITY GRANTS PROGRAM APPLICATIONS**

**SUMMARY:** *Governance Officer - (Kirstin Ritchie)*

*This report summarises the recommended grants from the Incidental Community Grants Program. All applications have been assessed against the criteria as set out in the Incidental Community Grant Program Policy.*

**RECOMMENDATION**

That Council:

1. approve the three recommended Incidental Community Grant applications for a total value of \$2,800;
2. refuse the one Incidental Community Grants application for a total value of \$1,800; and
3. note the one application approved under delegated authority for a total value of \$300

as detailed in Appendix A to this report.

**1. INTRODUCTION**

At the Ordinary Council meeting, held on 28 June 2016, Council resolved to endorse the Incidental Community Grants Program Policy until 1 March 2017 to enable the continued provision of ad hoc one-off grants.

Under the endorsed policy the following criteria are used to determine the eligibility of applications for Incidental Community Grants:

- All requests for funding must be in writing and on the relevant funding application form; and
- Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community; and
- All applications for funding must provide a demonstrated benefit to the Knox community and be in keeping with the objectives and directions of the City Plan; and
- Applications for financial donations and general fundraising activities will not be supported through the Incidental Community Grants Program; and
- The maximum grant limit is \$1,000.

This report presents to Council recommended grant allocations in accordance with this policy.

## **9.5 Incidental Community Grants Program Applications (cont'd)**

### **2. DISCUSSION**

Council has established the Incidental Community Grants program to ensure that funding can be provided to individuals and community groups who request ad hoc, incidental, community based, one-off grants.

The Incidental Community Grants Program Policy (the Policy) sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 1989.

In accordance with the Policy guidelines, applications for funding up to \$500 are assessed and determined under delegation. Applications for funding between \$501 and \$1,000 have been assessed by the Chief Executive Officer or delegate for Council's approval.

This report outlines the grant applications received since the previous Ordinary Council meeting, held on 23 January 2017, and recommends three grants for Council's approval.

One grant, totalling \$300 has been approved and paid under delegated authority.

One grant application, totalling \$1,800, has been assessed by the Chief Executive Officer's delegate and is recommended for refusal as it does not comply with section 6.4 of the Policy. This section states that all applications must be received and approved before the event or activity to which the funding relates is undertaken. The date of the subject event was 25 January 2017.

It should be noted that this grant application was received by Council on 23 January 2017, the day of the previous Council meeting, which did not provide the Chief Executive Officer or delegate sufficient time to assess the application prior to the commencement of the meeting. A copy of this grant application is included in Confidential Appendix B.

A review of the Incidental Community Grants Program Policy is scheduled for discussion with Councillors in February 2017 followed by a further report to be presented to a further Strategic Planning Committee meeting. In addition, a broader review of Council grants programs is scheduled to be undertaken this year.

### **3. CONSULTATION**

No consultation has been undertaken in relation to this month's grant application's detailed in 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.

## **9.5 Incidental Community Grants Program Applications (cont'd)**

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

The approval of incidental community grants is managed within Council's adopted budget.

### **6. SOCIAL IMPLICATIONS**

The Incidental Community Grants program allows Council the flexibility to respond to requests from individual's and/or community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

### **7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)**

Provision of the Incidental Community Grants program assists Council in meeting its general objectives under the Council Plan.

### **8. CONCLUSION**

This report contains the recommendation for funding through the Incidental Community Grants program in Appendix A.

This recommendation is presented to Council for consideration and endorsement.

### **9. CONFIDENTIALITY**

Confidential Appendix B contains each of the individual grant applications for Council's consideration.

***Report Prepared By: Governance Officer – (Kirstin Ritchie)***

***Report Authorised By: Director – Corporate Development  
(Joanne Truman)***

**9.5 Incidental Community Grants Program Applications (cont'd)****APPENDIX A – Incidental Community Grants Applications**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Ferntree Gully Eagles Football Club Inc.	Financial assistance to purchase football jumpers during heritage year celebrations.	\$1,000	\$1,000
Knox Boat Fishing Club	Funding for the hire of toilets and attendance by St John Ambulance at the 2017 Rowville Lakes Free Family Fishing Day	\$1,000	\$1000
Basket of Bread & Hope	Purchase of crockery sets that will be used by senior citizens and all hirers at the senior citizen hall.	\$800	\$800
		<b>TOTAL</b>	<b>\$2,800</b>

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended for Refusal</b>
Bayswater Park Cricket Club	Financial assistance to purchase football jumpers during heritage year celebrations.	\$1,800	\$1,800
		<b>TOTAL</b>	<b>\$1,800</b>

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Approved by Delegate</b>
Vintage Motorcycle of Victoria (Inc)	To assist with cost of holding display days of veteran and vintage motor cycles	\$300	\$300
		<b>Total</b>	<b>\$300</b>

**9.5 Incidental Community Grants Program Applications (cont'd)**

Confidential Appendix B is circulated under separate cover.

**ALL WARDS****10.1 ASSEMBLIES OF COUNCILLORS**

**SUMMARY:** *Manager – Governance and Innovation (Fleur Cousins)*

*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 9 January 2017 and Sunday 5 February 2017 are attached to this report.

**Report Prepared By:** *Manager – Governance and Innovation  
(Fleur Cousins)*

**Report Authorised By:** *Director – Corporate Development  
(Joanne Truman)*



## RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 25/1/2017	
<b>Name of Committee or Group (if applicable):</b> Stamford Park Project Steering Committee	
<b>Time Meeting Commenced:</b> 6:30pm	
<b>Councillors in Attendance:</b>	
Cr Darren Pearce, Mayor	
Cr Tony Holland	
Cr Nicole Seymour	
<b>Council Staff in Attendance:</b>	
Tony Doyle	
Angelo Kourambas	
Kim Rawlings	
Monica Micheli	
Rod McKail	
Peter Kavan	
<b>Matters Considered:</b>	
1. Financial reporting	
2. Men's Shed relocation to temporary site	
3. Appointment of Committee Chair	
4. Stockland Development Plan and status of planning applications for the Stamford Park Residential Estate	
5. Restaurant EOI and draft report to February Council Leadership Meeting	
6. Stamford Park Development Costed Project Plan	
7. Community Engagement – Men's Shed, Stockland community engagement during the earthworks and civil works phase and Community Reference Group	

<b>Conflict of Interest Disclosures: Nil</b>		
<b>Councillor's Name</b>	<b>Type of Interest</b>	<b>Councillor Left Assembly While Matter Being Considered</b>

## RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 30/1/2017	
<b>Name of Committee or Group (if applicable):</b> Special Issues Briefing	
<b>Time Meeting Commenced:</b> 6:30pm	
<b>Councillors in Attendance:</b>	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Jake Keogh
Cr Tony Holland	Cr Nicole Seymour
<b>Council Staff in Attendance:</b>	
Tony Doyle	Fleur Cousins
Ian Bell	Carrie Bruce
Angelo Kourambas	
Tanya Clark	
Joanne Truman	
<b>Matters Considered:</b>	
1. Councillor Code of Conduct	
2. Review of Mayor and Councillors Allowances	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

# RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

<b>Date of Assembly:</b> 2/2/2017	
<b>Name of Committee or Group (if applicable):</b> Knox Disability Advisory Committee	
<b>Time Meeting Commenced:</b> 6:30pm	
<b>Councillors in Attendance:</b>	
Cr Jake Keogh	
Cr Nicole Seymour	
<b>Council Staff in Attendance:</b>	
Nicole Hunter	
Felicity Smith	
Peter Johnston	
Michelle Penney	
<b>Matters Considered:</b>	
1. Emerging themes and issues impacting on marginalised, vulnerable and disadvantaged population groups - Community Access and Equity Strategic Plan - feedback and input from KDAC	
2. Increasing the number of accessible local businesses - feedback and input from KDAC	
3. Building Equitable Employment Network - update and feedback on inclusive employment for people with disabilities	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

**ALL WARDS****10.2 WORKS REPORT AS AT 8 FEBRUARY 2017**

**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 8 February 2017.*

**RECOMMENDATION**

That the works report, as at 8 February 2017, be received and noted.

**1. INTRODUCTION**

This report summarises Council's Capital Works Program for the 2016/2017 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 8 February 2017, is attached as Appendix A.

**Report Prepared By:** *Coordinator – Capital Works (Gene Chiron)*

**Report Authorised By:** *Director – Engineering & Infrastructure  
(Ian Bell)*

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1</b>	<b>Bridges Renewal Program</b> Tender for Forest Road Bridge Rehabilitation will be advertised on Sat 28 January closing on the 22 February. Contract to be awarded on the 10 March with works to be completed prior to the end of the financial year. Level three audits are also being conducted by consultants on a number of Council bridges over the next month.	<b>\$350,000</b>
<b>4</b>	<b>High Risk Road Failures</b> Recent patching works completed in Harold Street.	<b>\$500,000</b>
<b>7</b>	<b>Road Surface Renewal Program</b> Program progressing well with 55 streets now being completed.	<b>\$3,640,000</b>
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b> Works progressing well. Drainage works scheduled in February in Springfield Street, Boronia.	<b>\$1,760,000</b>
<b>9</b>	<b>Footpath Renewal Program</b> Program progressing on schedule.	<b>\$1,600,000</b>
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b> Works scheduled to commence in February on the shared path on Kelletts Road, between Jacob Drive and Wyandra Way.	<b>\$500,000</b>
<b>16</b>	<b>Building Renewal Program</b> Program 33% committed/expended with the following projects expected to commence/nearing completion over the month of February - Civic Centre - planning office refit, planning kitchenette/amenities refit and Building Automation System smart structure renewal; Knox Leisureworks – change rooms/shower x 4 refits, waterslide stairwell re-coating; Boronia Basketball Stadium - function room roof recladding and replacement of HVAC to the function room, tree root barrier to northwest corner.	<b>\$4,300,000</b>
<b>17</b>	<b>Playground Renewal Program</b> Designs for the following playgrounds; Raphael, Pickett, Eildon, Windermere, Park Ridge, Balmoral and Harrow are being finalized and will undertake community consultation in March.	<b>\$1,412,146</b>
<b>22</b>	<b>Fire Hydrant Replacement Program</b> Payments to South East Water due by mid June.	<b>\$123,000</b>
<b>24</b>	<b>Carpark Renewal</b> Works have recently been completed at Mariemont Preschool.	<b>\$640,931</b>
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b> Fleet Renewal Program 40% of funding committed.	<b>\$2,787,000</b>
<b>26</b>	<b>Street Tree Replacement Program</b> Audit works complete. Tree removal works scheduled for 20-28 February. Online survey opened on Monday 30 January for new street tree selection. Tree stock inspection dates with nurseries booked for the 17 and 22 February.	<b>\$585,454</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>31</b>	<b>Stamford Park Redevelopment</b> Homestead stabilisation works including under pinning well underway.	<b>\$4,440,820</b>
<b>43</b>	<b>Shade Sails &amp; Play Structure Maintenance</b> Tracking as expected at this time of the year.	<b>\$38,500</b>
<b>104</b>	<b>Roadside Furniture Renewal Program</b> Army Road retaining wall renewal currently in progress and will be completed by mid February.	<b>\$60,000</b>
<b>147</b>	<b>Energy &amp; Greenhouse Program for Council Facilities</b> Quotes for lighting replacement in 8 sporting facilities are due in early April, with the works to be completed by June.	<b>\$60,000</b>
<b>229</b>	<b>Building Code Australia Compliance</b> Program 20% committed/expended. Project list being finalised to proceed to installation over March/April.	<b>\$100,000</b>
<b>289</b>	<b>CSR Quarry Reserve - Implementation Stage 4</b> Contract has been packaged with the sealing of Quarry Road and works having reached practical completion on 20 January. Survey for eastern part of reserve (next to 24 Quarry Road) planned before end June.	<b>\$500,937</b>
<b>345</b>	<b>Asbestos Removal</b> Program 23% committed/expended. Final project list being generated from audit list for implementation over Mar/April.	<b>\$100,000</b>
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b> Program is 90% complete. Reactive works will see out the remainder of the program.	<b>\$250,000</b>
<b>409</b>	<b>Parks Furniture Renewal</b> Furniture purchased and received. Installation to continue between February and April.	<b>\$67,000</b>
<b>410</b>	<b>Parks Signage Renewal</b> Signage installations will continue between February and June 2017.	<b>\$20,000</b>
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b> Colchester Wetlands: Tender advertised. Works scheduled to commence March.	<b>\$332,613</b>
<b>441</b>	<b>Tim Neville Arboretum Renewal</b> Arboretum works and renewals are to occur as per the Master Plan between February and June.	<b>\$534,108</b>
<b>443</b>	<b>Reserves Paths Renewal</b> Works programed in February for path works in the Basin Triangle Reserve.	<b>\$50,000</b>
<b>455</b>	<b>Parks Crescent, Cypress Avenue, Boronia - Drainage Upgrade</b> Construction of the project on hold pending resolution of Boronia Park drainage plan.	<b>\$189,738</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>459</b>	<b>Dobson Street Reserve Retarding Basin</b> Contractor appointed but commencement of works on site delayed due to permit approval process. Awaiting advice on outcome of permit discussions with South East Water and design consultant. Works anticipated to commence around March.	<b>\$621,628</b>
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b> Kitchen refits to meet Food Act requirements scheduled for March/April installations.	<b>\$25,000</b>
<b>494</b>	<b>Cathies Lane - Landfill Rehabilitation Works</b> Tonkin & Taylor undertaking landfill gas monitoring. Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 1 October 2015 to address PAN requirements.  Capping rehabilitation works completed in April 2016. Drainage improvement works underway but hampered by wet weather. Anticipate completion by end February. Recommendation from consultant's investigations is that there is no current requirement to lower leachate at the site. Investigations being undertaken to improve efficiency of existing gas extraction system through clean out of selected wells. Additional wells installed in November 2016 to assist with landfill gas monitoring. Investigations underway on stability of edge of landfill near leachate pond. EPA have issued a draft Post Closure Pollution Abatement Notice which will govern the management of the site.	<b>\$175,000</b>
<b>495</b>	<b>Fencing Replacement in Early Years Facilities - Scope and Implementation</b> Program 50% committed/expended. Remainder of projects to be undertaken over March/April holidays.	<b>\$24,000</b>
<b>497</b>	<b>Coonara Stone Cottage - Structural Failure Rectification</b> Project completed.	<b>\$31,788</b>
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade</b> Awaiting finalisation of design following feedback. Tender phase will commence once this is finalised. This stage of works (Stage 4) is expected to be completed this financial year and includes concrete paths, multi-purpose court and seating works.	<b>\$200,000</b>
<b>529</b>	<b>Dobson Park - Water Harvesting System</b> Construction complete. Power connection by AUSNET completed. Final checks being undertaken by contractor to ensure that system functions as designed. Practical completion scheduled for end of February.	<b>\$51,678</b>
<b>532</b>	<b>Sheffield and Basin Olinda Roads, The Basin - Water Sensitive Urban Design</b> Project completed.	
<b>536</b>	<b>Parkland Asset Renewal</b> Works for Sasses Avenue LATM Renewal, Knox Dog Park & Passive Reserve Planting Renewals all complete. Boronia Road Garden Renewals, Knox Netball Centre and Ferntree Gully Community Centre works to commence between February and June.	<b>\$60,000</b>
<b>537</b>	<b>Bush Boulevard Renewal</b> Quotations received for Kelletts Road. Works have commenced, to be completed by June.	<b>\$30,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>543</b>	<b>Llewellyn Park - Landfill Rehabilitation Works</b> Tonkin & Taylor undertaking landfill gas monitoring. Completed Landfill Rehabilitation Plan, Aftercare Management Plan and Hydrogeological Assessment submitted to EPA on 31 August 2015 to meet PAN requirements. Capping rehabilitation works commenced May and completed in February, after being hampered by wet weather. Drainage improvements on the site are scheduled to commence in February. It has been determined that a landfill gas extraction system is required. A detailed design will be prepared and implemented over the next twelve to eighteen months. Requires additional monitoring bores which were installed in November 2016 and are now being monitored. Post Closure Pollution Abatement Notice issued in June 2016.	<b>\$175,000</b>
<b>566</b>	<b>Artwork Renewal</b> Ongoing renewal program of Placemaker legacy works.	<b>\$20,000</b>
<b>576</b>	<b>Early Years Facility Emergency Warning System</b> Three early warning systems will be installed in Easter holidays. Currently quotes are being sourced to revised specification after pilot projects of 2015/16, for three locations - Riddell Road, The Basin and NGHaynes.	<b>\$50,000</b>
<b>584</b>	<b>Tormore Reserve - Masterplan Development</b> New cricket facilities and new concrete paths to be installed in February.	<b>\$200,000</b>
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre - Design</b> Anticipated project stages and timing: Concept Preparation - late February, 2017 to September, 2017; Design Development & Construction Documentation - Mid September, 2017 to December, 2017; Tendering - January, 2018 to February, 2018; Construction including Public Art - April to October, 2018.	<b>\$473,153</b>
<b>589</b>	<b>Knox Early Years (KEYs) Online</b> Relaunch of project commenced in December 2016.	<b>\$27,411</b>
<b>593</b>	<b>Marie Wallace Park - Masterplan Development</b> Design and costing for train safety improvements received - works to be undertaken subject to additional funding.	<b>\$914,102</b>
<b>607</b>	<b>Ashton Road, FTG - Reconstruction</b> Have packaged contract with Kingston Street & Mountain Gate Drive projects. Contract works for Ashton Road completed with Practical Completion to follow once Mountain Gate Drive contract works are completed.	<b>\$452,285</b>
<b>608</b>	<b>Kingston Street, FTG - Reconstruction</b> Have packaged contract with Kingston Street & Mountain Gate Drive projects. Contract works for Kingston Street completed with Practical Completion to follow once Mountain Gate Drive contract works are completed.	<b>\$393,301</b>
<b>609</b>	<b>Mountain Gate Drive, FTG - Reconstruction</b> Have packaged contract with Kingston Street & Ashton Road projects. Contract works within Mountain Gate Drive around 75% completed. Kerb & Channel and islands for roundabouts at Hancock Drive and Windermere Drive completed over school break. Asphalt works commenced.	<b>\$526,116</b>



<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>610</b>	<b>Elm Street, Bayswater - Reconstruction</b> Construction contract packaged with Maple Street and Orange Grove. Contract works completed with Practical Completion planned for late February.	<b>\$447,079</b>
<b>611</b>	<b>Orange Grove, Bayswater- Reconstruction</b> Construction contract packaged with Maple Street and Elm Street. Contract works completed with Practical Completion planned for late February.	<b>\$397,031</b>
<b>612</b>	<b>Maple Street, Bayswater - Reconstruction</b> Construction contract packaged with Maple Street and Orange Grove. Contract works completed with Practical Completion planned for late February.	<b>\$263,583</b>
<b>618</b>	<b>Rubber Rock Removal in Child Care Centres</b> Rubber rock removal works have been completed. Variation approval to provide security keypad for Bena Angliss Preschool as an urgent legislative requirement.	<b>\$60,000</b>
<b>622</b>	<b>Walker Reserve - Stage 2, Wantirna South</b> Netball Club consulted regarding plans. Contract works nearing completion with court surface constructed and light towers installed. Court surfacing planned for early February and fencing and reinstatement works underway.	<b>\$320,000</b>
<b>628</b>	<b>Boronia Library - Scope and Concept</b> Project on hold, subject to wider precinct investigations.	<b>\$71,782</b>
<b>630</b>	<b>Early Years Hubs - Bayswater</b> Developed design (including landscape design) presented to Council on 7 February.	<b>\$650,000</b>
<b>638</b>	<b>Karoo Road, Rowville - Construction</b> Detailed design completed. Contract for works advertised late November with tenders having closed on 20 December. Tender assessment underway with tender report to be presented to CEO for approval under delegation. Residents advised of works through a letter drop over December.	<b>\$800,000</b>
<b>648</b>	<b>Row Reserve, Rowville - Implement Masterplan</b> Minor edits being completed to detailed design drawings. Knox Construction Group to quote for implementation of works.	<b>\$100,000</b>
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan</b> Design for car park completed. Quotes being sought from Knox Construction and anticipate construction of car-park from around March.	<b>\$250,000</b>
<b>655</b>	<b>Entry Signage - Scope and Concept</b> Signage installed. Project complete.	<b>\$3,500</b>
<b>660</b>	<b>Mountain Highway (No. 598), Bayswater Drainage - Design</b> Council review of detailed design to be completed by June 2017.	<b>\$23,967</b>
<b>664</b>	<b>Storm Water Harvesting - Concept Designs</b> Consultant's Review of existing and proposed Stormwater Harvesting & Sportsgrounds Irrigation systems is complete. Recommendations included will be used as a bases for future Program Development.	<b>\$62,961</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>667</b>	<b>Dobson Creek Catchment - Streetscape Water Sensitive Urban Design</b> Melbourne Water, University of Melbourne and Council are working together to analyse the overall impact of the completed WSUD works within the Dobsons Creek catchment to find optional water quality treatment sites for the construction of additional WSUD project and improvement works.	<b>\$203,402</b>
<b>668</b>	<b>Knox Active Aging Management System (KAAMS)</b> Completed the MDS, the DEX regulatory reporting, account balance integration awaiting vendor build, mobile module works underway.	<b>\$212,595</b>
<b>675</b>	<b>Public Art Project</b> The Draft Public Art Strategy is being finalised and will be presented to the Council for consideration in early 2017. This will then inform plans for specific public art projects in the future from 2017-18. A specific public art piece will not be delivered during 2016-17.	<b>\$119,658</b>
<b>689</b>	<b>Lewis Park Oval 1 Renewal</b> Soil physical tests have been supplied. Geo-tests to come.	<b>\$20,000</b>
<b>699</b>	<b>Miller Road/Dorrigo Drive Traffic Treatment</b> Project has been completed.	<b>\$4,964</b>
<b>704</b>	<b>Mountain Highway footpath connection 4</b> Preliminary discussions have been held with the developers of 1268 Mountain Highway about the proposed footpath. To avoid foreseeable damage to the footpath, works will not be undertaken until construction works at the front of the property have been completed. Funds transferred to next priority footpath project.	<b>\$80,000</b>
<b>707</b>	<b>Practice wickets /sports reserve assets / tennis courts / netball courts</b> Contractor has been appointed for synthetic turf installation and the demolition of existing nets at Tormore Reserve. Work to commence mid to late February.	<b>\$225,000</b>
<b>708</b>	<b>Cricket run ups and goal squares</b> Works completed at Egan Lee reserve. Work identified at Knox Gardens in the goal squares.	<b>\$20,000</b>
<b>710</b>	<b>Colchester Reserve Rugby Pitches</b> Contract works approximately 80% complete with works significantly delayed initially by prolonged wet weather. Earthworks, sprinkler & AG drain works completed. Growing medium layer installed early December and grass growth coverage approximately 30%.	<b>\$457,230</b>
<b>712</b>	<b>Tennis Court Renewals</b> Rita Mathews TC: Contract works are completed with Practical Completion inspection imminent.	<b>\$235,065</b>
<b>713</b>	<b>Sports Facility Lighting Renewal</b> Works complete.	<b>\$36,500</b>
<b>714</b>	<b>Family and Children Services Softfall Program</b> Program is committed with installation/works scheduled late January/February weekends. Works expected to be completed by end of February.	<b>\$25,000</b>

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716	<b>Early Years Hubs - Wantirna South</b> Issues briefing presented to Council at 6 February meeting.	<b>\$6,578,222</b>
717	<b>Knox Central Package</b> Negotiations to acquire the Westfield parcels for future road corridor and delivery of Knox Central Masterplan recommenced in October. The Operations Centre land has settled with residual funding to remain allocated to the project in the event that a second overflow parcel is required.	<b>\$11,585,000</b>
718	<b>Bulk Replacement of Street Lights with LED</b> The installation of standard 80W mercury lamps are nearing completion, with this phase of the project expected to be completed by mid February.	<b>\$6,071,446</b>
721	<b>Eildon Park Reserve (Pavilion upgrade), Rowville</b> Works are well underway, with demolition works completed. Council and contractor are investigating means to improve the construction program.	<b>\$658,969</b>
724	<b>Knox (Interim) Library</b> Detailed design presentation will be held at the Civic Centre on the 14 February.	<b>\$678,520</b>
725	<b>Placemakers Site - Design</b> Design to be finalised for works to replace the fire damaged premise to progress to building works in mid to late 2017.	<b>\$222,263</b>
727	<b>Knox Community Arts Centre - Outdoor Furniture</b> Quotation being sought to improve site signage.	<b>\$12,000</b>
733	<b>Preschool Office/Storage - Minor Works</b> Majority of projects have been completed over January with the remainder of the centres on the program to be completed over the April Holidays.	<b>\$70,000</b>
735	<b>Family &amp; Children Services Buildings Door Jamb Protectors</b> Program completed.	<b>\$25,000</b>
738	<b>The Basin Progress Hall - Stage 4 of 4</b> Project completed.	<b>\$72,501</b>
743	<b>Quarry Road, Upper Ferntree Gully</b> Contract has been packaged with the CSR Quarry Masterplan project with works having reached practical completion on 20 January and public lighting installed over plateau speed devices.	<b>\$456,263</b>
746	<b>Revegetation Plan</b> Site preparation underway and on schedule. Mulch delivered and spread. Erosion matting and local provenance plants ordered. Local community informed.	<b>\$100,000</b>
747	<b>Chandler Park, Boronia - Masterplan Implementation</b> Stage 3 implementation works are due to commence on site on 13 February.	<b>\$368,169</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>749</b>	<b>Fairpark Reserve, FTG - Masterplan Implementation</b> Contractor currently has possession of site. Concrete paths poured, drainage installed, formwork set up for large concrete blocks, concrete poured at the end of January and to be positioned in place once cured.	<b>\$240,609</b>
<b>750</b>	<b>Basin Triangle Reserve, The Basin - Masterplan Implementation</b> Practical Completion was granted on 23 December 2016. Contractor maintenance period ends 24 February.	<b>\$95,450</b>
<b>751</b>	<b>Tim Neville Arboretum - Lake Structure Upgrade</b> Project packaged with Project 441 Tim Neville Arboretum Masterplan Implementation, Project 751 TNA Lakes Upgrade & Wetland system and Project 529 Dobson Park Stormwater Harvesting. Contract works are completed. Negotiations are underway with the contractor to replace damaged and missing lake plantings.	<b>\$150,000</b>
<b>752</b>	<b>Mountain Gate Shopping Centre Reserve - Design</b> Concept design development in progress.	<b>\$19,425</b>
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Design</b> Met with consultants to review draft detailed documentation completed in mid January. Amended drawings due back to Council in early February, for tendering purposes.	<b>\$100,000</b>
<b>756</b>	<b>Heany Park, Rowville</b> Custom seat installed. Building Services requested additional hand rail to be installed to part of the ramps. Building Services to review and confirm updated drawings for handrail are sufficient. Quotes for additional hand rail to be sought in mid February.	<b>\$73,741</b>
<b>757</b>	<b>Carrington Park, Knoxfield - Masterplan</b> Continuation of path works currently being completed by Knox Construction Department.	<b>\$150,000</b>
<b>758</b>	<b>Jenola Parade Masterplan Implementation</b> Shelter installed and additional minor granitic gravel path works and drainage works completed in mid December 2016. Tree planting works to be completed in April. Outstanding works include installation of double BBQ with electrical connections, and design and construction of park entry feature - subject to available funding.	<b>\$41,332</b>
<b>759</b>	<b>Alchester Village - Masterplan Implementation</b> Stair case handrail being installed end of January. Practical Completion scheduled for first week of February.	<b>\$89,600</b>
<b>760</b>	<b>Alchester Village - Park Masterplan</b> As for 759 above.	<b>\$60,000</b>
<b>761</b>	<b>Dandenong Creek Gateways - Revegetation of Strategic Road Corridors</b> Review of project summary from Knox Liveable Streets Plan completed. Planting selection summary prepared. Site assessment to be undertaken in early February.	<b>\$49,620</b>
<b>762</b>	<b>Dobsons-Clyde Street Flood Retarding System - Design</b> Refer to Project No. 459.	<b>\$0</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>763</b>	<b>Boronia Road Overland Flowpath - Construction</b> Project is being delivered in conjunction with Project No. 455 (Park Crescent, Cypress Avenue - Drainage Upgrade). Construction of the project on hold pending resolution of Boronia Park drainage plan.	<b>\$550,000</b>
<b>765</b>	<b>Alchester Village Shopping Centre - new toilet block</b> Project complete.	<b>\$135,200</b>
<b>768</b>	<b>Wantirna Mall Toilets</b> Project complete.	<b>\$116,530</b>
<b>769</b>	<b>Mint Street, Wantirna – Dandenong Creek Wetland Construction</b> Detailed design being reviewed with design adjustments being made due to Tree Protection Zone issues. Awaiting final advice on design prior to going out to tender.	<b>\$400,000</b>
<b>771</b>	<b>Colchester Road, Boronia – Wetland and Raingarden</b> Refer to Project No. 412.	<b>\$40,000</b>
<b>773</b>	<b>Suffern Avenue (Waldheim Street) Wetland</b> Detailed design plans have been reviewed. Awaiting design alterations to be completed before finalizing plans ready for tender.	<b>\$373,979</b>
<b>775</b>	<b>Alchester Village Lighting Project</b> Park lighting works are complete and operational. Street lighting upgrade works are being undertaken by Ausnet - the latest advice is that they will complete these works in early February.	<b>\$91,775</b>
<b>785</b>	<b>Printer Upgrade</b> Vendor chosen, unsuccessful vendors notified, configuration of each device is being organized for rollout end February/ March.	<b>\$78,107</b>
<b>786</b>	<b>Micro Soft Office Upgrade</b> Testing complete and rollout to whole of business underway.	<b>\$150,000</b>
<b>787</b>	<b>Website Development</b> Project on hold pending resourcing.	<b>\$36,000</b>
<b>788</b>	<b>Electronic Record System Upgrade (Project Phoenix)</b> <ul style="list-style-type: none"> <li>• Go Live – Tuesday 14 March.</li> <li>• Dataworks will need to be turned off on Thursday 9th to allow enough time for migration and testing over the long weekend.</li> <li>• Migration from DataWorks to Knox eXplorer of 5,228,007 documents.</li> <li>• 90% of staff requiring training have already been scheduled.</li> <li>• Four weeks of training for the whole organisation – 62 sessions in total running 2 training rooms twice a day.</li> <li>• eLearning training videos will go live in the elearning system mid-February – 3 short videos on Record Keeping, the New Folder structure and what you need to know moving from DW to KX</li> <li>• G:/ will stay live until 30 April, at that time it will be made read only for a 12 month period whilst we assess and migrate G:/ data to KX.</li> <li>• All running on schedule, but would like to note that the organisation will be impacted for a period of time by this massive change in work process, but the project team are putting additional training, ie short videos, flips charts for desks, and floating helpers for a few weeks after go live.</li> </ul>	<b>\$743,038</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>789</b>	<b>Facilities Booking Review/Upgrade</b> Project on schedule to go Live April 2017.	<b>\$35,800</b>
<b>791</b>	<b>Server Infrastructure</b> This project is complete, general bedding down underway.	<b>\$198,500</b>
<b>792</b>	<b>PC Rollout</b> Roll out complete.	<b>\$80,000</b>
<b>793</b>	<b>Non Leased Software and Hardware</b> Project scheduled for completion June.	<b>\$100,000</b>
<b>794</b>	<b>Switch Replacement Program (Leased)</b> Project advanced to final stages, completion March / April.	<b>\$38,000</b>
<b>796</b>	<b>Park Crescent, Boronia - Reconstruction</b> Project packaged with Erica Avenue and Woodvale Road with tenders for contract presented to November Council meeting. Contractor appointed and works have commenced from 23 January with kerb & channel replacement underway.	<b>\$240,000</b>
<b>797</b>	<b>McMahons Road, Ferntree Gully - Reconstruction</b> Project deferred to future years due to potential development of Norvel Quarry site likely to adversely affect road.	<b>\$240,000</b>
<b>798</b>	<b>Woodvale Road, Boronia - Reconstruction</b> Project packaged with Erica Avenue and Park Crescent. Contractor appointed and works have commenced from 23 January with kerb & channel replacement well underway.	<b>\$210,000</b>
<b>799</b>	<b>Windermere Drive, Ferntree Gully - Reconstruction</b> Detailed design nearing finalisation. Anticipate an early March tender after consideration of funding proposal. Contract likely to be packaged with road works for Smithfield Square, Wantirna.	<b>\$350,000</b>
<b>800</b>	<b>Smithfield Square, Wantirna - Reconstruction</b> Detailed design completed. Anticipate an early March tender after consideration of funding proposal. Contract likely to be packaged with road works for Windermere Drive, Ferntree Gully.	<b>\$210,000</b>
<b>801</b>	<b>Sasses Avenue, Bayswater - Reconstruction</b> Design completed. Following Council consideration of Contract 2222 - this project has been deferred to 2017/18.	<b>\$240,000</b>
<b>802</b>	<b>Erica Avenue, Boronia - Reconstruction</b> Project packaged with Park Crescent and Woodvale Road with tenders for contract presented to November Council meeting and contractor appointed.  Works not due to commence in Erica Avenue until works in Park Crescent and Woodvale Road are substantially completed. Works expected to commence around late March/early April and involve substantial night works.	<b>\$240,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>803</b>	<b>Macquarie Place, Boronia - Reconstruction</b> Contract tender closed on 29 November 2016 with tender report currently being finalized and a contractor appointment likely by early February.	<b>\$210,000</b>
<b>804</b>	<b>Dorset Road (169), Boronia - Flood Mitigation</b> Detailed design nearing completion - expect construction to occur around March/April.	<b>\$97,000</b>
<b>806</b>	<b>Cash Fues Place, Wantirna – Dandenong Creek Wetland Design</b> Design review underway with design alterations being implemented. Quotes to follow once completed.	<b>\$65,000</b>
<b>809</b>	<b>Bayswater Activity Centre Streetscape Improvements</b> Design works for Mountain Hwy remain near completion with electrical design packages outstanding. Cost estimates have been reviewed by Level Crossing Removal Authority and accompanying MOU has been signed as per Council resolution.	<b>\$1,700,000</b>
<b>812</b>	<b>Asset Management System Implementation</b> Awaiting resources.	<b>\$20,000</b>
<b>813</b>	<b>Information architecture design and planning</b> Awaiting endorsement of Both ICT/Digital Strategy and Road Map.	<b>\$75,200</b>
<b>814</b>	<b>Standard Operating Environment Upgrade</b> SOE built, minor updates being applied.	<b>\$70,000</b>
<b>815</b>	<b>Pathway Smartclient implementation</b> Working with vendor to fully implement this process.	<b>\$87,300</b>
<b>816</b>	<b>ePathway Payment enhancements/extension</b> Implementation underway due for completion June.	<b>\$70,000</b>
<b>817</b>	<b>WAN Upgrade</b> This project is approximately 80% complete, due for completion March-April.	<b>\$100,000</b>
<b>818</b>	<b>DRP Update and full test</b> Equipment purchased for Manningham disaster recovery site License with Manningham executed, implementation underway, testing to be undertaken post June.	<b>\$100,000</b>
<b>819</b>	<b>IT Security Audit (policies &amp; procedures)</b> Scheduled for March.	<b>\$40,000</b>
<b>820</b>	<b>Mobile phone refresh (iPhone)</b> Project underway.	<b>\$20,000</b>
<b>821</b>	<b>Nimble</b> Project complete.	<b>\$90,000</b>
<b>822</b>	<b>Security, Email Filtering and Firewall</b> Due for completion March / April.	<b>\$120,000</b>

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<b>823</b>	<b>DCI - Air Conditioner</b> Design work and quotes underway, urgently required due to aging existing air-conditioning and failures.	<b>\$100,000</b>
<b>824</b>	<b>VESDA Fresh Air Unit</b> This project not being implemented, updated technology removes the need for this system to be augmented with extra warning devices.	<b>\$2,000</b>
<b>825</b>	<b>Microsoft Licensing (True Up)</b> Microsoft will contact KCC once it is ready to commence the true up of licenses.	<b>\$150,000</b>
<b>826</b>	<b>Microsoft SQL Licence</b> Audit of existing licenses and rationalization of number of servers may prove that there is more licenses than is required, this will be completed by June.	<b>\$220,000</b>
<b>827</b>	<b>Microsoft SharePoint Upgrade</b> Awaiting endorsement of Digital/ICT strategy with accompanying budget to commence this project.	<b>\$100,000</b>
<b>828</b>	<b>New Licences - HelpMaster Pro</b> Alternative solution is being investigated and RFQ to be developed.	<b>\$2,500</b>
<b>829</b>	<b>Knox Community Art Centre, Bayswater</b> Quotations for furniture replacement being obtained.	<b>\$30,000</b>
<b>830</b>	<b>Park Ridge Reserve, Rowville - Oval Renewal</b> Drainage system is complete and irrigation is 75% complete. Field levels have been finalized. Planting scheduled for early February.	<b>\$440,000</b>
<b>831</b>	<b>Templeton Reserve, Wantirna - Oval Renewal</b> Soil importation has been delayed. Supplier issues. Irrigation pumps have been installed.	<b>\$260,000</b>
<b>832</b>	<b>Knox Gardens Reserve, Wantirna South - Oval 2 Renewal</b> Levels finalised and planting of sprigs occurred on 2 February.	<b>\$250,000</b>
<b>833</b>	<b>Knox Gardens Reserve, Wantirna South - Tennis Court Renewal</b> Design scheduled to commence early March.	<b>\$44,000</b>
<b>834</b>	<b>Oversowing of Sports Fields</b> Seed varieties have been finalized. Planting to occur in mid March.	<b>\$20,000</b>
<b>837</b>	<b>Westfield Library - Design</b> Awaiting outcomes of discussions with Westfields.	<b>\$200,000</b>
<b>838</b>	<b>Bayswater Community Hub - Scoping</b> Council Officers continue negotiations with LXRA regarding tenure of the land proposed for development of the community facility.	<b>\$120,000</b>



<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>839</b>	<b>Preschool Bathroom Upgrades, Scoping and Design</b> Concept designs have been completed and signed off for detailed design. Cost estimates have been provided to inform next years budget process. Detailed design documentation expected by end of March.	<b>\$60,000</b>
<b>840</b>	<b>Knoxfield Preschool - Bathroom Upgrade</b> Construction expected to be completed by 10 February.	<b>\$54,000</b>
<b>841</b>	<b>Knox Skate &amp; BMX Park, New Floodlighting</b> Construction complete.	<b>\$70,000</b>
<b>842</b>	<b>Knox Athletics Track, Hammer Throw Cage Upgrade</b> Received feedback from the Athletics Club 25 January and Leisure have confirmed positive outcome of discussions with BMX Club. Detailed design plans now able to get underway.	<b>\$60,000</b>
<b>843</b>	<b>Gilbert Park Reserve, Pavilion Upgrade</b> Design due to commence February.	<b>\$65,000</b>
<b>844</b>	<b>Score Boards - Design and Installation</b> Budget is 60% expended. 8 projects are progressing through various stages from design/construct/completion.	<b>\$350,000</b>
<b>845</b>	<b>Carrington Park Leisure Centre - Basketball Rings</b> Works programmed to be complete by April (as part of structural rectification project).	<b>\$35,000</b>
<b>846</b>	<b>Knox Gardens Reserve - Lower Oval Shelters</b> Scope of works finalized. Quotes being sought for expected March commencement.	<b>\$40,500</b>
<b>847</b>	<b>Boronia Basketball Stadium - Safety Padding</b> Works scheduled to commence early March.	<b>\$65,000</b>
<b>848</b>	<b>Mariemont Preschool, Wantirna - Upgrade of Foyer and Office Space</b> Concept Design and estimate provided. Proceeding to detailed design with expectation of completion by end of April for construction in 2017/18.	<b>\$158,000</b>
<b>849</b>	<b>Repurposing Scoping of Facilities from Hub Projects.</b> Scoping the future use of Family and Children's Services Child Care Centres is tracking on schedule. Once scoping is complete, information will go to Council for further advice.	<b>\$50,000</b>
<b>850</b>	<b>Murrindal Playgroup, Rowville - Outdoor Blind Installation (Community Submission)</b> Shade sail installed.	<b>\$3,450</b>
<b>851</b>	<b>Senior Citizens Centres - Facilities Development Plan</b> Asset Development Plan reviewed and to be presented to Council at the March Issues Briefing Meeting.	<b>\$85,000</b>
<b>852</b>	<b>Community Facilities Climate Control - Options Analysis</b> Consultant has been engaged to carry out the assessments in February with a draft report due in March.	<b>\$15,000</b>

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<b>853</b>	<b>Aimee Seebeck Hall, Amenities Design</b> Concept design commissioned and expected to be delivered by end of February.	<b>\$10,000</b>
<b>854</b>	<b>Knox Community Gardens/Vineyard Pergola Upgrade</b> Awaiting advice from whole of site master planning process before scope of works can be established.	<b>\$10,000</b>
<b>855</b>	<b>Boronia Road, Wantirna - Footpath</b> Footpath constructed as part of adjacent development. Funds transferred to next priority footpath project.	<b>\$25,000</b>
<b>856</b>	<b>Boronia Road, Boronia - Footpath Feasibility Study</b> Survey completed. Discussions underway between Biodiversity & Traffic & Transport to resolve vegetation issues prior to issuing instruction on design.	<b>\$10,000</b>
<b>857</b>	<b>Rollings Road, Upper FTG - Footpath</b> Footpath has been completed.	<b>\$65,100</b>
<b>858</b>	<b>Ferntree Gully Road, Ferntree Gully - Footpath</b> Works delayed due to investigation on Telstra pit modifications. Works are now scheduled to be completed before the end of March.	<b>\$31,500</b>
<b>859</b>	<b>Mountain Highway, Wantirna - Footpath 3</b> Footpath constructed as part of adjacent development. Funds transferred to next priority footpath project.	<b>\$57,750</b>
<b>860</b>	<b>Bergins Road, Rowville - Footpath 3</b> Awaiting feedback on vegetation issues to be resolved to finalize design details and any Telstra alteration works required.	<b>\$125,000</b>
<b>861</b>	<b>Beresford Drive/Colchester Road, Boronia - Channelised Right Turn</b> Design completed and quote being sought. Tree removal completed by Parks.	<b>\$70,000</b>
<b>862</b>	<b>Burwood Highway, Wantirna - Shared Path 2 - Design</b> Survey completed. Awaiting advice from Traffic & Transport, in consultation with Biodiversity, on preferred alignment of shared use path.	<b>\$10,000</b>
<b>863</b>	<b>Fitzgerald Street, FTG - Streetlights</b> Purchase order has been placed with AusNet to complete works.	<b>\$45,000</b>
<b>864</b>	<b>Lakeside Boulevard, Rowville - Pedestrian Refuge</b> Still waiting on VicRoads approval. Hopeful of works being completed by the end of March.	<b>\$15,000</b>
<b>865</b>	<b>Mountain Highway, Boronia - Footpath Connection 2</b> Waiting on confirmation of title boundary. Hopeful of works being completed by the end of March.	<b>\$20,000</b>
<b>866</b>	<b>Ferntree Gully Village Square - Masterplan Implementation</b> Currently liaising with VicTrack regarding lease/MOU of Vic Track land. Draft design concept has been prepared, subject to outcome of discussions with VicTrack.	<b>\$100,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>867</b>	<b>Knox Regional Netball Centre, Ferntree Gully - Masterplan</b> Project brief sent to consultants on 24 January. Quotes to be submitted back to Council on 10 February. Site survey scheduled for mid-March.	<b>\$55,000</b>
<b>868</b>	<b>H V Jones, Ferntree Gully Masterplan Implementation</b> Project Brief sent to Consultants on 24 January. Quotes to be submitted back to Council on 10 February. Site survey completed.	<b>\$45,000</b>
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Implementation</b> Open Space Landscape Design internal team to develop Masterplan. Internal Council meetings scheduled for February. Survey works to be completed by Project Delivery in February.	<b>\$30,000</b>
<b>870</b>	<b>Ferntree Gully Stormwater Masterplan</b> The masterplan is progressing and in the data collection phase.	<b>\$20,000</b>
<b>871</b>	<b>Energy Performance Audit for Community Buildings</b> Site visits are being conducted by the shortlisted Energy Specialists at the Rowville Community Centre and Knox Community Arts Centre. The Detailed Facility Study for the remaining sites are due by June.	<b>\$120,000</b>
<b>874</b>	<b>Fulham Road, Rowville Reconstruction - Design</b> Geotech investigation and survey completed. Detailed design has commenced.	<b>\$30,000</b>
<b>875</b>	<b>Parkhurst Drive, Knoxfield Reconstruction - Design</b> Geotech investigation and survey completed. Detailed design to commence in March.	<b>\$45,000</b>
<b>876</b>	<b>Eastgate Court, Wantirna South Reconstruction - Design</b> Detailed design ready for design review - review underway.	<b>\$25,000</b>
<b>877</b>	<b>Rosehill Street, Scoresby Reconstruction - Design</b> Geotech investigation and survey completed. Detailed design underway and around 60% complete.	<b>\$25,000</b>
<b>878</b>	<b>Alma Avenue, Ferntree Gully Reconstruction - Design</b> Geotech investigation and survey completed with detailed design expected to commence late February.	<b>\$25,000</b>
<b>879</b>	<b>Winwood Drive, Ferntree Gully Reconstruction - Design</b> Geotech investigation and survey completed with detailed design having commenced.	<b>\$25,000</b>
<b>880</b>	<b>Helene Court, Boronia Reconstruction - Design</b> Geotech investigation and survey completed with detailed design underway submitted for design review.	<b>\$25,000</b>
<b>882</b>	<b>Knox Regional Football Centre Storage Shed</b> Project no longer proceeding as an alternative solution has been implemented.	<b>\$0</b>
<b>883</b>	<b>Road Reconstruction Audit Works</b> Road reconstruction funding for audit priority works and to supplement this year's Roads to Recovery funding shortfall.	<b>\$1,160,000</b>

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>884</b>	<b>Glenfern Road Ferntree Gully - Footpath</b> Detailed design to be completed this month.	<b>\$162,750,000</b>
<b>885</b>	<b>Various Isolated Traffic Treatments</b> Funds made available for these works due to the late provision of a Blackspot grant for Beresford Drive/Colchester Road, Boronia - Channelised Right Turn (861).	<b>\$70,000</b>
<b>886</b>	<b>Schultz Reserve - Internal Pavilion Upgrades (Female Friendly)</b> Council allocated funding to this project at it's December, 2016 meeting to match state government Community Sports Infrastructure 2017/18 funding.	<b>\$100,000</b>
	<b>Total:</b>	<b>\$75,135,385</b>

**11. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN****11.1 NOTICE OF MOTION NO. 55****RESCISSION MOTION****AMENDMENT C141 IMPLEMENTING THE UPPER GULLY STRATEGIC PLAN – PLANNING PANEL REPORT**

I hereby give notice that it is my intention to move at the Ordinary Meeting of Council on 27 February 2017 that the motion adopted at the Ordinary Meeting of Council on 23 January 2017 under Item 6.5 – Amendment C141 Implementing the Upper Gully Strategic Plan – Planning Panel Report:

Council acknowledges the comprehensive planning and design process undertaken to develop the Upper Gully Strategic Plan. Retaining the background research, technical information and strategic directions included in the Upper Gully Strategic Plan would assist Council in any further advocacy work for grant funding or seeking State Government and private sector investment for Upper Gully.

That Council adopt the following recommendations revised from those outlined in the officer's report:

1. Note the recommendations of the Panel Report for Amendment C141 (Appendix A);
2. Abandon Amendment C141 to the Knox Planning Scheme (Appendix C);
3. Adopt the Upper Gully Strategic Plan, January 2017 (Appendix D);
4. Adopt the Upper Gully Implementation Plan, January 2017 (Appendix E);
5. Adopt the Upper Gully Consolidated Background Report, January 2017 (Appendix F);
6. Adopt the Upper Gully Strategic Plan: Technical Report – Land Use & Economics 2014 and Addendum 2016, Urban Enterprise (Appendix G);
7. Adopt the Upper Gully Strategic Plan: Technical Report – Transport & Parking 2015 and Addendum 2016, Movendo (Appendix H);
8. Adopt the Upper Ferntree Gully Heritage Assessment 2015, Context (Appendix I);
9. Adopt the Upper Gully Plan Engagement Report 2015, Effective Conversations (Appendix J);
10. Notify the Minister for Planning of Council's decision to abandon Amendment C141; and
11. Notify the submitters to Amendment C141 of Council's decision.

be rescinded.

Cr Nicole Seymour  
Tirhatuan Ward

23 January 2017

**11.1 Notice of Motion No. 55 (cont'd)**

In the event that the rescission motion is successful, it is my intention to move the following:

That Council:

1. Note and accept all recommendations of the Panel Report for Amendment C141 (Appendix A);
2. Endorse the revised Building Heights and Setbacks Map (DDO 12), January 2017 (Appendix B);
3. Adopt Amendment C141 to the Knox Planning Scheme, which has a revised maximum mandatory building height of 8.5 metres (two storeys) for the entire Upper Gully Activity Centre, except for The 1812 Theatre site at 1-3 Rose Street, where a maximum mandatory building height of 12 metres (three storeys) applies (Appendix C);
4. Adopt the Upper Gully Strategic Plan, January 2017 (Appendix D), which has been modified since the December 2015 exhibited version to:
  - a. include maximum mandatory building height controls consistent with the C141 Panel Report recommendations;
  - b. remove irrelevant references to the planning scheme amendment;
  - c. remove actions, as these are included in the Implementation Plan January 2017; and
  - d. include minor grammatical changes and edits made for clarity.
5. Adopt the Upper Gully Implementation Plan, January 2017 (Appendix E);
6. Adopt the Upper Gully Consolidated Background Report, January 2017 (Appendix F);
7. Adopt the Upper Gully Strategic Plan: Technical Report – Land Use & Economics 2014 and Addendum 2016, Urban Enterprise (Appendix G);
8. Adopt the Upper Gully Strategic Plan: Technical Report – Transport & Parking 2015 and Addendum 2016, Movendo (Appendix H);
9. Adopt the Upper Ferntree Gully Heritage Assessment 2015, Context (Appendix I); and
10. Adopt the Upper Gully Plan Engagement Report 2015, Effective Conversations (Appendix J).
11. Submit the adopted Amendment C141 to the Minister for Planning for approval;

**11.1 Notice of Motion No. 55 (cont'd)**

12. Authorise the Director – City Development to make any minor changes required to the Strategic Plan, supporting Consolidated Background Report and Amendment C141 documentation for approval by the Minister for Planning, provided these are consistent with the intent of the adopted Amendment; and
13. Notify the submitters to Amendment C141 of Council's decision.

Cr Nicole Seymour  
Tirhatuan Ward  
23 January 2017

**12. SUPPLEMENTARY ITEMS****13. URGENT BUSINESS****13.1 URGENT BUSINESS****13.2 CALL UP ITEMS****15. QUESTIONS WITHOUT NOTICE**