

AGENDA



Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 26 November 2018 at 7:00 pm

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Tony Doyle
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 22 October 2018

4 Petitions and Memorials

5 Reports by Councillors

5.1 Committees and Delegates

5.2 Ward Issues

6 City Development Officers' Reports for consideration

6.1 Planning Applications Decided under Delegation for October 2018

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

RECOMMENDATION

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

1. REPORT

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

Application Type	No.
Building & Works: Residential	7
Other	8
Units	24
Tree Removal / Pruning	11
Subdivision	10
Single Dwelling	4
Signage	2
Aged Care Facility	1
Childcare Centre	1
Liquor Licence	1
TOTAL	69

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

Report Authorised By: Acting Director, City Development, Steven Dickson

Attachments

Nil

Knox City Council
Planning Applications Decided by Responsible Officer

1 October 2018 – 31 October 2018

Ward	No/Type	Address	Description	Decision
Baird	2018/6180	12 Woodvale Road BORONIA VIC 3155	Development of the land for six (6) double storey dwellings and removal of vegetation	02/10/2018 Refused
Baird	2018/6546	3/7 Stradbroke Road BORONIA VIC 3155	Buildings and works to existing dwellings (verandah, front deck to porch and front fence)	11/10/2018 Approved
Baird	2018/6141	268 Boronia Road BORONIA VIC 3155	Development of the land for three (3) double storey dwelling and removal of two (2) trees and alteration of access to a Road Zone Category 1	9/10/2018 Notice of Decision
Baird	2018/6616	20 Tulip Crescent BORONIA VIC 3155	2 lot subdivision (Existing Dwellings)	25/10/2018 Approved
Baird	2018/6476	1/43 Pine Crescent BORONIA VIC 3155	Three lot subdivision (Approved Unit Site)	11/10/2018 Approved
Baird	2018/6511	20 Loretto Avenue FERNTREE GULLY VIC 3156	The development of the land for two (2) single storey dwellings	29/10/2018 Approved
Baird	2018/6199	901 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and Works (Construction of new building), associated signage, car parking reduction and alteration and access to a road zone Category 1	1/10/2018 Approved
Baird	2018/6102	65 Commercial Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	9/10/2018 Notice of Decision
Baird	2018/6480	6 Valerie Street BORONIA VIC 3155	Three lot subdivision	19/10/2018 Approved
Baird	2018/6221	749 Burwood Highway FERNTREE GULLY VIC 3156	Development of the land for three (3) double storey dwellings and creation of access to a Road Zone Category 1.	18/10/2018 Approved
Baird	2018/6512	139 Boronia Road BORONIA VIC 3155	Promotional signage	3/10/2018 Approved

Ward	No/Type	Address	Description	Decision
Baird	2018/6492	45 Hazelwood Road BORONIA VIC 3155	4 lot subdivision	26/10/2018 Approved
Baird	2018/6320	20 Browning Road BORONIA VIC 3155	The construction of three (3) dwellings on the land (two (2) single storey and one (1) double storey)	25/10/2018 Approved
Baird	2018/6375	197 Scoresby Road BORONIA VIC 3155	Use of the land for a packaged liquor licence	10/10/2018 Approved
Baird	2018/6432	5 Edelmaier Street BAYSWATER VIC 3153	Buildings and works (Facade alterations) and Reduction in Car Parking	31/10/2018 Approved
Chandler	2018/6516	342 Dorset Road BORONIA VIC 3155	Removal of one (1) Eucalyptus cinera and two (2) Liquidambar styraciflua	02/10/2018 Approved
Chandler	2018/9158	12 Alison Avenue BORONIA VIC 3155	Remove one Corymbia ficifolia	31/10/2018 Approved
Chandler	2018/6114	8 Prospect Place BORONIA VIC 3155	6 lot subdivision (Approved Industrial Development)	30/10/2018 Approved
Chandler	2018/9146	37 Olive Grove BORONIA VIC 3155	Removal of one (1) Liquidambar styraciflua	3/10/2018 Approved
Chandler	2018/6570	24 Camelia Crescent THE BASIN VIC 3154	Prune one (1) Eucalyptus viminalis and three (3) Eucalyptus saligna	15/10/2018 Approved
Chandler	2018/6522	9 Lorraine Street BORONIA VIC 3155	Buildings and works - Relocation of dwelling onto property and removal of vegetation	11/10/2018 Approved
Chandler	2018/9151	1/11 Girdwood Road BORONIA VIC 3155	Remove one (1) Eucalyptus Ovata	15/10/2018 Approved
Chandler	2018/6553	44 Harcourt Road BORONIA VIC 3155	Remove one (1) Alnus jorullensis and habitat prune one (1) Eucalyptus nicholii	2/10/2018 Approved
Chandler	2018/6430	9 Timewell Crescent BORONIA VIC 3155	Construction of verandah	23/10/2018 Approved
Chandler	2018/6577	14 Waratah Avenue THE BASIN VIC 3154	Two lot subdivision (Approved unit site)	19/10/2018 Approved
Chandler	2018/6434	16 Locksley Place THE BASIN VIC 3154	Development of the land for a single dwelling	25/10/2018 Approved

Ward	No/Type	Address	Description	Decision
Chandler	20018/6340	237 Forest Road BORONIA VIC 3155	Buildings and Works (Single storey addition to front with alfresco and basement extension to rear) and vegetation removal	25/10/2018 Approved
Collier	2018/6259	562 Boronia Road WANTIRNA VIC 3152	Development of the land for four (4) double storey dwellings and alteration of access to a Category 1 Road	15/10/2018 Notice of Decision
Collier	2018/6403	21 Roxburgh Road WANTIRNA VIC 3152	The construction of a double storey dwelling to the rear of the existing dwelling	15/10/2018 Notice of Decision
Collier	2018/6482	14 Harold Street WANTIRNA VIC 3152	3 lot subdivision (Approved Unit Site)	11/10/2018 Approved
Collier	2018/6402	20 Michellan Court BAYSWATER VIC 3153	Alterations and additions to an existing building, display of a business identification sign and waiver of the car parking requirements	30/10/2018 Approved
Collier	2018/6022	2 Coachmans Square WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	3/10/2018 Notice of Decision
Dinsdale	2018/6232	719 & 721 Mountain Highway BAYSWATER VIC 3153	Liquor License (Food and Drink Premises)	01/10/2018 Approved
Dinsdale	2018/6356	7 Westham Crescent BAYSWATER VIC 3153	The development of two (2) double storey dwellings on the land	25/10/2018 Approved
Dinsdale	2018/6324	11 Edward Street BAYSWATER VIC 3153	The construction of four (4) double storey dwellings on the land	17/10/2018 Refused
Dinsdale	2018/6471	50 Lewis Road WANTIRNA SOUTH VIC 3152	Three lot subdivision (Approved Unit Site)	4/10/2018 Approved
Dinsdale	2018/6132	55 Ozone Road BAYSWATER VIC 3153	Development of the land for three (3) double storey dwellings	25/10/2018 Refused
Dinsdale	2018/6124	1 Princess Street BAYSWATER VIC 3153	Development of a double storey dwelling to the rear of the existing dwelling	18/10/2018 Notice of Decision

Ward	No/Type	Address	Description	Decision
Dinsdale	2018/6394	Knox Ozone (MASTER) 509 Burwood Highway WANTIRNA SOUTH VIC 3152	Building and Works with a reduction of car parking and associated signage	11/10/2018 Approved
Dobson	2018/9148	3/31 St Elmo Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua	03/10/2018 Approved
Dobson	2018/6445	10 Blucher Street FERNTREE GULLY VIC 3156	Concrete sleeper retaining wall	3/10/2018 Approved
Dobson	2018/6466	18 Sheldon Court LYSTERFIELD VIC 3156	Proposed deck within 5m setback of a side boundary	9/10/2018 Approved
Dobson	2018/6399	31 Taladra Drive FERNTREE GULLY VIC 3156	Double storey dwelling to the rear of existing dwelling	30/10/2018 Approved
Dobson	2018/6352	26 Hilltop Road UPPER FERNTREE GULLY VIC 3156	Construction of a single dwelling	15/10/2018 Approved
Dobson	2018/6297	5 Kevin Avenue FERNTREE GULLY VIC 3156	Development of nineteen warehouses with ancillary office and removal of trees	15/10/2018 Approved
Dobson	2018/6247	959 Burwood Highway FERNTREE GULLY VIC 3156	Use and development of child care centre and removal of vegetation	23/10/2018 Refused
Dobson	2018/9150	25 Blucher Street FERNTREE GULLY VIC 3156	Buildings and Works (Deck)	3/10/2018 Approved
Dobson	2018/9153	31 Mason Street FERNTREE GULLY VIC 3156	Remove one (1) Cupressus x leylandii	19/10/2018 Approved
Dobson	2018/9154	5/4 Austin Street FERNTREE GULLY VIC 3156	Removal of one (1) Pyrus calleryana cv	19/10/2018 Approved
Dobson	2018/6485	6 Montalto Rise LYSTERFIELD VIC 3156	Use and development of a dwelling and shed	25/10/2018 Approved
Dobson	2018/6585	9 Station Street FERNTREE GULLY VIC 3156	Removal of three (3) Liquidambar styraciflua	26/10/2018 Approved
Dobson	2018/6362	2 Stockton Avenue FERNTREE GULLY VIC 3156	Buildings and works (construction of a single dwelling)	25/10/2018 Approved

Ward	No/Type	Address	Description	Decision
Dobson	2018/6475	13 Blackwood Park Road, FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings and the removal of vegetation	29/10/2018 Approved
Friberg	2018/6457	44 Adele Avenue FERNTREE GULLY VIC 3156	Four lot subdivision (Approved unit site)	3/10/2018 Approved
Friberg	2017/6791	6 Hayden Court KNOXFIELD VIC 3180	The construction of three (3) double storey dwellings and two (2) single storey dwellings on the land (total of 5 dwellings)	10/10/2018 Refused
Friberg	2018/6401	50 Conn Street FERNTREE GULLY VIC 3156	The construction of two (2) double storey and one (1) single storey dwelling (total of three (3) dwellings)	15/10/2018 Approved
Friberg	2018/6172	1 Holme Road FERNTREE GULLY VIC 3156	Development of the land for three (3) double storey dwellings	3/10/2018 Refused
Friberg	2018/6242	2/51 David Street KNOXFIELD VIC 3180	Development of a single storey dwelling at the rear of the site (replace existing dwelling)	12/10/2018 Approved
Friberg	2018/9152	37 Harwell Road FERNTREE GULLY VIC 3156	2 lot subdivision	18/10/2018 Approved
Friberg	2018/6313	59 Harley Street KNOXFIELD VIC 3180	Development of the land for two (2) double storey and one (1) single storey dwelling (total 3 dwellings)	25/10/2018 Refused
Scott	2018/6332	108 Kathryn Road KNOXFIELD VIC 3180	Development of the land for a double storey dwelling to the rear of existing dwelling and 2 lot subdivision	2/10/2018 Notice of Decision
Scott	2018/6105	49 Coromandel Crescent KNOXFIELD VIC 3180	Development of the land for two (2) double storey and one (1) single storey dwellings (Total 3 dwellings)	4/10/2018 Refused
Scott	2018/6257	119 Kathryn Road KNOXFIELD VIC 3180	Development of the land for one (1) single storey and one (1) double storey dwelling (Total 2 dwellings), two lot subdivision and associated tree removal	17/10/2018 Notice of Decision

Ward	No/Type	Address	Description	Decision
Scott	2018/6344	36 Elliot Street KNOXFIELD VIC 3180	Development of the land for a double storey dwelling to the rear of existing dwelling	31/10/2018 Approved
Scott	2018/6295	Waverley Christian School 1248 High Street Road WANTIRNA SOUTH VIC 3152	Buildings and Works (Extension to existing single storey school Art and Technology Building)	15/10/2018 Approved
Scott	2018/6533	Wantirna Village 85/2 Old Stud Road WANTIRNA SOUTH VIC 3152	Verandah to rear of existing retirement dwelling	17/10/2018 Approved
Scott	2018/6506	54 King Parade KNOXFIELD VIC 3180	Three lot subdivision (Approved)	26/10/2018 Approved
Taylor	2017/6530	LOT 34 Wellington Road LYSTERFIELD VIC 3156	Buildings and works for the purpose of a Residential Aged Care Facility, tree removal and alteration to a Category 1 Road Zone	9/10/2018 Refused
Taylor	2018/6287	274 Dandelion Drive ROWVILLE VIC 3178	Development of a single storey dwelling to the rear of the existing dwelling	17/10/2018 Notice of Decision
Taylor	2018/6225	34 Taylors Lane ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings	11/10/2018 Notice of Decision
Taylor	2018/6245	9 Gill Court ROWVILLE VIC 3178	Development of land for a double storey dwelling to the rear of the existing dwelling	17/10/2018 Refused
Tirhatuan	2018/6353	77 Grayson Drive SCORESBY VIC 3179	Construction of one double storey dwelling to the rear of existing dwelling	15/10/2018 Approved
Tirhatuan	2018/6473	Lot 1 Caribbean Drive SCORESBY VIC 3179	Construction of a new office and warehouse	3/10/2018 Approved
Tirhatuan	2018/6347	48 Sheppard Drive SCORESBY VIC 3179	Development of the land for a double storey dwelling to the rear of the existing dwelling	15/10/2018 Approved
Tirhatuan	2018/9157	72/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Proposed new mezzanine addition to existing warehouse	26/10/2018 Approved
Tirhatuan	2018/6624	46 Seebeck Road ROWVILLE VIC 3178	Remove one (1) Eucalyptus robusta and one (1) Syzygium paniculatum	29/10/2018 Approved

Ward	No/Type	Address	Description	Decision
Tirhatuan	2018/6428	32 Michele Drive SCORESBY VIC 3179	Development of the land for two (2) double storey dwellings	25/10/2018 Notice of Decision
Tirhatuan	2018/6200	1449 Ferntree Gully Road SCORESBY VIC 3179	Development of the land for two (2) double storey dwellings, alterations of access to Road Zone Category 1	15/10/2018 Approved
Tirhatuan	2018/6110	1118-1120 Stud Road ROWVILLE VIC 3178	Development of 17 three level dwellings with semi- basement parking and alteration of access to a Category 1 Road	11/10/2018 Refused
Tirhatuan	2018/6477	804 Stud Road SCORESBY VIC 3179	Erection and display of an internally-illuminated promotion sign	1/10/2018 Approved
Tirhatuan	2018/6517	1200 Stud Road ROWVILLE VIC 3178	Extension works to existing hotel	24/10/2018 Approved

6.2 Planning Application P/2018/6237 for 2 Burchall Crescent, Rowville

SUMMARY: Principal Planner, Phillip Singh

Planning Application P/2018/6237 for the construction of three (3) double storey dwellings on the land at 2 Burchall Crescent, Rowville.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of three (3) double storey dwellings at 2 Burchall Crescent, Rowville, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2018/6237 has been lodged with Council for the development of the land for three double storey (3) dwellings at 2 Burchall Crescent, Rowville.

The application is being reported to Council as it has been called up by Cr Pearce.

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

2. DISCUSSION

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

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

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

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

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

A thorough assessment of the planning application is detailed at Attachment 1 with the Site and Application Plans shown in Attachment 2.

3. CONSULTATION

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

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

4. ENVIRONMENTAL/AMENITY ISSUES

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

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 4 of the Officer's Report at Attachment 1.

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

Goal 1 - We value our natural and built environment.

Strategy 1.1 - Protect and enhance our natural environment.

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

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

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

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

Strategy 2.2 - Encourage high quality sustainable design.

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

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

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

9. CONCLUSION

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

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of three (3) double storey dwellings at 2 Burchall Crescent Rowville, subject to the following conditions:

Amended Development Plans

- 1. Prior to the issue of a Building Permit under the Building Act 1993 for the development, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 Annotation stating, ‘all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.’ Letterboxes must front the street.**
 - 1.2 The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.1 of this Planning Permit.**

- 1.3 The upper storey level of Dwelling 3 to be redesigned to ensure the first floor wall is setback a minimum 1m from the ground floor wall along the southern elevation.**
- 1.4 The upper storey level of Dwelling 2 to be redesigned to ensure the northern bathroom wall is setback a minimum 1m from the ground floor wall.**
- 1.5 The upper storey level of Dwelling 1 to be redesigned to remove Bedroom 4 and rearrange the bathroom to ensure the first floor wall is setback a minimum 1.5m from the ground floor wall along the northern elevation.**
- 1.6 The floor levels of all buildings to be raised at least 600mm above existing surface levels.**
- 1.7 A notation on the plans stating that all north and west facing upper storey windows to be screened and have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.**
- 1.8 A new footpath to be shown in the road reserve along the south eastern boundary in accordance with condition 3.6.**
- 1.9 The paving to access dwelling 2 must be solely contained within the title boundary.**
- 1.10 All levels to be to AHD (Australian Height Datum).**
- 1.11 A Sustainable Design Assessment in accordance with Condition 13.**
- 1.12 Tree protection fencing shown on the plans.**

To the satisfaction of the Responsible Authority.

Other Plans

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

To the satisfaction of the Responsible Authority.

Drainage Plans

- 3. Prior to the issue of a Building Permit under the Building Act 1993 for the development, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**

- 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
- 3.2 The internal drains of the dwellings to be independent of each other.**
- 3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
- 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
- 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
- 3.6 A new footpath to be constructed along the south eastern boundary of the land. The footpath is to connect to the existing path on Burchall Crescent in the south western corner, and run parallel to the land and re-join the existing path on Dandelion drive, near the north eastern corner. The path is to be 1.5m wide, offset 0.3m from the title boundary and constructed in accordance with Council's standards.**
- 3.7 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.8 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.9 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority

Landscaping

- 4. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
 - 4.1 Tree protection zone fencing for all authority trees within 9m of the subject site (including nature strips and reserves).**
 - 4.2 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 4.3 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**

- 4.4 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
- 4.5 Details of the surface finishes of pathways and driveways.**
- 4.6 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
- 4.7 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.**
- 4.8 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**
- 4.9 The plan must also show the provision of at least 8 additional indigenous or native canopy trees and 4 additional large feature shrubs with a mature height of 4-5metres chosen from Plant List 1 or 2 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5metres tall when planted and are to be in the following areas:**
 - 4.9.1 One (1) medium canopy tree located in the front setback to Dwelling 1;**
 - 4.9.2 One (1) medium canopy tree and one (1) small canopy tree located in the front setback to Dwelling 2;**
 - 4.9.3 One (1) large canopy tree and one (1) small canopy tree located in the front setback to Dwelling 3; and**
 - 4.9.4 1 small canopy tree and 1 large feature shrub with a mature height of 4-5metres located in each SPOS area.**
- 4.10 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**

To the satisfaction of the Responsible Authority.

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

General

- 7. All development must be in accordance with the endorsed plans.**
- 8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:**

- 8.1 An open-sided pergola to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or**
 - 8.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.**
 - 8.3 Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m².**
- 9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**
- 12. Structures over the easement will need to be assessed separately once additional information is received and a request to Build Over Easement (BOE) will need to be sought. The proposed storage within the easement is to be constructed of lightweight, non-permanent structure.**

Sustainable Design Assessment

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

Street Tree Removal

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

Tree Protection

- 16. 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.

- 17. 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.**
- 18. 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.**
- 19. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 20. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 21. 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.**
- 22. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
 - 22.1 Construction activities.**
 - 22.2 Dumping and/or storage of materials, goods and/or soil.**
 - 22.3 Trenching or excavation.**
 - 22.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.**
- 23. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing**

Car Parking & Accessways

- 24. Before the dwellings are occupied, driveways and car parking areas must be:**
 - 24.1 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**
 - 24.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and**
 - 24.3 Treated with an all-weather seal or some other durable surface. To the satisfaction of the Responsible Authority.**

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

Fencing

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

Amenity During Construction.

- 28. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
- 28.1 The appearance of building, works or materials on the land.**
 - 28.2 Parking of motor vehicles.**
 - 28.3 Transporting of materials or goods to or from the site.**
 - 28.4 Hours of operation.**
 - 28.5 Stockpiling of top soil or fill materials.**
 - 28.6 Air borne dust emanating from the site.**
 - 28.7 Noise.**
 - 28.8 Rubbish and litter.**
 - 28.9 Sediment runoff.**
 - 28.10 Vibration.**

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

Stormwater

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

Permit Expiry

- 30. This permit will expire if one of the following circumstances applies:**
- 30.1 The development is not started within two years of the date of this permit.**
 - 30.2 The development is not completed within four years of the date of this permit.**
- Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:**

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

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 3.5L/s to the existing Council drainage system for a 5 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.
- Works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- The street tree can be removed upon receipt of \$8,190.02. Total cost for street tree removal includes; amenity value (using the City of Melbourne- Amenity Value Formula), cost of tree & stump removal and planting and maintaining a new tree for 2 years, in accordance with Council's Green Streets Policy. For details regarding the cost and/or the timing of the removal and replacement of the street tree/s, please contact Council's Active Open Space Team on (03) 9298 8425.

- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Phillip Singh

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

Attachments

1. Attachment 1 - Officer Summary for 2 Burchall Crescent Rowville P 2018 6237 **[6.2.1]**
2. Attachment 2 - Maps and Plans for 2 Burchall Crescent Rowville **[6.2.2]**

Planning Application P/2018/6237 for the development of the land for three (3) double storey dwellings at 2 Burchall Crescent, Rowville.

1. Summary:

Subject Site: 2 Burchall Crescent, Rowville

Proposed Development: Construction of three (3) double storey dwellings

Existing Land Use: Residential (single dwelling)

Site Area: 767sqm

Planning Scheme Controls: General Residential Zone – Schedule 2 / No Overlays

Application Received: 7 May 2018

Number of Objections: 2

PCC Meeting: Not Applicable

Ward: Taylor

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2018/6237 to assist in making a decision on the application. It should be read in conjunction with the other appendices.

2. Background

2.1 Subject Site and Surrounds

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

- The subject site is a single allotment located on the north-western corner of Burchall Crescent and Dandelion Drive, known as 2 Burchall Crescent, Rowville. The subject site is irregular in shape and has an approximate slope of 1m from the north-east to south-west.
- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. There are some examples of multiple dwellings located on a single site, including the adjoining properties to the west and the north which contain two dwellings. Park Ridge Primary School and Rowville Secondary College – Eastern Campus are located approximately 550m to the north-west of the subject site.
- The site area is 767m². The site has vehicular access via a single width crossover to Burchall Crescent. Pedestrian access is also provided to Dandelion Drive.
- A 2 metre wide Drainage and Sewerage Easement is located along the northern boundary of the site.
- Covenant M820766D is registered on the copy of title. The Covenant states that the owner shall not erect or construct any front or side boundary fences within 4.6m of the street frontage.
- No significant existing vegetation exists on the site.

2.3 The Proposal

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

- The existing single storey dwelling will be removed (planning permit not required for demolition).
- The construction of 3 double storey dwellings.
- All three dwellings are proposed to contain 4 bedrooms.
- Each dwelling will be provided with a separate accessway and crossover. Dwelling 1 will utilise the existing crossover to Burchall Crescent, Dwelling 2 will have access to Burchall Crescent via a new crossover, whilst Dwelling 3 will have vehicular access via a proposed crossover to Dandelion Drive.
- Site coverage is 39.63%, permeability is 49.29% and garden area is 47.98%.

3. Consultation

3.1 Advertising

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

Over-development

- The proposal is not considered to be an overdevelopment of the site with the dwellings generally complying with the requirements of the General Residential Zone 2, in particular garden area, private open space and landscaping requirements, as well as compliance with Local Planning Policy.
- A condition of any permit issued will require upper storeys to be redesigned to contain setbacks (minimum of 1 metre) from ground floor levels to ensure compliance with Clause 22.07 (Development in residential areas and neighbourhood character).

Dangerous due to increased traffic

- The development meets the car parking and accessway requirements of Clause 52.06 of the Knox Planning Scheme, whilst the application was referred to Council's Traffic Department for comment, with no objection raised.

Provision of car parking

- The development provides a suitable number of car parking spaces in accordance with Clause 52.06 of the Knox Planning Scheme.

Privacy

- The existing 1.8 and 2m high timber paling fences are proposed to be retained.
- Although the upper levels would only overlook a common driveway to the north, a condition of any permit issued will require a notation on the plans stating that all windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.

Overshadowing

- The level of overshadowing complies with ResCode.

Reduction in property values

- The influence of a development on surrounding property values is not a planning consideration.

3.2 Referrals

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

Landscape: No objection, subject to conditions which will be included in any permit to issue.

Stormwater: No objection, subject to conditions which will be included in any planning permit to be issued. The proposed floor levels are to be 600mm above natural ground levels.

Traffic Engineer: No objection, subject to conditions which will be included in any planning permit to be issued. A new 1.5m wide footpath is required along the south eastern property boundary, constructed to Council standards.

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

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

4. Discussion

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

4.1 Zoning and Overlays

4.1.1 Zone

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

- Subject to conditions of any permit issued, the proposal is consistent with the purpose of the General Residential Zone by providing for housing types that respect the neighbourhood character of the area.
- Landscaping - The site can accommodate eight (8) canopy trees, which meets the minimum landscaping requirements for Standard B13.
- Private Open Space - Complies. All dwellings are provided with greater than 80m² of private open space, including 60m² of secluded private open space with a minimum dimension of 5m.
- Front Fence Height – Complies. A new 2.0m timber paling fence is to be constructed to the side of Dwelling 1 to provide for seclusion to this Dwelling's private open space. No other front fences are proposed.
- Dwelling 1 is setback 7.50m from Dandelion Drive. The setback is in alignment with the adjoining property to the north.
- Dwellings 2 and 3 front the side street and are setback 4.52 metres from the street frontage. This meets the varied requirement of the General Residential Zone – Schedule 2.

4.1.2 Overlays

The site is not affected by any overlays.

4.2 Policy Consideration: State and Local Planning Policy Framework

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

4.2.1 Housing

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

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

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

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

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

- Subject to conditions of any permit issued, the design response will respect the low scale single and double storey nature of surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties.
- Housing choice – The development proposed four (4) bedroom dwellings. Permit conditions will require one (1) of the dwellings to be reduced to three (3) bedroom dwellings, providing a range of housing choices.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – This has been discussed above under Clause 15.02.
- Location – While the site is not located within an Activity Centre, it has access to a number of urban services within an established area. The subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Neighbourhood Character Policy below in Section 4.4.4.

4.2.2 Sustainability and Environment

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

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

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

4.2.3 Transport

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

The site is located within a 100m walk of bus stops along Dandelion Drive and Napoleon Road.

4.2.4 Urban Design (including Neighbourhood Character)

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

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

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

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

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

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

4.3 Particular Provisions

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

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

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

- Car parking provision: The proposal satisfies the car parking provision as each dwelling is provided with a single garage and an uncovered tandem car space.
- Car parking design: Complies. A standard condition of approval will require an annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.

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

Neighbourhood Character and Infrastructure

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

Residential Policy – Complies, refer above.

Dwelling Diversity – N/A.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

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

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

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

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

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

Front fence – Complies.

4.5 General Decision Guidelines

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

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

5. Conclusion

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

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the General Residential Zone - Schedule 2.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the provision of an additional 8 canopy trees across the site.



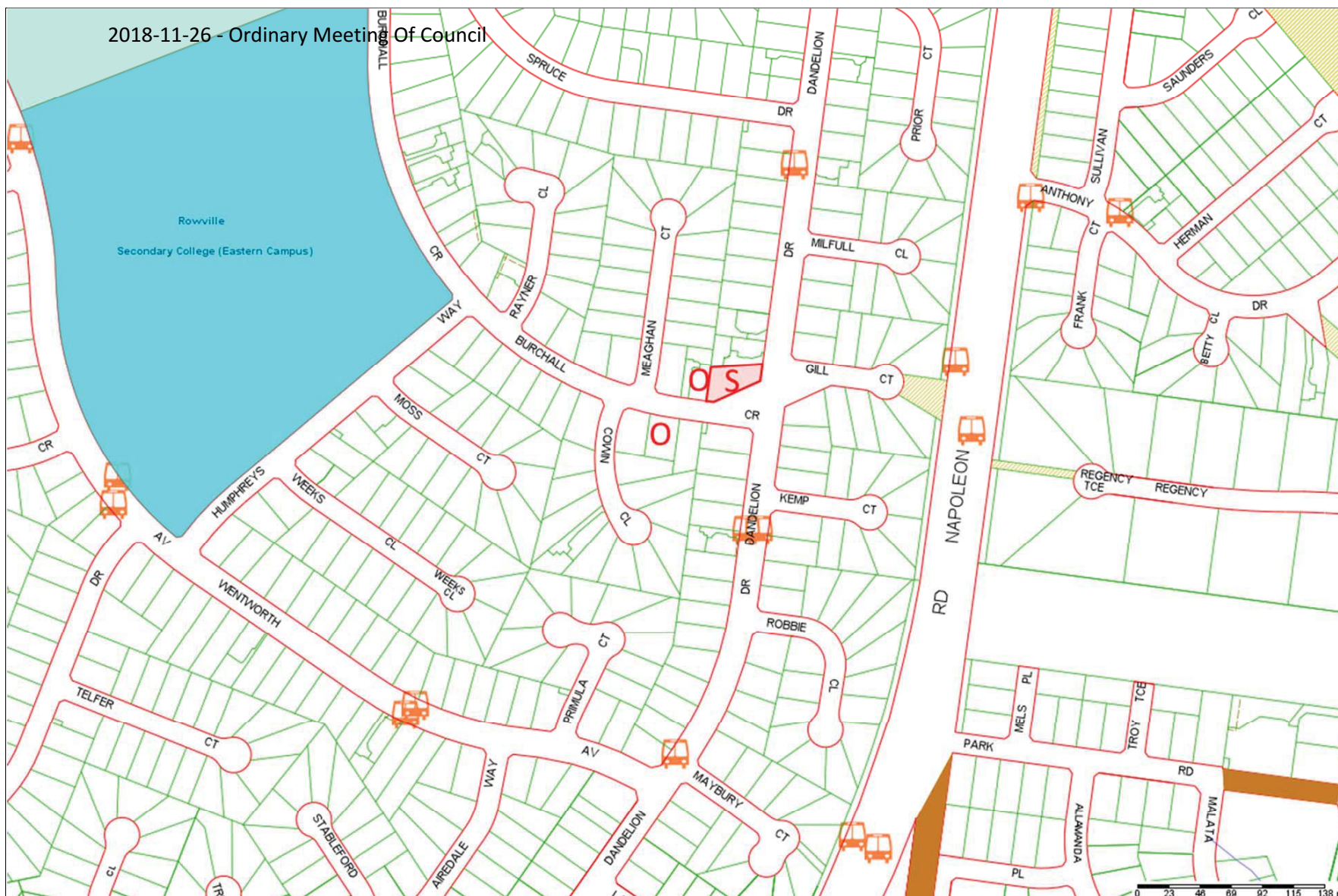
Property Address	2 Burchall Crescent, ROWVILLE
Application Number	P/2018/6237
Description	Development of the land for three (3) double storey dwellings
Ward	Taylor

LEGEND:

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



Scale: 1:3000

**DISCLAIMER:**

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

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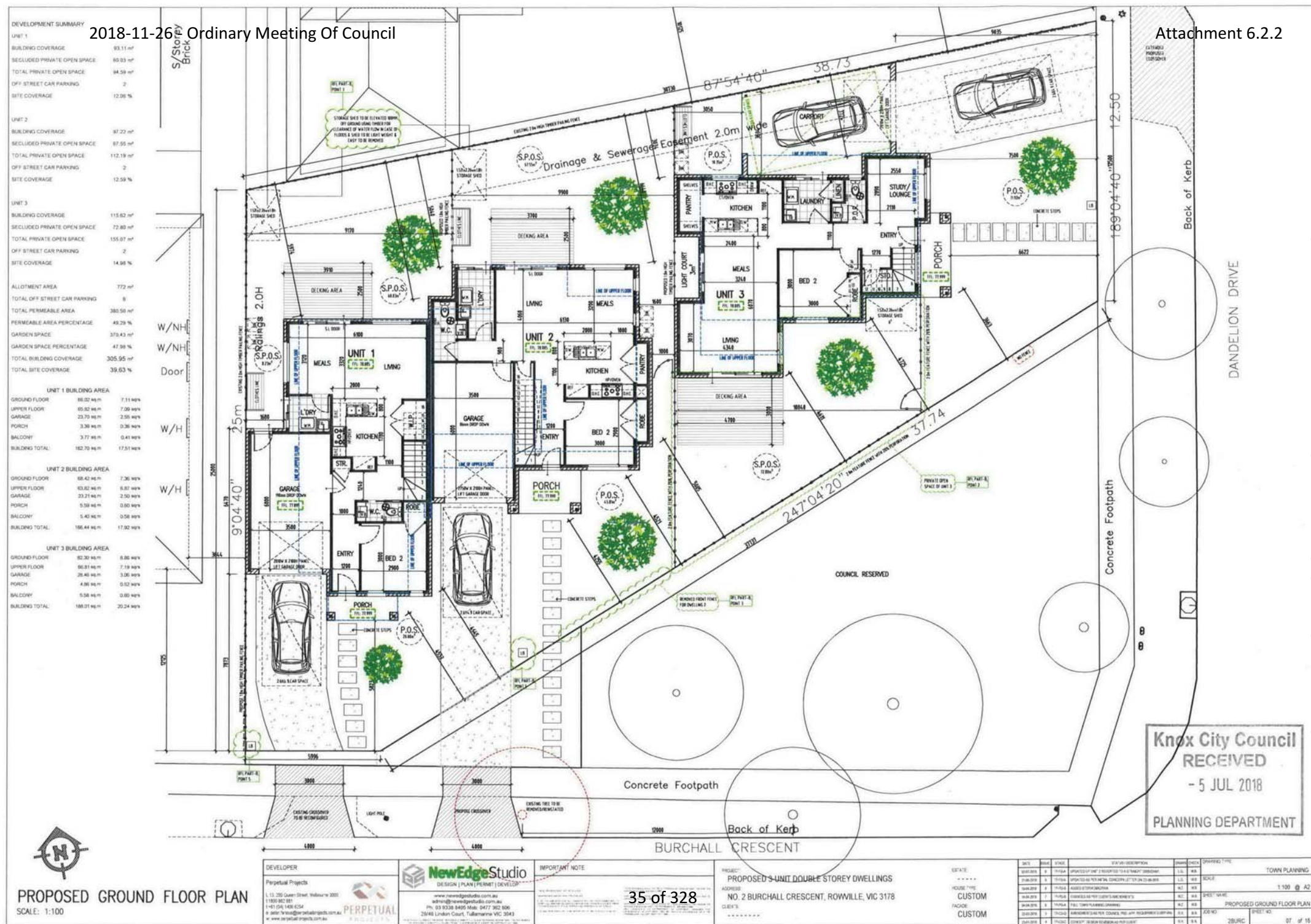


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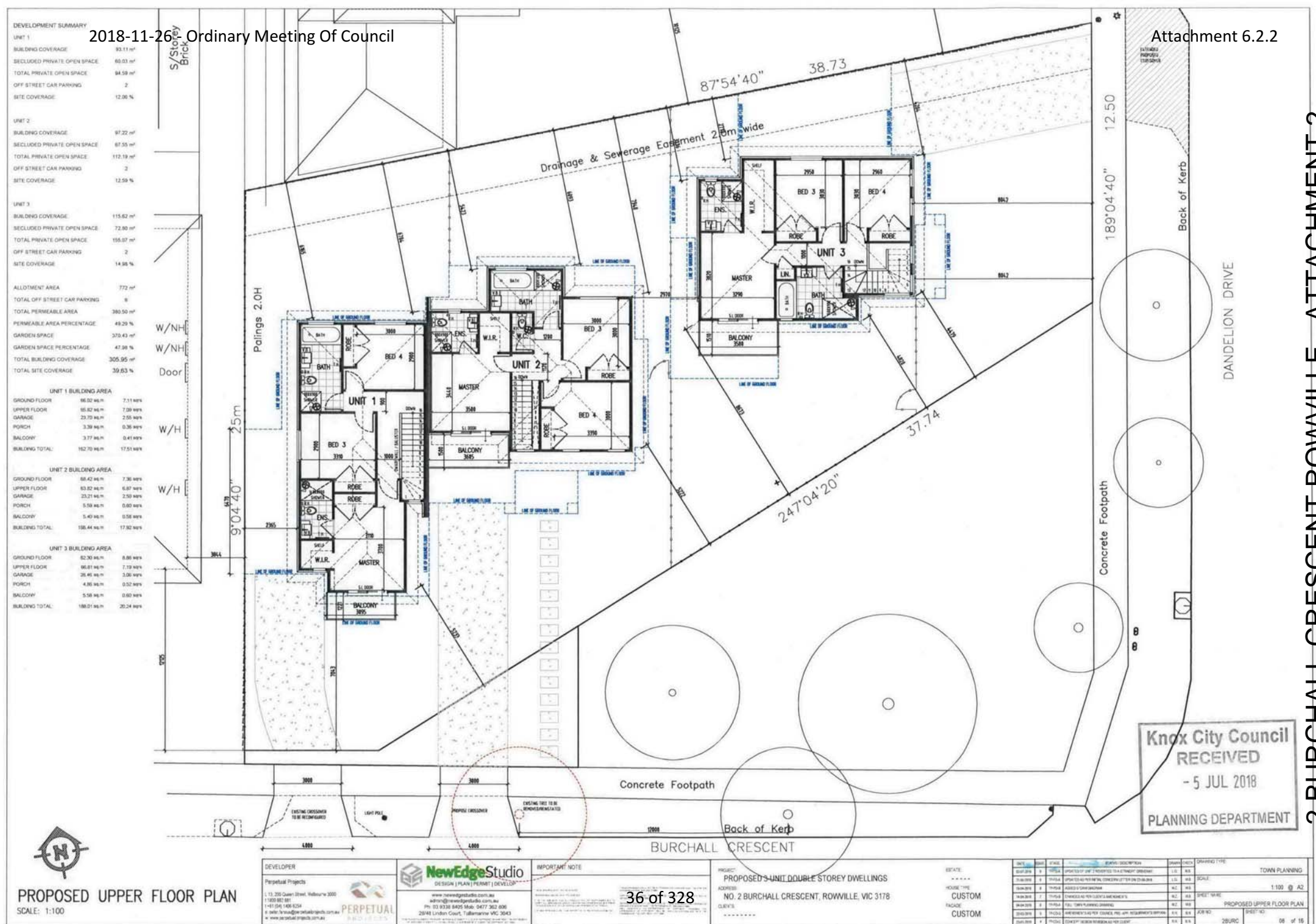
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2018-11-26 Ordinary Meeting Of Council



2018-11-26 Ordinary Meeting Of Council

Attachment 6.2.2

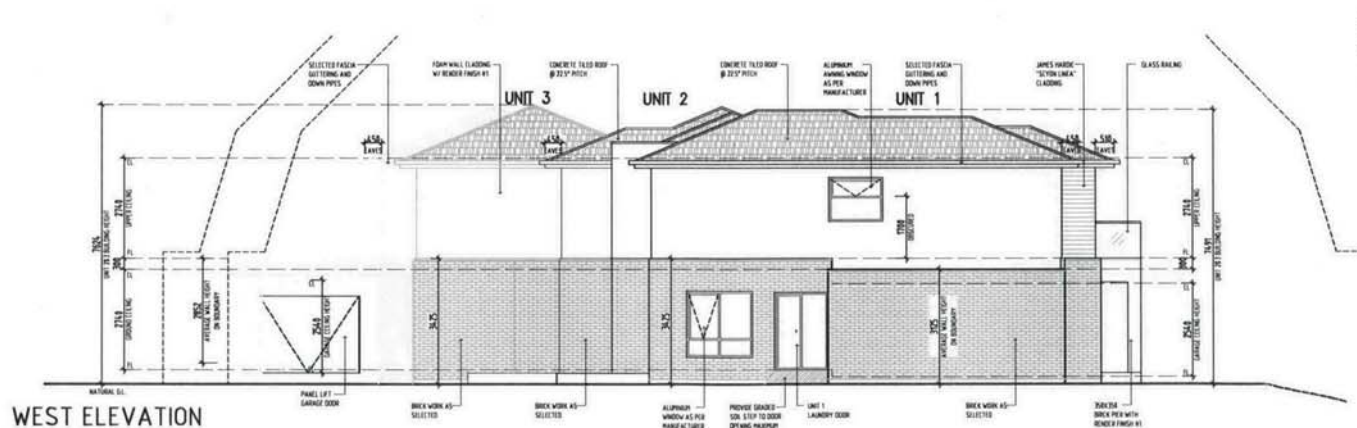




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EXTERNAL ELEVATIONS

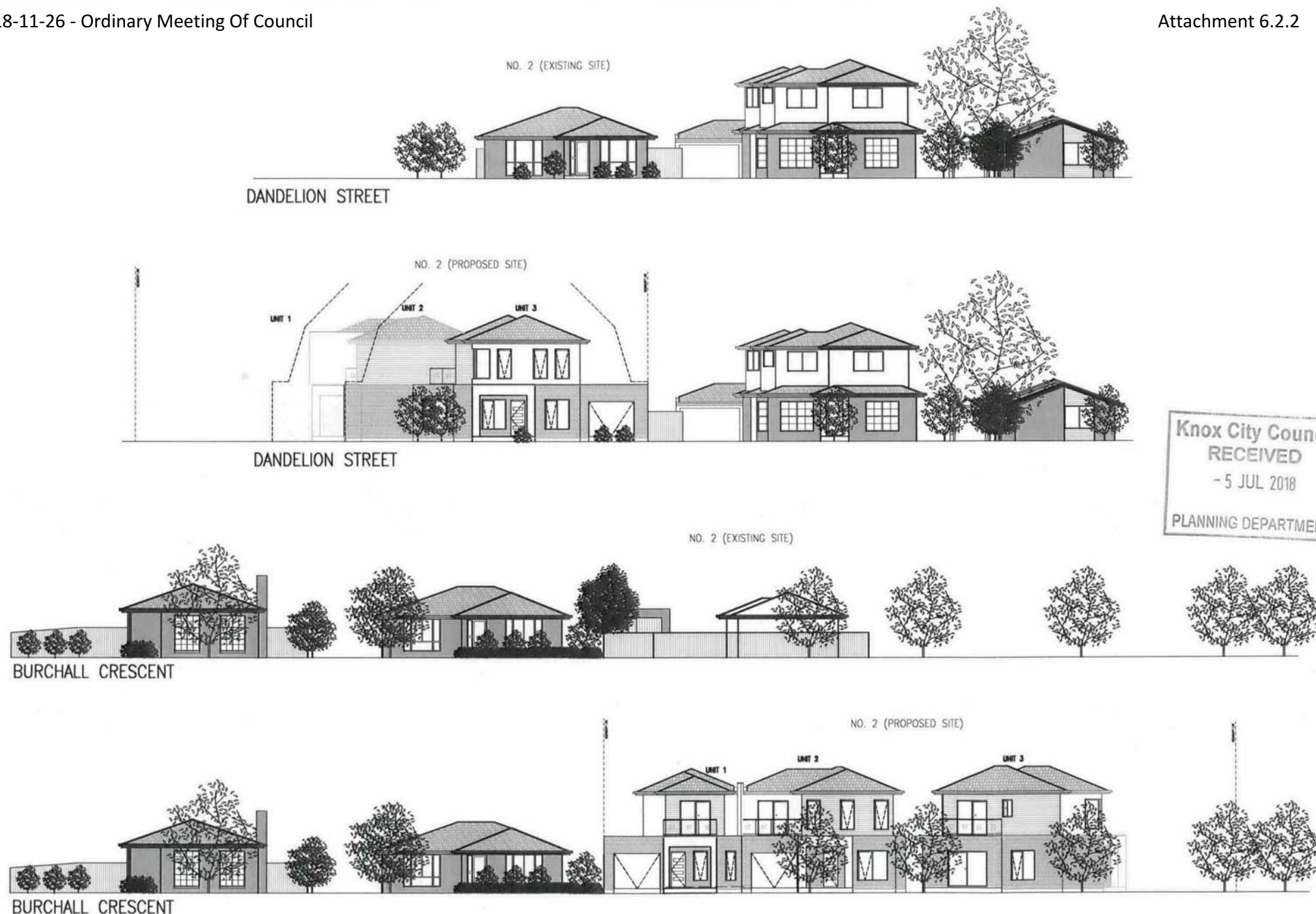
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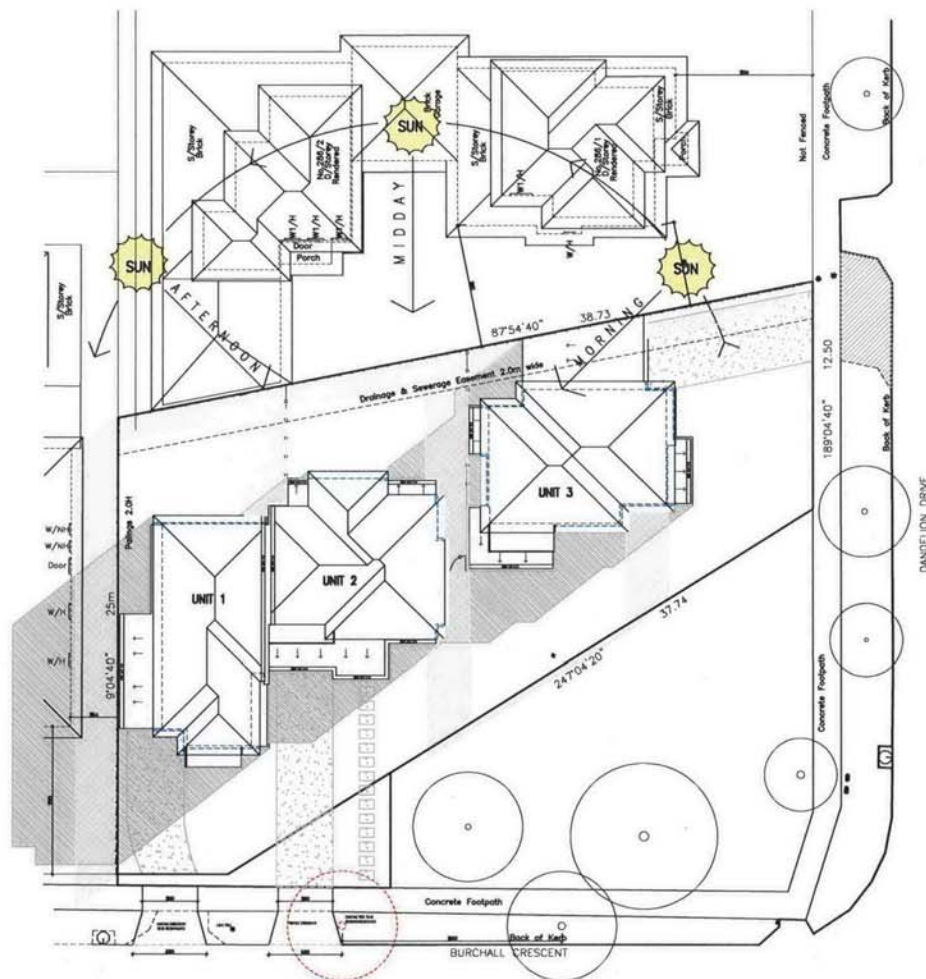
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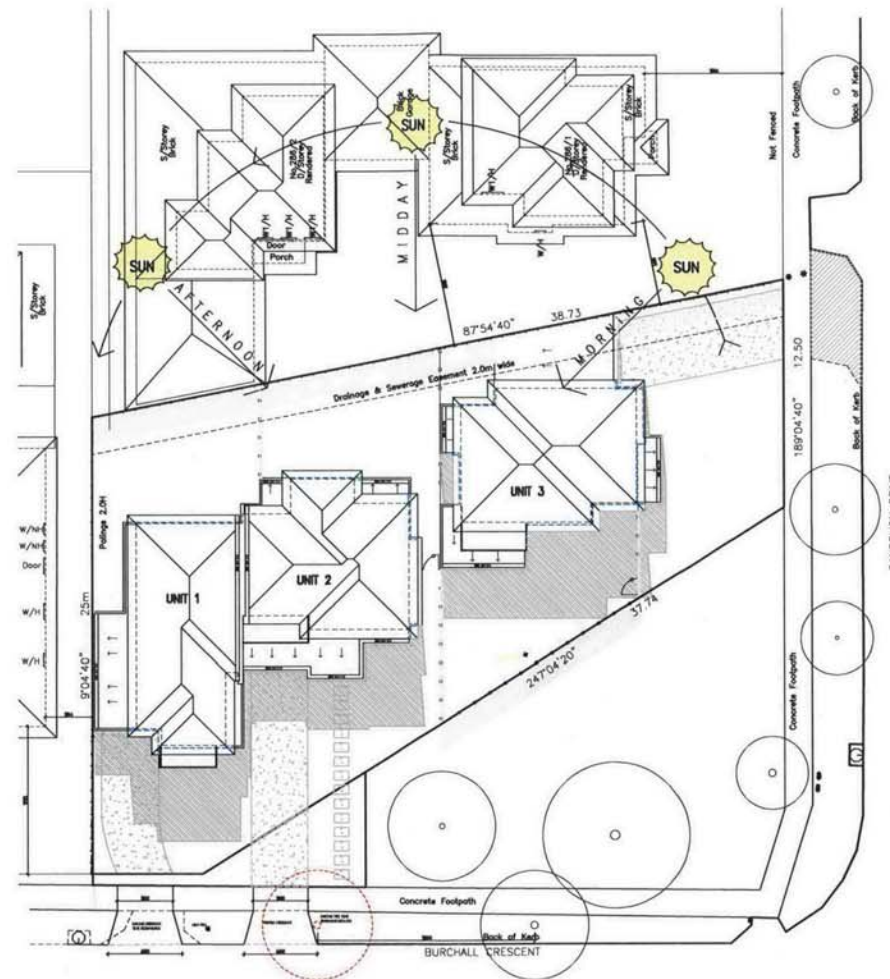
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L13, 200 Queen Street, Melbourne 3000 1300 867 887 1 487 246 1488 E24 www.perpetualprojects.com.au		www.newedgestudio.com.au admin@newedgestudio.com.au Ph: 03 9538 8405 Mob: 0477 362 806 2848 London Court, Collingwood VIC 3063				CLIENTS: *****		HOUSE TYPE: CUSTOM		SHEET 10 OF 16		EXTERNAL ELEVATIONS	



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Melbourne Standard Time (Latitude 38.0° South)



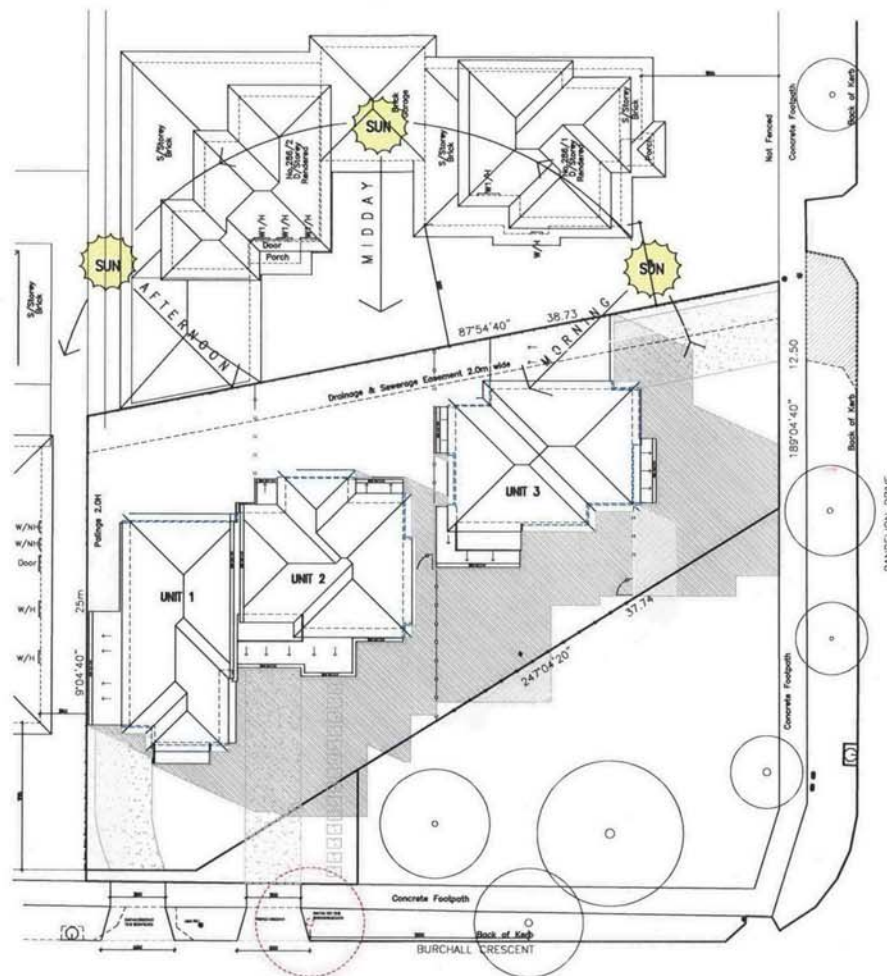
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SHAOW DIAGRAM
SCALE: 1:200

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IMPORTANT NOTE

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PROJECT:
PROPOSED 3-UNIT DOUBLE STOREY DWELLINGS
ADDRESS:
NO. 2 BURCHALL CRESCENT, ROWVILLE, VIC 3178
CLIENT:
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6.3 Early Years Assets

SUMMARY: Acting Manager City Futures, Anthony Petherbridge

This report discusses the strategic review of ten early years building assets in the context of Council's construction of two new early years hubs.

The strategic review has determined that in light of the new hubs being constructed, the ten early years building assets in the municipality should either be retained, repurposed and renovated, or be declared surplus to Council's requirements. The review and the recommendations for each of the early years building assets had regard to existing and future service provision, asset condition, and demand for future need.

The strategic review has identified five sites as being surplus to Council's requirements, and it is recommended that a number of actions occur in order to allow for their sale to be considered at a later stage.

It is also recommended that capital works are undertaken to refurbish early years building assets that are to be retained to ensure their continued suitability for delivery of early years services; and the Tyner Road Occasional Childcare to be offered to be leased to the Victorian School Building Authority.

RECOMMENDATION

That Council:

1. Having undertaken an assessment in accordance with Council's Sale of Land and Buildings Policy, declare the following sites as surplus to Council's requirements:
 - a. Coorie Avenue Children and Family Centre, 4 Coorie Avenue Bayswater;
 - b. Talaskia Children and Family Centre, Talaskia Road/Edward Street Upper Ferntree Gully;
 - c. NG Haynes Children and Family Centre, 10 Tamara Street Wantirna South;
 - d. Knox Early Parenting Centre, 276 Wantirna Road Wantirna; and
 - e. Eildon Parade Preschool, 73-75 Eildon Parade Rowville.
2. Note that a further report will be presented to Council regarding the future planning and actions in relation to the Talaskia Children and Family Centre;
3. Offer the Victorian School Building Authority a long term commercial lease for the facility known as the Tyner Road Occasional Childcare Centre, situated at 27 Tyner Road Wantirna South;
4. Proceed to remove the reservation status from land known as 276 Wantirna Road Wantirna in accordance with Section 24A of the Subdivision Act 1988;
5. Endorse Attachment 2 of this report - "Proposed Amendment C174 to the Knox Planning Scheme documentation" for the purpose of public exhibition;
6. Seek authorisation from the Minister for Planning to prepare and exhibit an amendment to the Knox Planning Scheme, for the following:
 - a. Rezone the Coorie Avenue Children and Family Centre from Public Use Zone 6 (Local Government) to a General Residential Zone (Schedule 2).

- b. Rezone the NG Haynes Children and Family Centre from Public Use Zone 6 (Local Government) to a General Residential Zone (Schedule 2).**
 - c. Rezone the Eildon Parade Preschool from Public Use Zone 6 (Local Government) to a General Residential Zone (Schedule 2);**
- 7. Subject to receiving authorisation from the Minister for Planning, place Amendment C174 on public exhibition for a period of at least one month;**
- 8. Authorise the Acting Director City Development to make minor changes to the amendment, where the changes do not affect the purpose of intent of the amendment documents in Attachment 2;**
- 9. Note that one or more planning scheme amendments may be instigated to implement the proposed changes described under 6. above;**
- 10. Note that notwithstanding the declaration under 1. above, Council must consider all submissions received during the exhibition of the proposed planning scheme amendment and may, after exhibition, resolve to abandon any proposal for rezoning based on the feedback obtained during exhibition; and**
- 11. Approve the referral of relevant capital works projects to Council's 2019-20 Capital Works Program.**

1. INTRODUCTION

On 26 April 2016, Council approved the construction of two early years hubs and the consolidation of Council's five long day and one occasional early education and care services into the hubs. Council also resolved to receive a future report outlining the proposed plan to rationalise or repurpose Council's early years facilities that may no longer be required for Council's long day and occasional care services due to the establishment of the two new early years hubs.

In addition to the early years hubs, Council owns and maintains 43 purpose-built early years facilities across the municipality. In order to maximise the use of some Council-owned early years assets and plan for future demand for some early years services, a strategic review of ten of the existing 43 early years building assets was undertaken to assess their service levels, asset condition, and the future demand and need of these assets based on population and demographic projections.

The two new hubs will support the delivery of early years services for Knox's existing and future communities. They will allow for co-location and integration of services, will provide more modern facilities and will improve experiences for our community.

This report presents the findings of the strategic review of ten early years building assets and provides recommendations in relation to each of them in the context of the two new hubs. The location and surrounding context of the ten early years building assets is shown in Attachment 1.

2. DISCUSSION

2.1 Background

Two new early years hubs are opening in early 2019 in Wantirna South and Bayswater. These facilities will offer a range of services to the community, including early years programs focused on education and care, health and wellbeing, family support and community connectedness. They are designed to enhance children's learning and development, support parents and families, and provide a place for services and professionals to connect with each other as they work with

children from birth to school age. The buildings are 7+ star energy rating with solar panels and water tanks and are designed with environmentally and economically sustainable design principles. The two new hubs will meet community needs into the future.

Council is consolidating its existing five long day and one occasional early education and care services into the two new early years hubs located in Wantirna South and Bayswater. These early years hubs will commence operation early in 2019; and five of the six facilities where these services have been operating will be vacant once the services transition to the early years hubs. Maternal and Child Health and community playgroups will continue to occupy the sixth facility (the Park Crescent Children and Family Centre).

Many of Council's early years facilities were constructed in the 1970s and 1980s and as they age, require ongoing maintenance and investment in renewal and upgrades to meet best practice and contemporary models of service delivery. In order to plan strategically for current and future demand of Council's early years services, this project has taken into consideration ten Council-owned early years facilities across the municipality.

2.2 Strategic Review

A summary of the strategic review of ten early years building assets is tabled below:

	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
1	Coorie Avenue Children and Family Centre	4 Coorie Avenue, Bayswater	Currently in a Public Use Zone 6 – Local Government (PUZ6).	This site is not required for Council's existing and future requirements and can be divested. A rezoning will be required prior to divestment as Council cannot sell land into private ownership when it is in a PUZ6. Recommendation: Divest.	Rezone the site to a GRZ2.

	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
2	Talaskia Children and Family Centre	1A Edward Street, Upper Ferntree Gully	<p>Site is part of the original Talaskia Reserve.</p> <p>Currently in a Public Park and Recreation Zone (PPRZ), and is affected by a Design and Development Overlay, Environmental Significance Overlay and Significant Landscape Overlay.</p>	<p>This site is not required for Council's existing and future requirements and can be divested. The future use and planning for the site is yet to be confirmed, however it is noted that the Centre will need to be subdivided from the larger park area, and a rezoning will be required prior to divestment as Council cannot sell land into private ownership when it is in a PPRZ.</p> <p>Recommendation: Consider future uses and actions as part of a separate process.</p>	Prepare additional Council report to present recommended uses and actions.
3	Tyner Road Occasional Child Care	27 Tyner Road, Wantirna South	Currently in a General Residential Zone Schedule 2 (GR22). The site is opposite the Wantirna South Primary School.	<p>Retain due to proximity to the Knox Central activity centre boundary.</p> <p>Given the site's location opposite the Wantirna South Primary School, the Victorian School Building Authority (VSBA) has indicated that it may be interested in leasing the property. Any leasing to the VSBA would be undertaken via a first right of refusal.</p> <p>Recommendation: Retain ownership, and lease to the VSBA.</p>	Offer first right of refusal to the VSBA for a long-term commercial lease.

	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
4	NG Haynes Children and Family Centre	10 Tamara Street, Wantirna South	Currently in a PUZ6.	<p>This site is not required for Council's existing and future requirements and can be divested. A rezoning will be required prior to divestment as Council cannot sell land into private ownership when it is in a PUZ6.</p> <p>Recommendation: Divest.</p>	Rezone the site to a GRZ2.

	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
5	Knox Early Parenting Centre	276 Wantirna Road, Wantirna	Currently in a Residential Growth Zone Schedule 1 (RGZ1) and includes a 'reservation status' on the title for the site to be used for 'municipal purposes'.	<p>This site is not required for Council's existing and future requirements and can be divested. The 'reservation status' will need to be removed from the title prior to any divestment.</p> <p>In addition, any future contract of sale for this site will need to include a requirement for a Section 173 Agreement that will ensure an appropriate transition of height from Bellbird Drive to Wantirna Road (9m height limit on the western half of the site and 13.5m height limit on the eastern half of the site). In addition, the landscaping requirements of GRZ2 will also need to be included in any future Section 173 Agreement.</p> <p>The Bellbird Playground will need to be closed, and the upgrade of Juniper Road Reserve and Inchcape Avenue Reserve will be referred to the 2019-20 Capital Works Program.</p> <p>Recommendation: Divest.</p>	<p>Remove the reservation status from the title.</p> <p>Subject to Council proceeding with a land sale process for this site, include a requirement for a Section 173 Agreement in the contract of sale that will:</p> <ul style="list-style-type: none"> • ensure an appropriate transition of height from Bellbird Drive to Wantirna Road (9m height limit on the western half of the site and 13.5m height limit on the eastern half of the site); and • include the landscaping requirements of the GRZ2.

	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
6	Eildon Parade Children and Family Centre	73-75 Eildon Parade, Rowville	Currently in a PUZ6. The Eildon Parade Preschool is to be relocated to the Rowville Children and Family Centre within Eildon Park.	This site is not required for Council's existing and future requirements and can be divested. The two lots are on two single titles and are able to be divested subject to the site being rezoned. Recommendation: Divest.	Rezone the two properties (identified in Volume 9613 Folio 349 and Volume 9613 Folio 350) from PUZ6 to GRZ2.
7	Rowville Children and Family Centre	69- Eildon Parade, Rowville	Currently in a Public Park and Recreation Zone.	This site will be required for Council's existing and future requirements – refer to 2019-20 Capital Works Program for refurbishment to enable relocation of preschool and playgroup from Eildon Parade Children and Family Centre. Recommendation: Retain and refurbish.	Refer refurbishment to the 2019-20 Capital Works Program.
8	Park Crescent Children and Family Centre	11 Park Crescent, Boronia	Currently in a Public Park and Recreation Zone.	This site will be required for Council's existing and future requirements – refer to 2019-20 Capital Works Program for refurbishment to enable relocation of services currently located at the Knox Early Parenting Centre. Recommendation: Retain and refurbish.	Refer refurbishment to the 2019-20 Capital Works Program.
9	Birchfield Crescent Children and Family Centre	40 Birchfield Crescent, Wantirna	Currently in a General Residential Zone Schedule 2 (GRZ2).	This site will be required for Council's existing and future requirements. Recommendation: Retain.	N/A

	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
10	Riddell Road Children and Family Centre	36 Riddell Road, Wantirna South	Currently in a GRZ2.	<p>This site will be required for Council's existing and future requirements – refer to 2019-20 Capital Works Program to enable relocation of NG Haynes Activity Group.</p> <p>Recommendation: Retain and refurbish.</p>	Refer refurbishment to the 2019-20 Capital Works Program.

2.3 Rationale

The rationale for the outcomes of the strategic review are provided below:

Surplus to Council's Service Delivery Requirements due to Consolidation into Early Years Hubs

Due to the consolidation of services into the new early years hubs, three facilities have been assessed as surplus to Council's service delivery requirements:

1. Coorie Avenue Children and Family Centre
2. Talaskia Children and Family Centre
3. Tyner Road Occasional Childcare

Tyner Road is surplus to Council's current service delivery requirements, but due to its proximity to the Knox Central precinct, it is recommended that the facility is retained under Council's ownership.

Surplus to Council's Service Delivery Requirements if Existing Users are Relocated

The following facilities have been assessed as surplus to Council's requirements because existing users can be relocated which will maximise the use of other facilities:

1. NG Haynes Children and Family Centre

The Maternal and Child Health Service and the community playgroup will be relocated from NG Haynes to the new early years hub in Wantirna South. The 3 Year-Old Activity Group from NG Haynes can be relocated to Riddell Road (dependent upon refurbishment).

2. Knox Early Parenting Centre

Services currently offered from the Knox Early Parenting Centre can be relocated to Park Crescent Children and Family Centre (dependent upon refurbishment). Bellbird Playground can be closed with an upgrade of Juniper Road Reserve and Inchcape Avenue Reserve.

3. Eildon Parade Preschool

Rowville Children and Family Centre is located within Eildon Park and will become vacant when the service relocates to the new early years hubs in early 2019. Eildon Parade Preschool is adjacent to Eildon Park. The rezoning and redevelopment of the Eildon Parade Preschool is considered a better alternative to rezoning and redeveloping the Rowville Children and Family Centre as any residential development of the Preschool facility could

make use of two street frontages and better reflect the surrounding urban development pattern.

Retain and Refurbish

In consideration of current and future demand for early years services and in order to maximise the use of some early years facilities, it is recommended that the following facilities are retained:

1. Rowville Children and Family Centre

A refurbished Rowville Children and Family Centre will provide for services currently operating from Eildon Parade Preschool to be relocated to Rowville Children and Family Centre.

2. Park Crescent Children and Family Centre

The Maternal and Child Health Service and the community playgroup will continue to operate from this facility when the long day education and care service is consolidated into the new early years hubs. Following refurbishment, it is recommended that the Enhanced Maternal and Child Health services currently offered from the Knox Early Parenting Centre facility be relocated to Park Crescent which will maximise use of this facility.

The Park Crescent facility is located in an area of the municipality with higher numbers of families with young children who are experiencing vulnerability and disadvantage. It is in close proximity to public transport and the Boronia Renewal Project has confirmed the importance of retaining early years services in this area. It is as an optimal facility to co-locate and integrate the Knox Early Parenting Service with the universal Maternal and Child Health Service and community playgroups at the site. Longer-term planning for early years services and facilities will form part of the community infrastructure planning component of the Boronia Renewal Project.

3. Birchfield Crescent Children and Family Centre

This facility is one of three Council-owned early years facilities in a cluster that includes Billoo Park Maternal and Child Health and Billoo Park Playgroup; and Billoo Park Preschool. Billoo Park Playgroup is currently highly utilised and has recently been unable to meet demand for more groups.

The Birchfield/Biloo facilities in Wantirna are positioned close to the Knox Central precinct and are clustered in a way that support ease of access for families through co-location. There are no Council-owned early years facilities within the Knox Central precinct but there is demand expected for 2400 apartments in addition to town houses within the precinct by 2035. This is further to shorter-term demand expected for early years services from the 16% increase of the 0-5 year olds by 2021 in the Wantirna and Wantirna South area (forecast.id). There is already an increased demand for playgroups in the area.

Retaining this facility caters for increased additional playgroups and enables localised support to other early years and family support services.

4. Riddell Road Children and Family Centre

A refurbishment of Riddell Road Children and Family Centre will accommodate the 3 Year-Old Activity Group and support the provision of preschool services into the future when required to meet demand.

Based on the above review, it is recommended that the Rowville Children and Family Centre, the Park Crescent Children and Family Centre, the Birchfield Crescent Children and Family Centre and

the Riddell Road Children and Family Centre be retained as Council facilities to continue to deliver early years services. Some facilities will need to be upgraded to ensure their suitability for the delivery of different early years services to those currently located at the sites. These upgrade projects will be referred to the 2019-20 Capital Works Program, in addition to the upgrade of Juniper Road Reserve and Inchcape Avenue Reserve.

Five early years building assets, as part of the strategic review, were deemed to be surplus to Council's requirements. In identifying the sites as surplus, Council can consider other uses or options for these sites, including their sale. The Knox Early Parenting Centre is already in a residential zone. The four other sites that are deemed to be surplus are in public zones, i.e. the Public Use Zone 6 – Local Government and the Public Park and Recreation Zone. These sites cannot be sold into private ownership while they are in a public zone.

2.4 Strategic Review Summary

In light of the strategic review that has occurred, it is considered appropriate that Council resolve to implement the actions detailed under 2.2 above. In relation to the sites that require a rezoning, authorisation to prepare and exhibit an amendment to the Knox Planning Scheme will need to be sought from the Minister for Planning. The planning scheme amendment documentation for this authorisation request is included as Attachment 2.

3. CONSULTATION

Internal consultation has occurred with relevant staff across the organisation including City Strategy and Planning, Property Management, Open Space and Landscape Design, Facilities, Traffic and Transport, Stormwater, the Boronia Renewal Project team and Community Wellbeing teams to consider all aspects of the sites prior to finalising recommendations for the future use of these building assets. Officers have also consulted with relevant Family and Children's Services staff, some facility user groups to understand future service requirements, the Victorian School Building Authority, and the Wantirna South Primary School.

Council will undertake public consultation on the Planning Scheme Amendment to fulfil its statutory obligations under the Planning & Environment Act 1987. Key elements of the proposed exhibition process include amendment notices to be sent to adjoining owners and occupiers of the three sites to be rezoned. Notices will also be sent to specific State Government departments, prescribed Ministers and authorities. Notices will also be published in the Government Gazette and Knox Leader. Targeted notification will be addressed to relevant local groups along with notification on Council's website. Subsequent sale of land processes will include a further public consultation process in accordance with Section 189 of the Local Government Act 1989.

If the three sites proposed to be rezoned (4 Coorie Avenue, Bayswater, 10 Tamara Street, Wantirna South, and 73-75 Eildon Parade, Rowville) are ultimately progressed by Council, a subsequent land sale process will be reported to Council for consideration.

If Council chooses not to pursue the proposed rezonings, Council cannot consider or commence a land sale process. Subject to Council's support for a land sale process, additional consultation will be undertaken.

4. ENVIRONMENTAL/AMENITY ISSUES

As a result of the strategic review, four sites (the Rowville Children and Family Centre, the Park Crescent Children and Family Centre, the Birchfield Crescent Children and Family Centre and the Riddell Road Children and Family Centre) will be retained and renovated, creating a better environment and amenity for the users of these spaces.

If the VSBA enter into a long-term commercial lease with Council, the VSBA will be responsible for the environmental and amenity conditions of that site.

Residential zoning is already in place or proposed for the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre, the Knox Early Parenting Centre and the Eildon Parade Preschool. Subject to residential zones being approved, Council can choose whether to progress the land sale process for these sites (this would be reported to Council following completion of the rezoning processes). It is therefore anticipated that these sites could be developed for residential purposes. Any future residential development proposals would require planning permit approval and would need to demonstrate an appropriate design response with respect to environmental and amenity issues.

The Talaskia Children and Family Centre will be considered as part of a separate report to Council.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Any financial return from the sale or leasing of the six sites declared as surplus will assist in offsetting the cost of constructing two new hubs and refurbishing the five existing early years building assets that are to be retained. It is important to note that any financial return from the sale or leasing of the six sites declared as surplus will not completely cover the cost of the new or refurbished infrastructure, and Council will need to allocate additional budget to fully fund the new early years hubs or refurbished infrastructure.

The proposed planning scheme amendment to rezone three of the six sites declared as surplus can be undertaken within existing Council budget.

Refurbishment and upgrade projects will be referred for approval and funding in Council's 2019-20 Capital Works Program, and Officers will monitor any State Government grants (or other suitable opportunities) where funding can be sought to contribute to the refurbishment of relevant facilities.

Valuations will be obtained to determine the financial return to Council.

6. SOCIAL IMPLICATIONS

Council's early years building assets are highly valued by the community. The community makes strong connections between the early years building assets and the services that are delivered from them.

It is important to note that services will not be reduced as a result of the potential sale or leasing of land, as services have been relocated either into either one of the two new hubs or into one of the four existing early years building assets to be retained.

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

The outcomes of the strategic review align with the following components of the Community and Council Plan 2017-2021:

Goal 5 – We have a strong regional economy, local employment and learning opportunities.	5.2 Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community.	Early years buildings have been assessed to meet current and future family needs and demand for early years services including co-located and integrated early years services to better support children and families particularly those experiencing vulnerability or disadvantage.
Goal 6 – We are healthy, happy and well	6.2 Support the community to enable positive physical and mental health.	Co-located services contribute to the community target and increase the quality and effectiveness of services by offering accessible and integrated services for children and their families.
Goal 8 – We have confidence in decision making.	Strategy 8.1 Build, strengthen and promote good governance practices across government and community organisations.	The process to repurpose and realise early years assets is a transparent process in accordance with the Local Government Act 1989 and in consultation with the community and staff potentially impacted by the process.

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Officer Responsible and Author – Anthony Petherbridge, Acting Manager City Futures - In providing this advice as the Officer Responsible and Author, I have no disclosable interests in this report.

Officer Responsible – Dale Monk, Manager Business and Financial Services - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Angela Mitchell, Coordinator – Property Management – In providing this advice as the Author, I have no disclosable interests in this report.

Author – Angela Morcos, Coordinator – Early Years Strategy Planning and Evaluation – In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

As part of Council's commitment to the construction of two new early years hubs, a strategic review of ten of Council's 43 remaining early years building assets was undertaken.

This review determined that of these ten early years building assets, four should be retained, repurposed and reconfigured for other community uses. The review also determined that six sites

were no longer required to provide existing or future Council early years services or other Council community services.

Given that these six sites are no longer required for existing or future community uses, they are considered surplus to Council's requirements. In relation to the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre, the Knox Early Parenting Centre, and the Eildon Park Preschool, it is recommended that a number of actions be undertaken as detailed in this report, including rezoning and removal of reservation status from title.

Subject to the rezonings ultimately being supported by Council and the Minister for Planning (and in the case of the Knox Early Parenting Centre having its reservation status removed from title), additional reports will be presented to Council to instigate a land sale process (noting that any land sale process will require additional community consultation).

In relation to the Tyner Road Occasional Child Care Centre, it is considered appropriate that a first right of refusal be offered to the VSBA. In relation to the Talaskia Children and Family Centre, future uses and actions for this site will be reported to Council at a later point in time.

The review and the recommendations for each of the early years building assets had regard to existing and future service provision, asset condition, and demand for future need. The divestment of four of the sites will importantly assist with offsetting the costs associated with the construction of the two new early years hubs.

10. CONFIDENTIALITY

There are no confidential issues associated with this report.

Report Prepared By: Acting Manager City Futures, Anthony Petherbridge

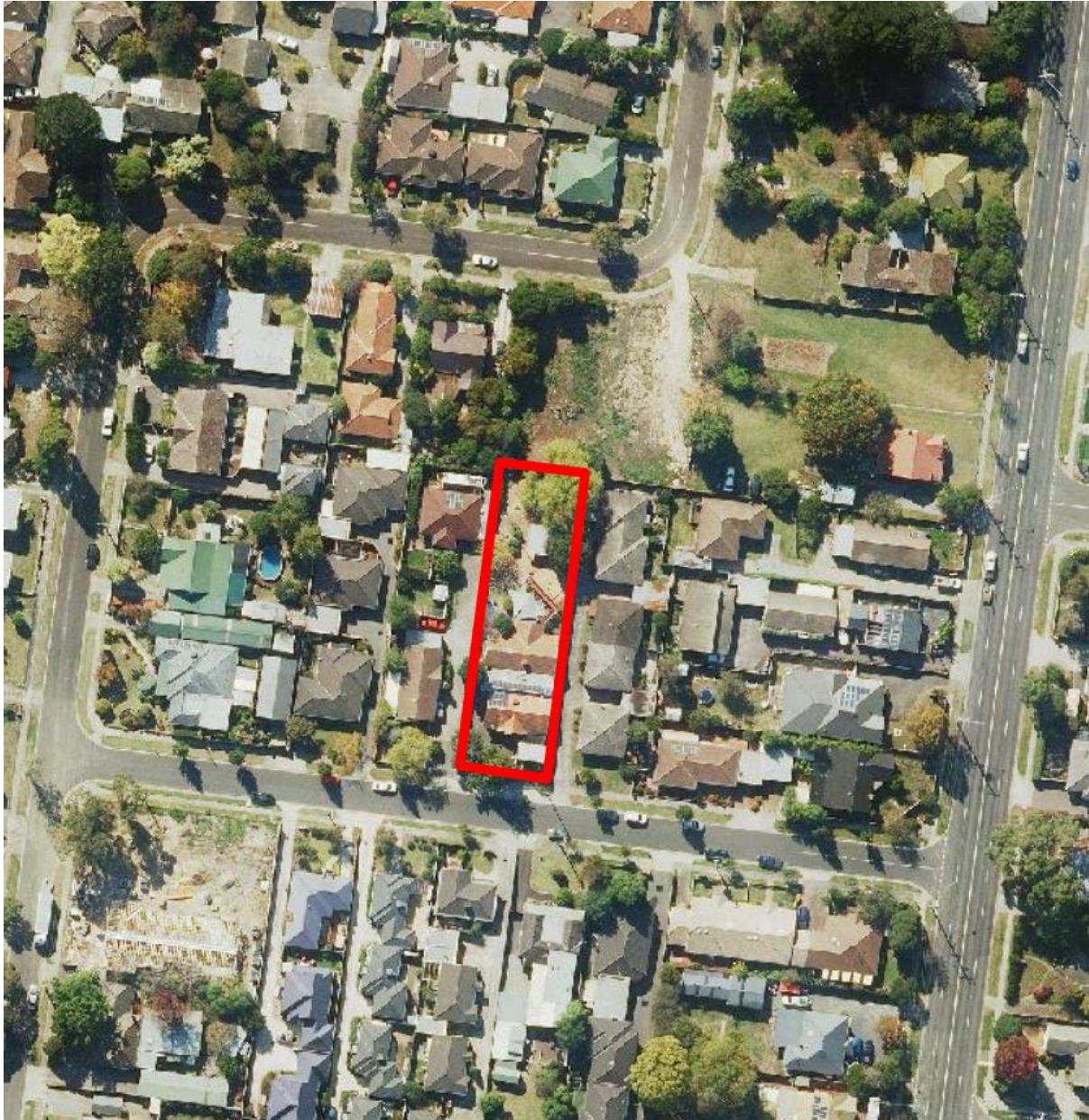
Report Authorised By: Acting Director City Development, Steven Dickson

Attachments

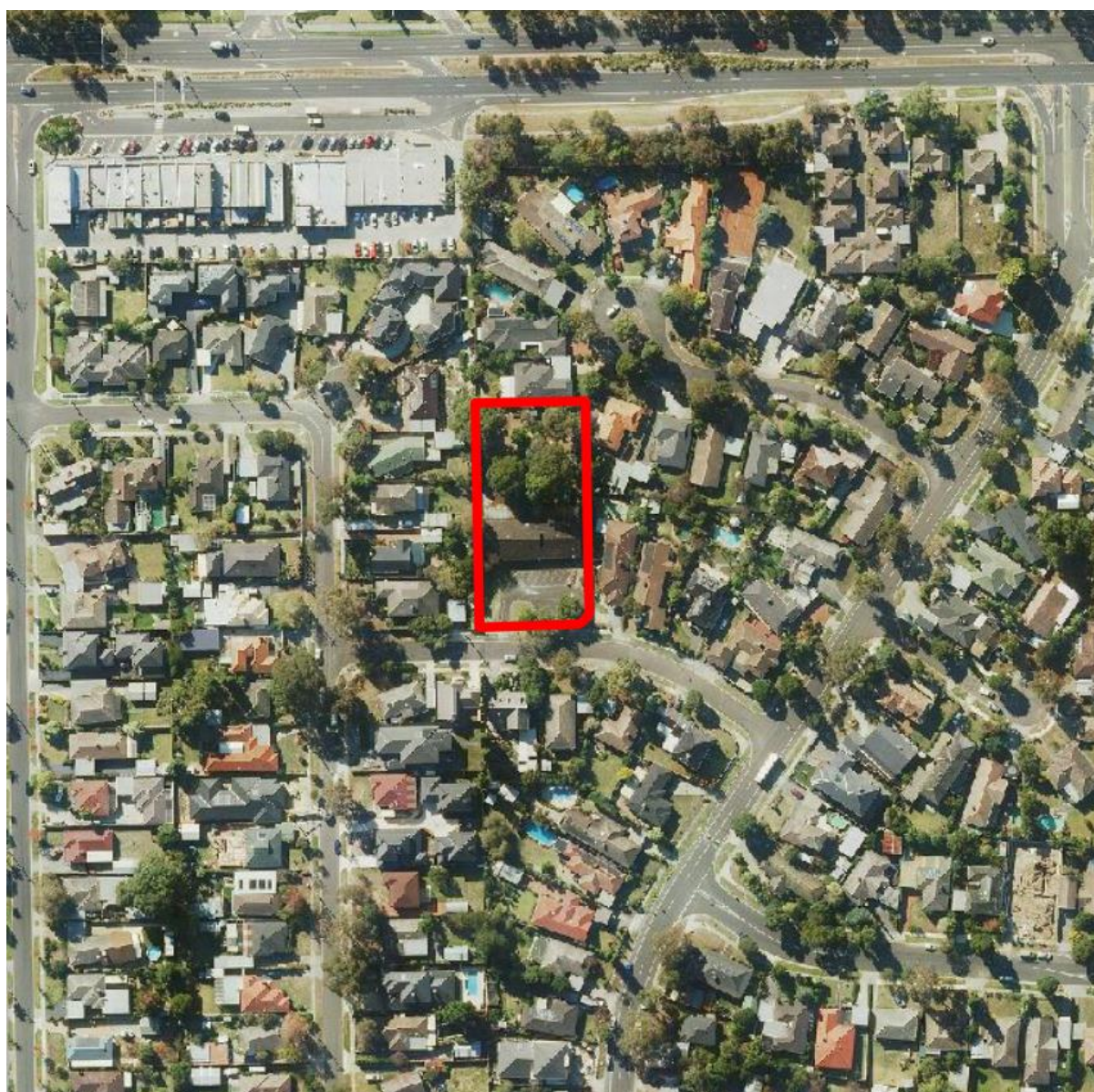
1. C 174 Attachment 1 Council meeting 26 November 2018 **[6.3.1]**
2. C 174 Attachment 2 Council meeting 26 November 2018 **[6.3.2]**

Subject sites

The Coorie Children and Family Centre (4 Coorie Avenue, Bayswater)



The NG Haynes Children and Family Centre (10 Tamara Street, Wantirna South)



The Eildon Parade Preschool (south-east corner of 69-75 Eildon Parade, Rowville)



*Planning and Environment Act 1987***KNOX PLANNING SCHEME****AMENDMENT C174****EXPLANATORY REPORT****Who is the planning authority?**

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

The Amendment has been made at the request of Knox City Council.

Land affected by the Amendment

The Amendment applies to:

1. 4 Coorie Avenue, Bayswater (the Coorie Avenue Children and Family Centre);
2. 10 Tamara Street, Wantirna South (the NG Haynes Children and Family Centre); and
3. The south-east corner of 69-75 Eildon Parade, Rowville (the Eildon Parade Preschool) that is currently zoned Public Use Zone – Local Government (PUZ6).

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

What the amendment does

The Amendment proposes to rezone the three sites containing early years building assets, as these sites are no longer required for the current and future delivery of Council's early years services.

The Amendment proposes to:

- Rezone 4 Coorie Avenue, Bayswater from PUZ6 to General Residential Zone – Schedule 2 (GRZ2).
- Rezone 10 Tamara Street, Wantirna South from PUZ6 to GRZ2.
- Rezone the PUZ6 portion of 69-75 Eildon Parade, Rowville to GRZ2.
- Amend Planning Scheme Maps 2, 5, 6 to reflect the above rezonings.

Strategic assessment of the Amendment**Why is the Amendment required?**

Council has approved the construction of two new early years hubs in Wantirna South and Bayswater. These two new hubs are opening in early 2019, and Council is consolidating its five long day and one occasional early education and care services into these hubs. The two new hubs will support the delivery of early years services for Knox's existing and future communities.

In addition to the new early years hubs, Council owns and maintains 43 purpose-built early years facilities across the municipality. Many of Council's existing early years facilities were constructed in the 1970s and 1980s and require ongoing maintenance and significant investment in renewal and upgrades to meet best practice and contemporary models of service delivery.

In order to maximise the use of Council's early years assets and plan for future demand of early early years services, a strategic review of ten of the existing 43 early years building assets was undertaken to assess their service levels, asset condition, and the future demand and need of these assets based on population and demographic projections.

Of the ten sites reviewed, five sites were recommended to be retained, repurposed and renovated. The remaining five sites are considered surplus to Council's requirements. Three of the sites declared as surplus (the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre and the Eildon Parade Preschool) are currently in public use zones, i.e. the PUZ6.

Having identified the sites as surplus, Council is investigating other uses or options for these sites, including their sale. However while the sites are in a public use zone, Council cannot sell these sites into private ownership. The rezoning of the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre and the Eildon Parade Preschool will enable Council to consider the sale of these sites into private ownership.

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

The Amendment implements the objectives of planning in Victoria as outlined in Section 4 of the *Planning and Environment Act 1987*, and in particular the following objectives:

- To provide for the fair, orderly, economic and sustainable use, and development of land;
- To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria; and
- To facilitate development in accordance with the above two dot points.

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

The Amendment will not result in any adverse environmental outcomes.

In relation to social effects, the level of early years services in Knox will not be reduced as a result of the three sites being rezoned. The Coorie Avenue Children and Family Centre services will be relocated into the new early years hubs. The NG Haynes Children and Family Centre services will be relocated to the new early years hub in Wantirna South and also the existing Riddell Road Children and Family Centre. The Eildon Parade Preschool services will be relocated into the Rowville Children and Family Centre. In addition, the rezoning of the three sites and redevelopment of the three sites for residential purposes will increase the availability of housing stock within Knox.

Any financial return from the sale or leasing of sites that are declared surplus will assist in offsetting the costs of constructing two new early years hubs and refurbishing the five early years assets that are to be retained.

Does the Amendment address relevant bushfire risk?

The three sites are not affected by a Bushfire Management Overlay, and are not located in a Bushfire Prone Area.

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

The Amendment complies with the Ministerial Direction on the Form and Content of Planning Scheme under section 7(5) of the Act. The Amendment is consistent with Minister's Direction No.9 – Metropolitan Strategy (as amended 30 May 2014) pursuant to Section 12 of the Planning and Environment Act 1987 – that requires planning authorities to have regard to the Metropolitan Planning Strategy (Plan Melbourne: Metropolitan Planning Strategy).

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

The Amendment is consistent with the following State planning policies:

- Clause 11.01-1S (Settlement) which seeks to limit urban sprawl and direct growth into existing settlements.
- Clause 11.02-1S (Supply of urban land) which seeks to ensure the provision of land and supporting infrastructure to support sustainable urban development.

- Clause 13.02-1S (Bushfire planning) which seeks to give priority to the protection of human life by directing population growth and development to low risk locations.
- Clause 16.01-1S (Integrated housing) which seeks to increase the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including under-utilised urban land.
- Clause 16.01-2S (Location of residential development) which seeks to increase the proportion of new housing in designated locations within established urban areas and reduce the share of new dwellings in greenfield and dispersed development areas.
- Clause 19.02-4S (Social and cultural infrastructure) which seeks to plan and design community places and buildings so they can adapt as the population changes and different patterns of work and social life emerge.

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

The Amendment is consistent with, and is supported by, the following clauses within the Municipal Strategic Statement and local planning policies:

- Clause 21.06-1 (Scaled approach to residential development) which supports a scaled approach to residential development as demonstrated in the *Knox Housing Strategy 2015*.
- Clause 21.08-3 (Community facilities) which seeks to facilitate community infrastructure that is accessible and meets the existing and future needs of the community.
- Clause 22.07 (Development in Residential Areas and Neighbourhood Character) which seeks to support sustainable urban growth by directing housing to preferred locations, and which seeks to support a range of housing types and forms to meet the needs of the existing and future community.

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

The Amendment makes proper use of the Victoria Planning Provisions by ensuring that the sites declared as surplus are rezoned to reflect the zoning of surrounding land.

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

External agencies are not directly affected by this Amendment, and as such, the views of external agencies have not been sought.

The views of the following Council departments and teams were considered when reviewing the early years assets: City Strategy and Planning, Property Management, Open Space and Landscape Design, Facilities, Traffic and Transport, Stormwater, the Boronia Renewal Project team and Community Wellbeing teams.

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

The relevant requirements of the Transport Integration Act 2010 were considered as part of the preparation of this Amendment, and the Amendment will not have a significant impact on the transport system.

Resource and administrative costs

The Amendment will not have a significant impact on the resources and administration costs to Knox City Council and can be undertaken within existing operational budget.

Where you may inspect this Amendment

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

- Knox City Council Civic Centre (Customer Service Building and Planning counter)
511 Burwood Highway, Wantirna South, on weekdays from 8.30am to 5.00pm

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

Submissions

Any person who may be affected by the Amendment [and/or planning permit] may make a submission to the planning authority. Submissions about the Amendment [and/or planning permit] must be received by [insert submissions due date].

A submission must be sent to Knox City Council via:

- Email to: psamendments@knox.vic.gov.au
- Post (no stamp required) to: City Futures, Knox City Council, Reply Paid 70243, WANTIRNA SOUTH VIC 3152

Panel hearing dates

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

- directions hearing: [insert directions hearing date]
- panel hearing: [insert panel hearing date]]

ATTACHMENT A - Mapping reference table

Location	Land /Area Affected	Mapping Reference
Bayswater	4 Coorie Avenue (The Coorie Avenue Children and Family Centre)	Knox C174 003znMap02 Exhibition
Wantirna South	10 Tamara Street (The NG Haynes Children and Family Centre)	Knox C174 002znMap05 Exhibition
Rowville	South-east corner of 69-75 Eildon Parade (Eildon Parade Preschool)	Knox C174 001znMap06 Exhibition

7 Public Question Time

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

8 Engineering & Infrastructure Officers' Reports for consideration

8.1 Quarry Reserve – Risk Management Review and Development

SUMMARY: Manager – Community Infrastructure, David Yeouart

Following Council adoption of a variation to Quarry Reserve Masterplan, the associated Environmental and Risk Management Plan (ERMP) has been reviewed and this report presents the revised ERMP.

RECOMMENDATION

That Council:

- 1. adopts the Environmental and Risk Management Plan (ERMP) 2017 for Quarry Reserve as attached to this report;**
- 2. as a part of the 2018/19 Capital Works budget allocation for Quarry Reserve, develop detail designs and estimates for the further enhancement of Quarry Reserve including a viewing platform, resurfacing and improvements to the existing track from Ladies Walk, access to the water, fishing platforms and information signage; and**
- 3. refers the detail designs and estimates to Council's 2019/20 Capital Works budget process for consideration.**

1. INTRODUCTION

Council received and endorsed a masterplan for the former Quarry site at the 9 September 2008, Strategic Planning Committee Meeting and then endorsed a variation to the Quarry Reserve Masterplan at the 25 April 2015 Ordinary Meeting of Council. This variation resolved not to reduce the depth of the lake and to enable access, for the community, to the lake edge.

In effect, the current depth of the lake was to be maintained (approximately 15 metres) rather than importing fill to reduce the depth to approximately 3 metres, as originally proposed.

As part of the implementation of the original masterplan, Council commissioned an Environmental and Risk Management Plan (ERMP), which was completed in 2009. The ERMP identified both environmental hazards (potential landslip, biodiversity issues, etc.) and safety risks for the various activities expected at Quarry Reserve (the Reserve).

Following implementation of the approved variation to the Masterplan, Environmental Resources Management Australia Pty Ltd (consultant) was engaged to undertake a review and update of the 2009 ERMP.

This report presents the revised ERMP and considers its implications.

2. DISCUSSION

The intent of the original masterplan and its subsequent variation was to provide access to the reserve for family-friendly uses, promote health and fitness and highlight the natural environment. In essence, the Reserve was intended for passive recreation, which is a major feature of the reserve.

However, since the reserve has become more accessible and increasingly more popular, users are now accessing the lake in a way which was not originally intended. The new ERMP needed to consider and respond to these changing uses, especially with respect to swimming, boating (non-powered) and fishing, which were prohibited when the first ERMP was written.

The existing signage, cyclone mesh type fencing and regular maintenance inspections has not prevented these activities. For example, the existing cyclone fence is regularly cut by persons wishing to access the lake edge.

Should Council wish to continue with prohibition, there would need to be considerably more staff presence on the site, supported by regular patrols and police assistance.

Also, continued prohibition may significantly impact upon the amenity of the Reserve (e.g. potentially fencing-off large sections of the lake, CCTV surveillance, etc.).

The updated ERMP has identified two scenarios regarding the use and management of the reserve. The first is the continued ban on access to the water (i.e. no fish or swimming) with the second being to manage community access and the associated risks.

In summary, the ERMP review (Attachment 1):

- recognises the difficulty in prohibiting water activities on the lake and moves towards informing the reserve users of the potential risks and hazards, in order for them to make an informed decision regarding water activities;
- proposes that Council seeks specialist advice regarding entry and exit to the identified, currently prohibited, activities (e.g. Fishing and boating);
- installs a substantial, security type fence, which cannot be easily breached in the parts of the reserve where Council does not want any public entry (e.g. the rock face and the pump house); and
- recognises that regular monitoring is undertaken for instability (the rock face) and regular site inspections are made, to manage ongoing risks.

The review also acknowledges that a fatality occurred on the site on 24 March 2016, when a young man fell to his death in a restricted part of the reserve, after gaining access through a hole in the cyclone fence.

While rock climbing and escarpment access was not supported in the ERMP review and recommends a security-type fence prohibiting access, it recognised the potential for viewing platforms and formal pathways, with new fencing to be aligned around the cliff face.

Since the preparation of the revised ERMP, GHD Woodhead (consultant) has been commissioned to provide concepts and costings for the provision of the necessary infrastructure to address the entry and exit points and security type fence. (Attachment 2).

As part of the proposed changes, Golder Associates Pty Ltd (consultant) has provided an indicative water quality assessment of risks to aquatic ecology and people who may frequent the lake for recreational purposes. The initial results conclude that 'the water quality was generally considered acceptable, with some limited evidence that there may be ammonia and metal impacts which are not anticipated to detrimentally affect ecological or human receptors at the site'.

Council has also been approached by a representative of the Victorian Fisheries Authority, who would like to stock the lake with various fish for recreational fishing. The Authority may also contribute towards the cost of public infrastructure on the site (i.e. a fishing platform). Further water quality tests have been commissioned to consider if the water is not only suitable for fish to survive but if they would be suitable for human consumption.

Since receiving the ERMP review, temporary signage has been progressively installed, warning patrons of some of the potential risks (e.g. deep water, loose rocks and water quality). It is intended these signs will be replaced with consolidated and aesthetic signs as part of the future management.

3. CONSULTATION

Council's insurer (MAV Insurance) was consulted (November 2017) on the two (2) options and potential legal implications, i.e. if Council was to continue its ban on swimming or if it was deemed appropriate to allow swimming etc. (refer to Confidential Attachment).

The ERMP rated the risk of swimming as 'medium' which would suggest that it is an acceptable and manageable risk, when informative signage is provided.

Council's insurers have accepted the principles of the ERMP which proposes not to prohibit swimming/fishing/boating (noting that Council has publically stated that swimming at the quarry is unsafe) and supports the need to ensure clear signage warning potential users of the inherent risks associated with the Quarry Reserve.

It is of note that the Coroners Court of New South Wales held an inquest (April 2018) into the death of a young man who drowned following a recreational jump into a water-filled quarry. The Court considered the history of fencing and signage prior to and post the event.

The Coroner considered the effectiveness of the fencing and signage and concluded that *'.....the improved fencing and signage, and the commitment of the caretaker to prevent trespassing gives me confidence that the site has been made significantly safer'*.

The ERMP recommends a substantial, security type fence be installed to identified exclusion areas and for other areas, users be informed of the potential risks and hazards of entering the lake.

Council has funded the installation of the fence as part of the 2018/19 Capital Works Program (estimated at \$700,000).

4. ENVIRONMENTAL/AMENITY ISSUES

It is expected that the development and management of the reserve will have a long-term, positive effect on the local amenity and environment.

Additional planting, infrastructure and water quality management is expected to increase biodiversity and improve the amenity of the area.

The reserve forms a valuable link to the Dandenong Ranges National Park.

The development of this park will provide a significant open space asset for local residents and the wider community.

The reserve is a destination, in its own right, but also provides a key point of access to the Dandenong Ranges National Park path network.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Indicative costings for the additional, recommended capital infrastructure for consideration in the Capital Works Program:

1. Fencing – up to \$764,000. It is recommended that the fencing improvement works be undertaken, regardless of any consideration of the other activities. (Currently funded as part of the 2018/19 Capital Works Program from Open Space Reserve). This work will be programmed, following advice regarding fishing at it may effect fence location.
2. Water Access (swimming and boating) \$169,000.
3. Viewing Platform, including resurfacing and improvements to the existing track from Ladies Walk \$96,000.
4. Fishing Platform \$44,000.
5. Additional Signage \$9,000.

Quarry Reserve has \$900,000 allocated in the 2018/19 Capital Works Budget for the replacement of the existing fence, in accordance with the ERMP (~\$700k), weed eradication, mulching and revegetation works (~\$165k) and detail design for additional infrastructure (~\$35k).

Operational Costs:

Water Quality Management Plan (\$10,800); ongoing water testing program (\$2,500 pa) and routine maintenance (\$5,000 pa)

6. SOCIAL IMPLICATIONS

The reserve provides a valuable opportunity for the community to interact with each other and recreate in a pleasant and natural environment. However, because of its unique status, the water

body has become a facility which the community wants to access for swimming, fishing and non-powered boating.

As Council's original intent for the reserve was of a passive nature, this has led to management and social issues around the lake.

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

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

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

Goal 6 - We are healthy, happy and well

Strategy 6.2 - Support the community to enable positive physical and mental health

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Manager – Community Infrastructure, David Yeouart - In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

Due to the changes in the initial master plan for the former CSR quarry site and subsequent improvements to accessing the reserve, the lake area is becoming increasingly more popular and users are now accessing the lake in a way which was not originally intended.

The revised ERMP considers and responds to these changes, with regard to swimming, boating (non-powered) and fishing, which were prohibited when the first ERMP was written.

The ERMP acknowledges the actions taken since the original ERMP was written, recognises the difficulty in prohibiting water activities on the lake and moves towards informing the reserve users of the potential risks and hazards, in order for them to make an informed decision regarding water activities.

To enable this change, a number of infrastructure improvements and ongoing operational management costs are recommended.

10. CONFIDENTIALITY

A confidential attachment is circulated under separate cover.

Report Prepared By: **Manager, Community Infrastructure, David Yeouart**

Report Authorised By: **Director, Engineering and Infrastructure, Ian Bell**

Attachments

1. Attachment 1 - Environmental and Risk Management Plan **[8.1.1]**
2. Attachment 2 - Quarry Reserve Infrastructure Concept Design Report **[8.1.2]**
3. Confidential Attachment – Quarry Reserve – Risk Management Review and Development -
 circulated under separate cover



Environmental and Risk
Management Plan
*Former CSR Quarry Reserve,
Ferntree Gully*

Knox City Council

September 2017

0396192RP1/FINAL

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*Former CSR Quarry Reserve,
Ferntree Gully*

Environmental and Risk Management Plan

Knox City Council

Prepared by:	Nicole Bradley
Position	Project Manager
Signed:	
Date:	4 September 2017
Approved by:	Paul Fridell
Position:	Partner
Signed:	
Date:	4 September 2017

September 2017

0396192RP1/Final

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1 INTRODUCTION

Environmental Resources Management Australia Pty Ltd (ERM) has been engaged by Knox City Council (KCC) to undertake a review and update of the existing Environmental and Risk Management Plan (ERMP) for the former CSR Quarry Reserve, located on Quarry Road Ferntree Gully Victoria (the Site).

The Site is located adjacent to the Dandenong Ranges National Park and consists of a steep grassy slope, cliff faces, revegetation, a lake and other features. Refer to *Figure 1 Annex A* for the site's location.

1.1 BACKGROUND

In 2008, KCC, after commissioning numerous studies and investigations regarding possible development options of the site, and consultation with the community, adopted a Masterplan. As part of the implementation of the Masterplan, ERM developed the current ERMP.

The ERMP, completed in 2009, addressed the identified environmental risks/hazards associated with the proposed site layout and use, such as natural disasters, biodiversity issues and water issues, as well as safety risks/hazards, such as human behaviour and individual and user activities. The ERMP provides action and implementation schedules for management and maintenance of the Site including weed management and maintenance, vegetation management and maintenance and management of access to the Site.

Pursuant to the adopted Masterplan, KCC has redeveloped and rehabilitated the former CSR Quarry Reserve, commencing 2009/2010, into municipal parkland. Extensive works have been undertaken across the Site to establish public open spaces, paths, boardwalks, landscaping as well as addressing public liability risk. It is understood that a significant proportion of the Masterplan has been completed. Other works that have been undertaken since the completion of the ERMP include a *Landslide Risk Assessment Report* for the park (Geotesta Pty Ltd, April 2010).

Regular monitoring is undertaken for instability and regular site inspections to assess ongoing risks identified in the ERMP.

The adopted Masterplan was reviewed by Council on 25 April 2015 with some amendments approved. Of relevance was the amendment to not proceed with the importation of fill to raise the level of the lake and reduce the current water depth from approximately 15 metres (m) to 3 m depth, as was originally intended in the Masterplan.

Works outstanding at the Site to complete the implementation of the Masterplan include:

- Consideration of other items such as a shelter, play space, BBQs and more seating to the upper section of the Reserve;
- The provision of links to existing path networks including to Hilltop Road, Lady's Walk and Misthills Court (for access and bush fire risk management);
- Revegetation in targeted locations;
- Car parking and access points to the Quarry Road frontage; and
- Improved, shared pedestrian and bicycle paths, including to the Quarry Road frontage.

These works are detailed in *Figure 2 Annex A*. It is noted that this figure, drawn in February 2015, includes works that have since been installed, such as Boardwalk and Jetty.

1.2

OBJECTIVES

The objective of the review of the ERMP is to determine the efficacy of the original plan and schedule to ensure the ERMP continues to fulfil its intended purpose and responds to the changing needs of the Site in consideration of the recently reviewed Masterplan.

It is noted that the objective of the review, and corresponding scope of works, was updated while undertaking the works to also now reflect the change in the use of the Site by the public for a number of activities, including swimming, boating (non-powered), and fishing, which were originally to be prohibited, to which the original ERMP was predicated on.

2 SCOPE OF WORKS AND METHODOLOGY

To review and update the existing ERMP for the ongoing operation of the Site based on the existing, and proposed future, conditions and use of the Site, ERM undertook the following tasks, in the following order:

2.1 DESKTOP REVIEW

ERM undertook a desktop review of background reports related to the management of risks of ongoing management of the Site, including further works required, other risk assessments undertaken, associated council strategies, masterplans and any other applicable material related to the ongoing risk management of the Site. These included:

- ERM, 2009, *Environmental and Risk Management Plan - Former CSR Quarry Site, Ferntree Gully*, November 2009;
- *Masterplan (2008) and CSR Quarry Reserve - Masterplan Implementation Report to Council (2015)*;
- ERM, 2009, *Landscape Development Plan*;
- Geotesta Pty Ltd, 2010, *Landslip Risk Assessment Report, Quarry Park, Quarry Road, Ferntree Gully*, June 2010;
- Heading & Associates, 2016, *Butlers Road Ferntree Gully - Former CSR Quarry*, September 2016;
- KCC, 2014, *Landslip Risk Monitoring at Peregrine Heights Reserve (former quarry site), Ferntree Gully, Heany Park Dam, Rowville and Reservoir Crescent Dam, Rowville, Contract No 2069, PROJECT SPECIFICATION*, October 2014; and
- KCC, *Quarry Inspection Audit Quarry Road Upper Ferntree Gully*, inspection sheets (last two years, since January 2015).

Information regarding the recent fatality that occurred in 24 March 2016 was sourced from an article in the Leader "Monash University Student Dies in 200m fall at CSR Quarry Reserve in Ferntree Gully", dated 31 March 2016. (<http://www.heraldsun.com.au/leader/outer-east>). This was a tertiary student who was fishing with a university friend when he decided to climb the cliff face, without any climbing gear. It is understood that at about 10 m from reaching the top of the 210 m high cliff, rocks slipped from under his feet and he lost his footing. He then fell to his death. It noted that the public were not allowed in the section of the quarry that the man had accessed, however were able to get through holes in the fence. Follow up articles in the same paper in April and September 2016 call for better fencing and signage warning the public of the risks around the cliff face.

ERM also reviewed the internet for fishing and rock climbing forums. Fishing forum, (<http://www.fishing-victoria.com/viewtopic.php?t=14237>) September 2015, noted that "The trek down was a little bit of a pain as I had to crawl under a fence, but the water quality there is fantastic and the surroundings are very picturesque". The person detailed that they caught a redfin fish, and took a photo. On the same forum in July 2015, it was noted that "Don't know if the fence means you are not supposed to be there or if it's just to stop small, unsupervised children drowning". (<http://www.fishing-victoria.com/viewtopic.php?t=14237>) July 2015.

The review of the available documentation allowed the gathering of information and understanding of the Site, currently, along with proposed future works, in advance of the site inspection.

2.2

SITE INSPECTION

Nathan Pedretti and Nicole Bradley, of ERM, along with David Yeouart and John McCarthy of KCC, undertook a detailed inspection of the Site on Tuesday 14 March 2017. A Health & Safety Plan was prepared prior to the site visit and carried by Nicole and Nathan, attired in appropriate personal protective gear (long sleeve shirt, long pants, steel cap safety boots, high visibility vest) during the site visit.

The site visit was undertaken to evaluate and photograph existing Site conditions. This allowed a review of the works that have been undertaken in relation to the existing plans - Masterplan, Landscape Development Plan and ERMP - in particular the implementation status of the *Additional Risk Reduction Requirements* within the ERMP. It allowed for the identification of any new risks associated with the Site and an understanding of potential risks associated with proposed future works.

The site inspection identified that the public was currently using the Site (lake) for a number of activities that were originally intended to be prohibited. Refer to *Section 3* for further discussion.

2.3

RISK ASSESSMENT REVIEW WORKSHOP

A Risk Assessment Review Workshop was undertaken on Thursday 16 March 2017 at KCC offices. ERM facilitated the 2 hour workshop with KCC identified stakeholders, including Coordinator - Passive Open Space; Coordinator - Landscape and Open Space Design; Coordinator - Biodiversity; Workplace Health and Safety Advisor; Coordinator - Active Open Space; and Team Leader - Bushland Management. The methodology for the identification and assessment of risk followed the updated standard AS/NZS ISO 31000:2009 *Risk management - Principles and Guidelines*, specifically updated to reflect the prioritisation of the risks. Refer to *Section 4* for further discussion of the risk assessment process.

ERM reviewed the hazards, risks and existing management controls based on the findings of the desktop review and site visit in preparation for the workshop, in particular Risk Reference Numbers 9, 10, 16, 29, 30, 41, 51, 55, and 56, and noted the existing controls and issues for discussion. Due to the change in the current public usage of the Site (lake), the risk assessment register was also updated to include the use of the lake for swimming, boating (non-powered) and fishing. The aim of the workshop was to review the Risk Assessment and Management Matrix, including the current public uses, and agree on the hazards, risks and current or additional risk management controls. The bulk of the discussions undertaken were about the use of the lake for swimming, boating and fishing, contrary to the original intention of the Masterplan and the ERMP. Further discussions regarding the public's current use of the Site is in *Section 6*

It was also intended that preliminary timelines, and responsibility for, the completion of existing and additional risk management controls would be discussed and agreed to, however, due to insufficient time these were not discussed. ERM included timelines and responsibilities for the implementation of recommended measures for Council review prior to finalisation, refer to *Section 7*.

2.4 ENVIRONMENTAL AND RISK MANAGEMENT PLAN

ERM prepared an updated draft ERMP which was provided for KCC review on 28 March 2017. Consolidated comments were provided by KCC on 3 August 2017. These have been reflected in the final plan.

The ERMP reflects the findings of the Risk Assessment Review Workshop and has been prepared in consideration of applicable acts, standards, policies, guidelines and information bulletins, in particular *Occupational Health and Safety (OH&S) Act 2004* and associated regulations and codes and practices. The format of the ERMP reflects the existing ERMP, including an updated Works Schedule (*Annex D*) reflecting the recommended additional risk reduction requirements. All works in the 2009 Works Schedule have been assumed to have been completed.

SITE INSPECTION

The site inspection reviewed existing conditions, including works completed to date, such as infrastructure (fences/ gates, signage); vegetation; land use; lake use; road access; public access (footpaths and tracks); and identified issues of concern.

Issues identified were:

- Access - The public were accessing fenced off areas originally intended to be prohibited. These included:
 - Fence line along the southern part of the Site. This appears to be accessed for fishing purposes along the southern part of the lake. The fencing around the pump house in the southern part of the Site was also vandalised. It is understood that the southern part of the Site was also accessed for use by homeless people (Council staff comments, site visit, March 2017).



Photo 3.1: Break in southern fence line along water's edge (March 2017)

- Fence line along the northern part of the Site to access escarpment;
- Fence line along the escarpment to either access paths to the National Park to the east or to access the escarpment ledge, potentially for viewing purposes (Council staff comments, site visit, March 2017);
- Fence line (temporary) along the western side of the Site, originally installed to reduce access to the lake area while the boardwalk and other public access paths and steps were being constructed. This fence has been cut or pushed over in places to allow for a direct line to the lake rather than have to follow the path; and



Photo 3.2: Fence (temporary) pushed over (March 2017)

- Boardwalk/Jetty fencing also accessed for swimming purposes.



Photo 3.3: Fence cut out on Jetty (March 2017)

- Fencing has been cut and the site inspection forms note that the same areas are vandalised by the public to access fenced off areas. The fencing is continually repaired only to be vandalised by next site inspection. Refer to *Annex B* for copies of the site inspection forms (Quarry Inspection Audits).
- Site Use - The public are currently using the Site for a number of activities that were originally intended to be prohibited. There was no signage in place, as was intended, to prohibit a number of activities, including swimming, boating and fishing. These include:
 - Swimming (Council comments, site visit, March 2017);

- Boating (non-powered) – these appear to be plastic inflatables based on site inspection information;



Photo 3.4: Boating (non powered) in lake (March 2017)

- Fishing – undertaken on the southern part of the lake away from other site users where the fish are likely to move to away for the noising swimming/boating areas. ERM discussions undertaken with a fisherman, fishing in a fenced off area while on Site, revealed that he fishes there as the fishing is best here away from other public activity. He also advised that online fishing forums suggested that this Site was a good spot for fishing. The fishing forum also links to rock climbing forums. It is understood that the rock climbing forum to which the fisherman accessed did not recommend this Site for rock climbing due to the work required to make the rock climbing experience worthwhile.
- Signage ineffective. Signage provided does not prohibit any activities, previously included in the ERMP as a control measure. They also provide insufficient information to allow the public to assess their risk, “Danger Deep Water” rather than more specific signage such as “15 m Deep Water”. Also the signs are not located such that all potential users will see them, such as boaters who will not see them on the Board Walk if accessing the lake from the northern edge of the lake.



Photo 3.5: Signage at Boardwalk (March 2017)

- **Infrastructure.** There is no infrastructure to support the current public use of the lake for swimming, boating or fishing, such as entry and exit points for swimmers/boaters and sure footed surfaced areas for fisherman.
- **Operating Procedures.** It is understood that since the completion of the recent works at the Site, including the Boardwalk and footpath/steps to the lake, the Council operating procedures have yet to be updated. Also, that a review of the methodologies required for Council work at the Site, such as maintenance activities, based on the changed status of the Site has not been undertaken.

4

RISK ASSESSMENT

ERM reviewed the existing Risk Assessment and Management Register to capture and summarise the current hazards, risks, existing management controls and recommended additional management controls based on the desktop review of current site documents and the site inspection. ERM took into account the current guidance contained in the updated standard AS/NZS ISO 31000:2009 *Risk management - Principles and guidelines*, specifically updated to reflect the prioritisation of the risks.

The guidance requires a qualitative assessment of likelihood and consequence to assess risk. The risk assessment matrices adopted are included below.

Table 4.1 *Consequence Matrix*

Level	Consequence Type	
	Environment	Health and Safety
1	Very serious long term environmental impairment	Multiple fatalities or significant irreversible effects
2	Serious long term environmental impairment	Fatality or severe irreversible injury/illness
3	Serious medium term environmental effects	Moderate irreversible injury or illness
4	Moderate short term environmental effects	Reversible injury or illness
5	Minor environmental effects	Minor injury/ No medical treatment required

Table 4.2 *Likelihood Matrix*

Level	Indicator	Frequency Description
5	Almost certain	Is expected to occur almost all of the time. Incident occurs at least once per year on the site.
4	Likely	Is expected to occur most of the time. Incident has occurred between 1-10 years on the site.
3	Probable	Might occur. Incident has occurred on the site more than 10 years ago.
2	Unlikely	Might occur but not expected. Incident has never occurred on this site but multiple documented occurrences globally at frequency of between 10 -100 years.
1	Rare	Only expected to occur under exceptional circumstances. Incident has never occurred on this site but there has been documented occurrence globally at a frequency of once per 100 years.

Table 4.3 Risk Matrix

Consequence Type			Likelihood				
Environment	Health and Safety		Rare	Unlikely	Possible	Likely	Almost Certain
Very serious long term environmental impairment	Multiple fatalities or significant irreversible effects	5	Medium	High	High	Very High	Very High
Serious long term environmental impairment	Fatality or severe irreversible injury/illness	4	Medium	Medium	High	High	Very High
Serious medium term environmental effects	Moderate irreversible injury or illness	3	Low	Medium	High	High	High
Moderate short term environmental effects	Reversible injury or illness	2	Low	Medium	Medium	Medium	High
Minor environmental effects	Minor injury/No medical treatment required	1	Low	Low	Low	Medium	Medium

Hazards were assessed using likelihood and consequences to determine the current risk of the hazard. Residual risks were then assessed assuming additional risk reduction requirements are in place and are effective. The qualitative risk analysis matrix tables detailed above are consistent with those used in the initial risk assessment conducted in 2009.

In assessing risks of impacts, in most cases the consequence of a particular impact is constant and the likelihood can be reduced by implementation of risk mitigation measures to reduce the overall likelihood.

Each risk is then evaluated to assist with understanding which risks need treatment and the priority for such treatment implementation. Risks were assessed as acceptable, tolerable or intolerable.

- 1. Acceptable** - All risks assessed as low and risk mitigation measures are deemed to be adequate such that no additional risk management measures are deemed necessary. Residual risks are adequately monitored.
- 2. Tolerable** - Risks are assessed as medium to very high and risk mitigation measures are deemed to be adequate such that no additional risk management measures are deemed necessary. Residual risks are adequately monitored, however recommendations may still may be made to improve the monitoring program.
- 3. Intolerable** - Risks are assessed as medium to very high however risk mitigation measures are not deemed to be adequate or have not been adequately implemented. Actions are required to improve adequacy of existing risk mitigation measures to reduce the risk. Alternatively the risk mitigation measures may be deemed adequate and adequately implemented but the monitoring program is inadequate to assess the effectiveness of the mitigation measures.

RISK ASSESSMENT REVIEW WORKSHOP

ERM met with selected key KCC stakeholders to review the Risk Assessment and Management Register on 16 March 2017.

Prior to the review being undertaken, the context of the review was set out with a discussion of the identified issues at the Site, in particular current use of the lake by the public for swimming, boating and fishing, and ineffective signage and fencing, and the existing matrices with additional prioritisation categories to form the basis of the qualitative assessment of risk. The assessment of risk was to focus on Council liabilities – moral, reputational and legal/regulatory.

A few previously identified hazards were deemed no longer applicable at the Site and were removed from the register.

It was agreed that the public are currently undertaking the activities on and around the lake, in most cases accessing the lake by way of using created holes in fences that were there to prevent such activities. In particular, rock climbing has occurred, fatally in one instance, even though fenced off. With regard to reviewing risks, the following changes were agreed:

- Allow (not prohibit) the continued use of the Site for swimming, boating (non-powered) and fishing;
- Provide information to inform users of the dangers of the Site, in particular lake and the escarpment to allow them to understand the risks and make their own assessment;
- Provide supporting infrastructure to enable the activities allowed, including access points for entry and exit and fishing;
- Prohibit access to the escarpment, in particular for rock climbing; and
- Remove current fencing to open up the Site for the current uses at the same time replace fencing in close proximity of the escarpment to a more vandal proof fence.

The additional risk reduction measures reflect these main points agreed to at the meeting.

ERM facilitated the review of the Risk Assessment and Management Register. Due to the change in the current public usage of the Site (lake), the Risk Assessment and Management Register was also updated to include the use of the lake for swimming, boating (non-powered) and fishing.

The Additional Risk Reduction Requirements have been numbered and have been documented in *Section 7*, along with tentative timelines and responsibilities.

Refer to *Annex C* for the updated Risk Assessment and Management Register.

6 FINDINGS

The following provides a summary of the findings from the project. Refer to the Risk Assessment and Management Register in *Annex C* for all hazards, risks and additional risk reduction requirements.

Further to previous discussions, the following main issues have been identified during the conduct of the project.

6.1 PUBLIC ACTIVITIES

The public are currently using the Site for a number of activities that were originally intended to be prohibited.

6.1.1 Swimming

Anecdotal evidence suggests that swimming is occurring. Such evidence includes vandalism of the boardwalk fencing to allow direct access to the deeper part of the lake and advice from patrons of the Reserve.

Risks – The risk of drowning - the depth of the lake is understood to be up to 15 metres deep in places and the water can be very cold which prolonged periods at depth may lead to hypothermia. Underwater hazards, in particular sharp edged rocks, will be found at unknown depths that may cause injuries. There are no designated entry and exit points to the waters which may cause injuries on sharp rocks at the water's edge or provide no assistance to struggling swimmers. The quality of the waters is unknown with ingestion and dermal contact a potential risk to the health of the public.

Council Strategy - Stakeholders at the workshop agreed that swimming remains un-prohibited, as it is currently occurring and difficult to prevent.

Management of risks - Signage to provide information regarding the risks, located at key public access points. Specialist advice is sought regarding entry and exit point infrastructure requirements. Water quality monitoring reinstated to assess risk to public health.

6.1.2 Boating (non-powered)

Based on the site inspection, the lake appears to be used for non-motorised boating activities. At the site visit, the northern part of the Site was used as the launching area for this activity.

Risks – Similar risks as those associated with swimming, as well as inadvertently accessing areas of the Site, such as the escarpment, that are not meant to be accessed and bypassing the fence lines and signage. Water quality risk is reduced as the risk of water ingestion or dermal contact is likely to be less frequent.

Council Strategy – Same as swimming.

Management of risks – Same as swimming.

6.1.3 *Fishing*

It is understood, based on site visit information and from fishing forums, that fishing is undertaken on the southern part of the lake away from other site users where the fish are likely to move away from the noisy swimming/boating areas. Access to this area is currently via holes in the fence. The area is steep in places.

Risks – Fishing risks in this area include slips or falls causing injury or falls into the water with potential for drowning. That fisherman are generally fully clothed adds to the potential risk as the likelihood of drowning fully clothed is considered to be greater and therefore increases the risk.

Council Strategy – Same as swimming.

Management of risks – Same as swimming with the addition of advice regarding appropriate fishing infrastructure to provide for greater safety while fishing at the water's edge (e.g. a pontoon).

6.1.4 *Rock Climbing/ Escarpment Access*

Anecdotal evidence of rock climbing occurring at the Site, understood to be noted in rock climbing forums, and recent fatality at the Site, in March 2016. The Leader article noted that the police had heard reports of people rock climbing at the quarry using professional gear. Anecdotal evidence (fisherman at Site during visit on 14 March 2017) advised that the rock climbing forums suggested that the climbing of the escarpment was not worth considering as there were too many issues.

Anecdotal evidence from Council staff (workshop) also noted access to the top of the cliff face by the public. Public are also cutting through fencing at the top of the escarpment to gain access to the adjacent National Park paths.

Risks – Risk from a fall from height, death or serious injury, or rock falls that may also injure the public.

Council Strategy – Prohibit access to the cliff face for rock climbing. Investigate potential for viewing platforms and formal pathways and railings.

Management of risks – Fencing to be realigned around the cliff face and to be stronger fencing that is vandal proof. Signage to inform the public that access is prohibited, and the risks associated with the cliff face (rock falls, unstable cliff). Signage to be placed at potential public access points at the sides and top of the escarpment as well as the bottom of escarpment for those using the lake for swimming or boating purposes. Seek design and engineering advice regarding potential public viewing points and access trails along the top of the escarpment that provide safe access points. Also, provide track links with the adjacent National Park rather than public access through fencing at the top of escarpment.

6.1.5 *Combination of Public Activities*

With the exception of rock climbing, which is to remain a prohibited activity, the combination of each of the public activities, swimming, boating and fishing, were considered. It was noted that due to the low speeds of the water craft and the desire for the fisherman to be away from other public activities, that no combination of these three events presented an increased risk over the residual risk already determined.

6.2 *COUNCIL OPERATING PROCEDURES*

It is understood that since the completion of the recent works at the Site, including the boardwalk and footpath/steps to the lake, the Council Operating Procedures have yet to be updated. Also, that a review of the methodologies required based on the changed status of the Site has yet to be undertaken. Anecdotal evidence (council staff at workshop, March 2017) suggests that the work methodologies have been amended to reflect the current Site status, however, this appears to have been completed on an adhoc basis.

Risks – Risk to Council or contractor workers at the Site undertaking management activities and controls required at the Site of personal injuries, such as crushing, falls, drowning, lacerations and the like.

Council Strategy – Council staff agreed Council (or Contractor) procedures to be updated based on a review of the works undertaken..

Management of Risks – Review of current methodologies required to undertake management activities and controls reflecting current status of the Site with procedures/guidelines updated as required.

7

ADDITIONAL RISK REDUCTION REQUIREMENTS

Additional risk reduction measures have been recommended for those risks prioritised as "Intolerable". Additional monitoring measures may also have been recommended.

All recommended additional risk reduction measures have been prioritised in accordance with the priority ranking matrix detailed below:

Table 7.1 Additional Risk Reduction Requirements Implementation Matrix

Implementation Priority	Risk Level Being Addressed	Risk Prioritisation	Implementation Timing
1	High to Very High	Intolerable	Requires immediate action within 3 months
2	Moderate Risk	Intolerable	Requires prompt action within 6 months
3	Low Risk	Intolerable	Requires action prior to the next review of the ERMP
4	Residual Risk Monitoring		Prior to next monitoring event

It is noted that residual risk monitoring is currently undertaken and will need to be updated to reflect any changes at the Site, such as installation of additional infrastructure.

Implementation Priority ratings 1 - 3 indicate the priority of recommendations related to the implementation of risk management reduction measures to be implemented.

Implementation Priority rating 4 is the default priority for any recommendations related to the improvement of residual risk monitoring and changes to the ERMP. As these recommendations are required for the measurement of the residual risk after the implementation of the risk management measures, they are typically not risk based, however, there is an expectation that they are implemented from the start of the next monitoring event.

All recommended additional risk reduction requirements are included in the table below which includes:

- a unique reference identification number consisting of year, month and the recommendation number to allow tracking of the requirement;
- the implementation priority as per the *Table 7.1* above;
- Date to be completed by;
- Who responsible for; and
- a description of the recommendation.

Table 7.2 Additional Risk Reduction Requirements

ID	Implementation Priority	Date Completed By	Who responsible	Additional Risk Reduction Requirement
1709-01	1	December 2017	KCC	Seek specialist advice regarding the provision of appropriate infrastructure to allow safe ingress and egress to water.
1709-02	1	December 2017	KCC	Update signage to inform the public of the risks associated with the use of the lake, including depth (15m), temperature (cold) and potential underwater hazards (sharp edged rocks/ rubbish).
1709-03	1	December 2017	KCC	Signage placement to be at identified potential public access points.
1709-04	1	December 2017	KCC	Develop and implement regular water quality testing (half yearly) program with results reviewed by professional consultants to review risk to health of public.
1709-05	1	December 2017	KCC	Fencing to be realigned and replaced with vandalism proof fencing to prohibit access to escarpment area only.
1709-06	1	December 2017	KCC	Signage to inform the public that access to escarpment is prohibited.
1709-07	1	December 2017	KCC	Signage to inform public of risks, including rock falls and unstable cliff face.
1709-08	1	December 2017	KCC	Seek specialist advice regarding potential public access points along ridge line for viewing purposes (such as at Devil Bend). If safe access points are identified, appropriate infrastructure to be designed and installed along with appropriate signage within 12 months.
1709-09	1	December 2017	KCC	Implement Masterplan outstanding path item "The provision of links to existing path networks including to Hilltop Road, Lady's Walk and Misthills Court (for access and bush fire risk management)" as required.
1709-10	2	April 2018	KCC	Review of current methodologies required to undertake management activities and controls reflecting current status of the Site. Council (or Contractor) procedures/guidance to be updated to reflect.

ID	Implementation Priority	Date Completed By	Who responsible	Additional Risk Reduction Requirement
1709-11	2	April 2018	KCC	Review current site usage to identify alternate pathways to those provided by Council the public currently use.
1709-12	2	April 2018	KCC	Identify options to manage these alternative routes, such as fencing or planting to change the route or steps/path to formalise the route.
1709-13	2	April 2018	KCC	Council to review and audit all new CEMPs applicable to future construction activities.
1709-14	1	December 2017	KCC	Seek specialist advice regarding the provision of appropriate infrastructure, such as small fishing pontoon(s), to allow safe fishing at water's edge in locations where fishing is preferred.
1709-15	4	Next site inspection	KCC	It is also recommended that the current "Quarry Inspection Audit Quarry Road Upper Ferntree Gully" inspection sheet be updated to include: <ul style="list-style-type: none"> • visual inspection of new infrastructure installed, such as, entry and exit points; • Graffiti; • inspection of water quality; • space for any additional comments; • as well as existing fences, rubbish, vegetation and signage.
ID – Unique reference identification number				

These requirements, along with the ongoing monitoring and management requirements of the Site, as detailed in the ERMP completed in 2009, are detailed in updated Works Schedule spreadsheet located in *Annex D*.

This includes the *Ongoing Risk Management and Monitoring Works Schedule*, which reflects current monitoring and maintenance works currently conducted at the Site. This includes vegetation management, access management, management of visual impact, ground stability and the overall ERMP review. It also includes the *Recommended Risk Management Works Schedule* which includes additional risk reduction requirements works under the headings of Public Activities, Access Management, Council Operating Procedures and New Capital Works.

It is also recommended that further documented evidence of current usage of the Site is sought. This may be by way of cameras installed at the Site over a short duration or by surveying site users or general community consultation.

MONITORING AND REPORTING

The current "Quarry Inspection Audit Quarry Road Upper Ferntree Gully" inspection sheet is required to be updated to include:

- visual inspection of new infrastructure installed, such as entry and exit points;
- graffiti;
- inspection of water quality;
- space for any additional comments; as well as existing; and,
- fences, rubbish, vegetation and signage.

ERMP IMPLEMENTATION AND REVIEW

It is understood that the Knox City Council will:

- Ensure only suitably qualified and trained staff and contractors implement the ERMP; and
- Ensure any contractors and staff are aware of this ERMP and its requirements.

The ERMP should be reviewed regularly by suitably qualified persons in consultation with KCC, to determine the efficacy of the original plan and schedule and to ensure the ERMP continues to fulfil its intended purpose. The document is to be flexible, changing in response to the changing needs of the Site as management and maintenance progresses and reflecting current public use/requirements. The ERMP should be formally updated every two years.

STATEMENT OF LIMITATIONS

1. This report is based solely on the scope of work described in Section 2 of this report (Scope of Work) and performed by Environmental Resources Management Australia Pty Ltd (ERM) for Knox City Council (the Client). The Scope of Work was governed by a contract between ERM and the Client (Contract).
2. No limitation, qualification or caveat set out below is intended to derogate from the rights and obligations of ERM and the Client under the Contract.
3. The findings of this report are solely based on, and the information provided in this report is strictly limited to that required by, the Scope of Work. Except to the extent stated otherwise, in preparing this report ERM has not considered any question, nor provides any information, beyond that required by the Scope of Work.
4. This report was prepared between March 2017 and September 2017 and is based on conditions encountered and information reviewed at the time of preparation. The report does not, and cannot, take into account changes in law, factual circumstances, applicable regulatory instruments or any other future matter. ERM does not, and will not, provide any on-going advice on the impact of any future matters unless it has agreed with the Client to amend the Scope of Work or has entered into a new engagement to provide a further report.
5. Unless this report expressly states to the contrary, ERM's Scope of Work was limited strictly to identifying typical environmental conditions associated with the subject site(s) and does not evaluate the condition of any structure on the subject site nor any other issues. Although normal standards of professional practice have been applied, the absence of any identified hazardous or toxic materials or any identified impacted soil or groundwater on the site(s) should not be interpreted as a guarantee that such materials or impacts do not exist.
6. This report is based on one or more site inspections conducted by ERM personnel, the sampling and analyses described in the report, and information provided by the Client or third parties (including regulatory agencies). All conclusions and recommendations made in the report are the professional opinions of the ERM personnel involved. Whilst normal checking of data accuracy was undertaken, except to the extent expressly set out in this report ERM:
 - a) did not, nor was able to, make further enquiries to assess the reliability of the information or independently verify information provided by the Client;
 - b) assumes no responsibility or liability for errors in data obtained from the Client, any third parties or external sources (including regulatory agencies).
7. Although the data that has been used in compiling this report is generally based on actual circumstances, if the report refers to hypothetical examples those examples may, or may not, represent actual existing circumstances.

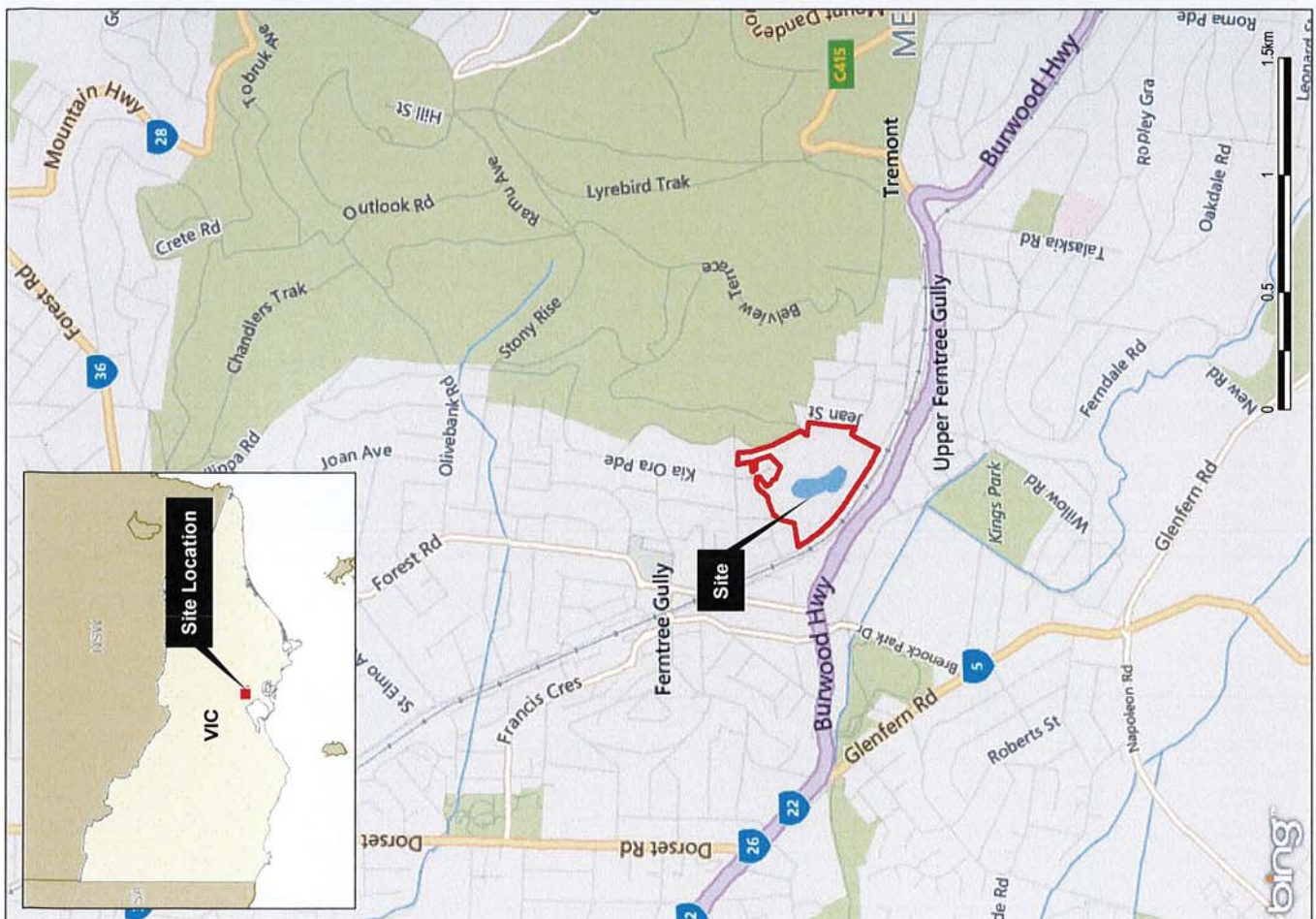
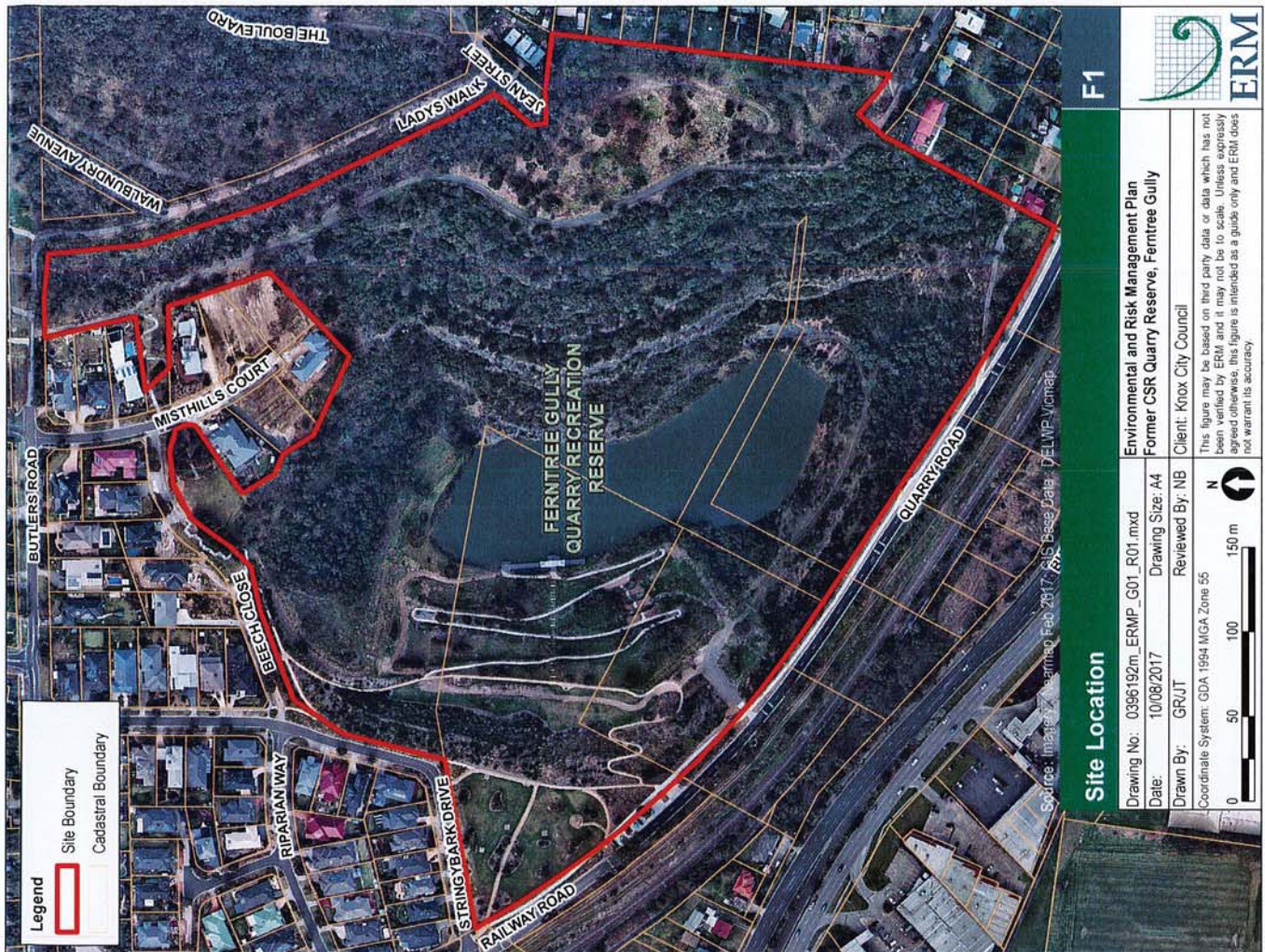
8. Only the environmental conditions and or potential contaminants specifically referred to in this report have been considered. To the extent permitted by law and except as is specifically stated in this report, ERM makes no warranty or representation about:
 - a) the suitability of the site(s) for any purpose or the permissibility of any use;
 - b) the presence, absence or otherwise of any environmental conditions or contaminants at the site(s) or elsewhere; or
 - c) the presence, absence or otherwise of asbestos, asbestos containing materials or any hazardous materials on the site(s).
9. Use of the site for any purpose may require planning and other approvals and, in some cases, environmental regulator and accredited site auditor approvals. ERM offers no opinion as to the likelihood of obtaining any such approvals, or the conditions and obligations which such approvals may impose, which may include the requirement for additional environment works.
10. The ongoing use of the site or use of the site for a different purpose may require the management of or remediation of site conditions, such as contamination and other conditions, including but not limited to conditions referred to in this report.
11. This report should be read in full and no excerpts are to be taken as representative of the whole report. To ensure its contextual integrity, the report is not to be copied, distributed or referred to in part only. No responsibility or liability is accepted by ERM for use of any part of this report in any other context.
12. Except to the extent that ERM has agreed otherwise with the Client in the Scope of Work or the Contract, this report:
 - a) has been prepared and is intended only for the exclusive use of the Client;
 - b) must not to be relied upon or used by any other party;
 - c) has not been prepared nor is intended for the purpose of advertising, sales, promoting or endorsing any Client interests including raising investment capital, recommending investment decisions, or other publicity purposes;
 - d) does not purport to recommend or induce a decision to make (or not make) any purchase, disposal, investment, divestment, financial commitment or otherwise in or in relation to the site(s); and
 - e) does not purport to provide, nor should be construed as, legal advice.

REFERENCES

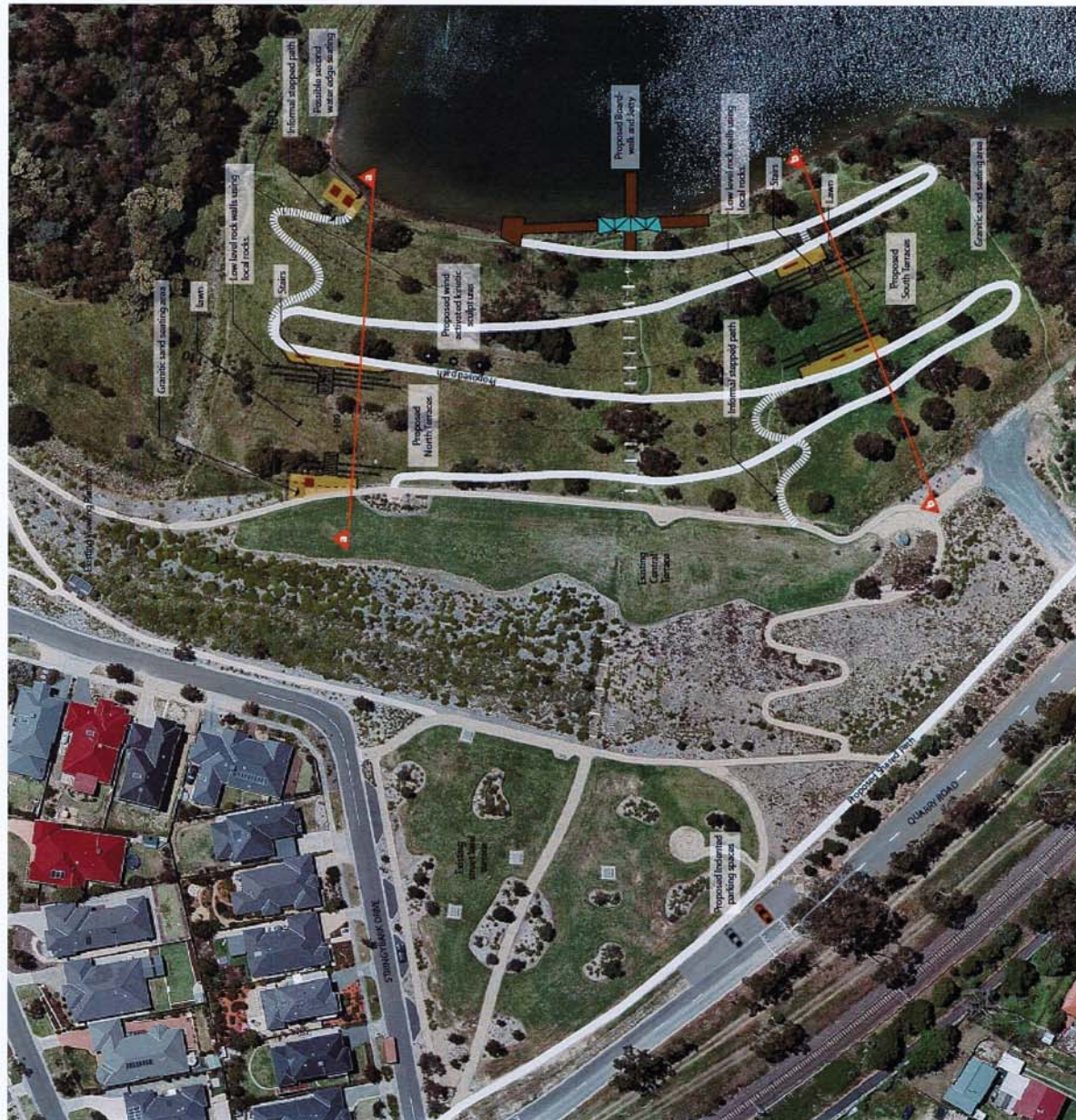
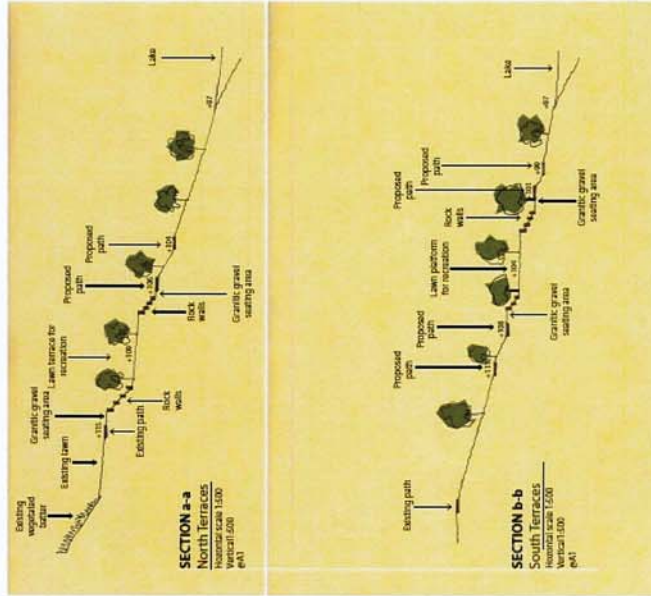
- ERM, 2009, *Environmental and Risk Management Plan - Former CSR Quarry Site, Ferntree Gully*, November 2009;
- *Masterplan (2008) and CSR Quarry Reserve – Masterplan Implementation Report to Council (2015)*;
- ERM, *Landscape Development Plan (2009)*;
- Geotesta Pty Ltd, 2010, *Landslip Risk Assessment Report, Quarry Park, Quarry Road, Ferntree Gully*, June 2010;
- Heading & Associates, 2016, *Butlers Road Ferntree Gully – Former CSR Quarry*, September 2016;
- KCC, 2014, *Landslip Risk Monitoring at Peregrine Heights Reserve (former quarry site), Ferntree Gully, Heany Park Dam, Rowville and Reservoir Crescent Dam, Rowville, Contract No 2069, PROJECT SPECIFICATION*, October 2014
- AS/NZS ISO 31000:2009 *Risk management - Principles and guidelines*;
- Leader “Monash University Student Dies in 200m fall at CSR Quarry Reserve in Ferntree Gully”, dated 31 March 2016. (<http://www.heraldsun.com.au/leader/outer-east>).

Annex A

Figures



THE INSPIRATION BOARD



PLAN

Peregrine Heights Reserve PROPOSED TERRACE AREAS PLAN

Drawn 27/02/2015
Version Issues Briefing 1.2



Proposed Future Works

Drawing No: 0396152m, ERM - C001, R02.cdr	Environmental and Risk Management Plan
Date: 28/03/2017	Former CSR Quarry Reserve, Fentree Gully
Drawn by: GR	Client: Knox City Council
Reviewed by: NB	This figure may be based on third party data or data which has not been verified by ERM and it may not be to scale. Unless expressly agreed otherwise, this figure is intended as a guide only and ERM does not warrant its accuracy.

Annex B

Site Inspection Forms



Knox City Council
Towards New Horizons

Quarry Inspection Audit

Quarry Road

Upper Ferntree Gully

DATE

7-4-16

INSPECTED BY:

DAVERMUN

1. Fenceline free of damage

No

Location

QUARRY

3 SIDES BROKEN

YES ☐NO ☐

WOS NO

Works Required

REWIRING BROKEN
FENCES

2. All signs present and free of damage

No

Location

TRYING TO REMOVE
GRAFFIYES ☒NO ☐

WOS NO

Works Required

TRIED TO REMOVE
GRAFFI REMOVE
SOME OF IT

3. Free of dumped rubbish

No

Location

YES

FIXED FENCES AND GIBBS

YES ☐NO ☐

WOS NO

Works Required

NONE

4. Did you perform any rectification works

Works Carried Out

YES

YES ☐NO ☐

Start Finish Time

11AM 1145 45min

5. Trees / Shrubs free from mechanical damage

No

Location

YES

YES ☐NO ☐

WOS NO

Works Required

NONE

6. Grass heights, over paths, fire danger

No

Location

GOOD

YES ☐NO ☐

WOS NO

Works Required

NO

Signed

Dated

7-4-16



Knox City Council
Towards New Horizons

Quarry Inspection Audit

Quarry Road

Upper Ferntree Gully

DATE 14/4/16

INSPECTED BY: Aaron Lovell

1. Fenceline free of damage

No Quarry
Location

3 sides broken.

YES ☒ NO ☐ WOS NO

Works Required
Rewired broken
fences.

2. All signs present and free of damage

No Remove Graffiti
Location

Remove Graffiti

YES ☒ NO ☐ WOS NO

Works Required
Tried removing graffiti

3. Free of dumped rubbish

No yes
Location

yes

YES ☐ NO ☒ WOS NO

Works Required
None.

4. Did you perform any rectification works

Works Carried Out
yes

yes

YES ☒ NO ☐

Start Finish Time
2:00 3:00 1hr.

5. Trees / Shrubs free from mechanical damage

No None
Location

None

YES ☒ NO ☐ WOS NO

Works Required
None.

6. Grass heights, over paths, fire danger

No Good
Location

Good

YES ☐ NO ☒ WOS NO

Works Required

Signed [Signature] Dated 14/4/16



Knox City Council
Towards New Horizons

Quarry Inspection Audit Quarry Road Upper Ferntree Gully

DATE

9-3-16

INSPECTED BY:

1. Fenceline free of damage

No

Location

FENCE NEEDS

REPAIR

YES ☒NO ☐

WOS NO

Works Required

FRONT FENCE NEEDS
REPAIR

2. All signs present and free of damage

No

Location

4 SIGNS NEED REPLACED

YES ☒NO ☐

WOS NO

Works Required

REPLACED 4 NO
ENTRY SIGNS

3. Free of dumped rubbish

No

Location

6 BAGS OF RUBBISH

REMOVED FROM FRONT
GATEYES ☐NO ☐

WOS NO

Works Required

6 BAGS REMOVED

FROM FRONT GATES

4. Did you perform any rectification works

Works Carried Out

No

YES ☐NO ☒

Start

Finish

Time

5. Trees / Shrubs free from mechanical damage YES ☒ NO ☐ WOS NO

No

Location

YES

Works Required

NONE

6. Grass heights, over paths, fire danger

No

Location

NEED MOWING

YES ☐NO ☐

WOS NO

Works Required

NEED MOWING

Signed.....

Dated.....

9-3-16



Knox City Council
Towards New Horizons

Quarry Inspection Audit Quarry Road Upper Ferntree Gully

DATE

7-6-16

INSPECTED BY:

David Munro

1. Fenceline free of damage

No

Location

FENCE BROKEN

YES ☐NO ☐

WOS NO

Works Required

REWIRE CUT FENCE

2. All signs present and free of damage

No

Location

YES

YES ☒NO ☒

WOS NO

Works Required

NONE

3. Free of dumped rubbish

No

Location

YES

YES ☐NO ☒

WOS NO

Works Required

4. Did you perform any rectification works

Works Carried Out

NO

YES ☐NO ☒

Start

Finish

Time

5. Trees / Shrubs free from mechanical damage YES ☒ NO ☐ WOS NO

No

Location

TREES ALL GOOD

Works Required

6. Grass heights, over paths, fire danger

No

Location

GRASS HEIGHT
IS LOWYES ☐NO ☐

WOS NO

Works Required

Mow GRASS

Signed

Dated

7-6-16



Knox City Council
Towards New Horizons

Quarry Inspection Audit Quarry Road Upper Ferntree Gully

DATE 14-7-16

INSPECTED BY: _____

1. Fenceline free of damage

YES ☐ NO ☐ WOS NO ☐

No _____
Location _____

Works Required _____

2. All signs present and free of damage

YES ☐ NO ☐ WOS NO ☐

No _____
Location _____

Works Required _____

3. Free of dumped rubbish

YES ☐ NO ☐ WOS NO ☐

No _____
Location _____

Works Required _____

4. Did you perform any rectification works

YES ☐ NO ☐

Works Carried Out _____

Start _____ Finish _____ Time _____

5. Trees / Shrubs free from mechanical damage

YES ☐ NO ☐ WOS NO ☐

No _____
Location _____

Works Required _____

6. Grass heights, over paths, fire danger

YES ☐ NO ☐ WOS NO ☐

No _____
Location _____

Works Required _____

Signed _____ Dated _____



Knox City Council
Towards New Horizons

Quarry Inspection Audit

Quarry Road

Upper Ferntree Gully

DATE 26-10-16

INSPECTED BY: _____

1. Fenceline free of damage

No _____

Location _____

STILL CANT
GET TO FENCES AS
WORKS

YES ☐

NO ☐

WOS NO _____

Works Required _____

2. All signs present and free of damage

No _____

Location _____

PLACED 4 SIGNS AT
REAR OF QUARRY

YES ☐

NO ☐

WOS NO _____

Works Required _____

3. Free of dumped rubbish

No _____

Location _____

YES

YES ☐

NO ☐

WOS NO _____

Works Required _____

4. Did you perform any rectification works

Works Carried Out _____

NO

YES ☐

NO ☐

Start _____

Finish _____

Time _____

5. Trees / Shrubs free from mechanical damage YES ☐ NO ☐ WOS NO _____

No _____

Location _____

YES

Works Required _____

6. Grass heights, over paths, fire danger

No _____

Location _____

NO

YES ☐

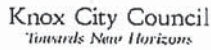
NO ☐

WOS NO _____

Works Required _____

Mow GRASS

Signed..... Dated 26-10-16



DATE 15-7-15

INSPECTED BY: DAVE MUNN

YES ☐ NO ☒ WOS NO

Works Required _____
REPAIR FENCE'S

FAR LEFT Control
FAR RIGHT Control

YES ☒ NO ☐ WOS NO

Works Required

9/5

YES ☐ NO ☐ WOS NO

Works Required

4/55

YES ☐ NO ☐

Start	Finish	Time
-------	--------	------

YES ☐ NO ☐ WOS NO

Works Required

4/23

YES ☐ NO ☐ WOS NO

Works Required _____

YES

Signed [Signature] Dated 15-1-15



Knox City Council
Towards New Horizons

Quarry Inspection Audit

Quarry Road

Upper Ferntree Gully

DATE 2/6/10

INSPECTED BY: Alaron / Dave

1. Fenceline free of damage

No

Location

LHS Corner of fence needs fixing.
Gate on Quarry Rd.
RHS corner
Pump house

2. All signs present and free of damage

No

Location

Signs need to be
cleaned up top near
cliffs.

YES ☐

NO ☒

WOS NO

Works Required

needs 1 new panel
needs 1 new panel.
needs to be re wired.
1 Large hole around pump house.

YES ☐

NO ☒

WOS NO

Works Required

clean signs with
graffiti remover.

3. Free of dumped rubbish

No

Location

Misthills
Beech CL
Quarry Rd. near gate.

YES ☐

NO ☒

WOS NO

Works Required

Rubbish at the end of court on left.
Remove branches on right hand
Removed dirt and tree stump
near staircase.

4. Did you perform any rectification works

Works Carried Out

YES ☐

NO ☒

Start

Finish

Time

5. Trees / Shrubs free from mechanical damage YES ☒ NO ☐ WOS NO

No

Location

Works Required

6. Grass heights, over paths, fire danger

No

Location

all over.

YES ☐

NO ☐

WOS NO

Works Required

Grass needs to be mowed
and paths need to be
sprayed.

Signed [Signature] Dated 2/6/10



DATE 19-2-08

INSPECTED BY: DAVE/Mick L

- YES ☒ NO ☐ WOS NO

Location

FENCE DAMAGED
AND REPORTED TO ROAD
WINTOTT LIGHT BLUE FENCE

Works Required

FRANK'S NEED REPAIRING
ABOUT LIGHT BLUE LINE
OF FRANKING

- YES ☐ NO ☒ WOS NO

Location

ALL SIGNS IN GOOD ORDER

Works Required

- YES ☒ NO ☐ WOS NO

Location

Some RUBBISH

Works Required

DAVE/MIKE PICKED UP
RUBBISH AROUND LAKE

- YES ☐ NO ☒

Works Carried Out

Start	Finish	Time
-------	--------	------

- No

Location

TREES ALL GOOD
NO DAMAGE

Works Required

- YES ☐ NO ☐ WOS NO

No

Location,

GRASS VERY hard
NEEDS Mowing

Works Required

RANK ROAD HE WILL
REFER TO JOHN GRWIN

Signed..... Dated 19/2/08



Knox City Council
Towards New Horizons

Quarry Inspection Audit Quarry Road Upper Ferntree Gully

DATE 4/2/08

INSPECTED BY: DAVE/ARON

1. Fenceline free of damage

No

Location

FENCE DAMAGED
AND REPORTED TO ROD
WINTOTT LIGHT BLUE FENCE

YES ☐

NO ☐

WOS NO

Works Required

FENCE NEEDS REPAIR WORKS

2. All signs present and free of damage

No

Location

ALL SIGNS IN GOOD
CONDITION

YES ☐

NO ☒

WOS NO

Works Required

3. Free of dumped rubbish

No

Location

LOT OF DUMPED RUBBISH
REPORTED TO KEITH PARKS

YES ☒

NO ☐

WOS NO

Works Required

LITTER CREW TO
REMOVE

4. Did you perform any rectification works

Works Carried Out

YES BALLARD BROKEN ON
BUTLERS RD REPORTED
TO KEITH PARKS

YES ☐

NO ☐

Start

Finish

Time

5. Trees / Shrubs free from mechanical damage YES ☒ NO ☐ WOS NO

No

Location

YES ALL TREE
ARE FINE

Works Required

6. Grass heights, over paths, fire danger

No

Location

GRASS NEEDS
MOWING BARLY HAVE
REPORTED LOT OF TIMES

YES ☒

NO ☐

WOS NO

Works Required

NEED SPRAYING AND
MOWING

Signed..... [Signature] Dated..... 4/2/08



Knox City Council
Towards New Horizons

Quarry Inspection Audit Quarry Road Upper Ferntree Gully

DATE 12/12/07.

INSPECTED BY: Dave, Aaron.

1. Fenceline free of damage

YES ☐ NO ☒ WOS NO

No

Location

Near lake also far
left corner
2 holes

Works Required

Repair broken fence
2 holes in fences

2. All signs present and free of damage

YES ☐ NO ☐ WOS NO

No

Location

All signs ok.

Works Required

3. Free of dumped rubbish

YES ☐ NO ☒ WOS NO

No

Location

Free from rubbish
inside quarry
some dumped rubbish
on quarry rd.

Works Required

Remove rubbish
from quarry rd.

4. Did you perform any rectification works

YES ☒ NO ☐

Works Carried Out

Pick up rubbish
on quarry rd.

Start Finish Time

1:50 2:00 10 mins.

5. Trees / Shrubs free from mechanical damage YES ☐ NO ☐ WOS NO

No

Location

Yes.

Works Required

6. Grass heights, over paths, fire danger

YES ☐ NO ☐ WOS NO

No

Location

Grass needs mowing
as could be a hazard.

Works Required

Mowing and snipping
required all round quarry

Signed [Signature] Dated 12/12/07.



Knox City Council
Towards New Horizons

Quarry Inspection Audit Quarry Road Upper Ferntree Gully

DATE 28-11-07

INSPECTED BY: DAVE/AARON

1. Fenceline free of damage

No 4

Location

NEAR LAKE ALSO
FAR LEFT CORNER
5 Holes

YES ☐ NO ☐ WOS NO ☐

Works Required

REPAIR BROKEN FENCE
5 HOLES IN FENCE

2. All signs present and free of damage

No

Location

ALL SIGN OK

YES ☐ NO ☐ WOS NO ☐

Works Required

3. Free of dumped rubbish

No

Location

FREE FROM RUBBISH
INSIDE QUARRY
SOME DUMPED RUBBISH ON QUARRY RD

YES ☐ NO ☐ WOS NO ☐

Works Required

REMOVE RUBBISH
FROM QUARRY RD

4. Did you perform any rectification works

Works Carried Out

NONE

YES ☐ NO ☐

Start Finish Time

5. Trees / Shrubs free from mechanical damage

No

Location

YES

YES ☐ NO ☐ WOS NO ☐

Works Required

6. Grass heights, over paths, fire danger

No

Location

GRASS NEEDS MOWING
AS COULD BE A HAZARD

YES ☐ NO ☐ WOS NO ☐

Works Required

MOWING AND SNIPPING
REQUIRED ALL ROUND QUARRY

Signed..... Dated 28-11-07



Knox City Council
Towards New Horizons

Quarry Inspection Audit Quarry Road Upper Ferntree Gully

DATE 19/11/07

INSPECTED BY: X

1. Fenceline free of damage

No

Location

enter off Butlers
100m up access rd.

YES ☐

NO ☒

WOS NO

Works Required

eg repair 2 holes in north side
of quarry. Call road to get
a works order number.

2. All signs present and free of damage

No

Location

YES ☐

NO ☒

WOS NO

Works Required

3. Free of dumped rubbish

No

Location

major rubbish eg trailer
load / car.

YES ☐

NO ☐

WOS NO

Works Required

Call through to Supervisor.
+ get WO num

4. Did you perform any rectification works

Works Carried Out

eg Cleared rubbish

YES ☐

NO ☐

Start Finish Time

11:00am 11:15am 15

5. Trees / Shrubs free from mechanical damage YES ☐ NO ☐ WOS NO

No

Location

Car damaged to tree

Works Required

Call through to Sam

6. Grass heights, over paths, fire danger

No

Location

Area is scheduled
to be mowed on a
monthly basis. Any major
concerns

YES ☐

NO ☐

WOS NO

Works Required

Signed X Dated 19/11/07



Knox City Council
Towards New Horizons

Quarry Inspection Audit

Quarry Road

Upper Ferntree Gully

DATE 20-11/07

INSPECTED BY: DAVE/AARON

1. Fenceline free of damage

No

Location

Fence damaged down
near bottom left
hand side fence.

Also bottom right fence.

YES ☐

NO ☒

WOS NO

Works Required

Repair fence as
required.

2. All signs present and free of damage

No

Location

YES ☐

NO ☐

WOS NO

Works Required

3. Free of dumped rubbish

No

Location

RUBBISH CLEAR

YES ☐

NO ☐

WOS NO

Works Required

4. Did you perform any rectification works

Works Carried Out

NO RECTIFICATION WORKS
Done

YES ☐

NO ☐

Start

Finish

Time

5. Trees / Shrubs free from mechanical damage YES ☐ NO ☐ WOS NO

No

Location

YES

Works Required

6. Grass heights, over paths, fire danger

No

Location

Grass requires mowing
asap

YES ☒

NO ☐

WOS NO

Works Required

Signed..... Dated 20/11/07

Annex C

Risk Assessment and
Management Register

Risk Ref	Core Issue	Issue	Hazard Description	Existing Controls	Consequences	Attribution	Likelihood	Risk Level	Justification	Additional Risk Reduction Requirements	Consequences	Attribution	Likelihood	Risk Level	Residual Risk Level
1	Human Behaviour	Vandalism, Crime	Public nuisance resulting from noise from trail bikes, vehicles, parties, fireworks	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Regular site inspections undertaken (every 2 weeks) with clean up-fence repair works completed if required.	1 Minor environmental effects OR Minor injury/No medical treatment required	Minor number of complaints regarding driving of at-afal parties	2	Unlikely	Low	Acceptable					
2	Human Behaviour	Vandalism, Crime	Tree and property damage, car dumping or burning, damage to park infrastructure (inc. pump). Damage to rock slope	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Pump house separately gated and gated. Regular site inspections undertaken every 2 weeks with clean up-fence repair works completed if required.	2 Moderate short term environmental effects OR Possible injury or illness	Damage to the house and pump house and/or injury	2	Unlikely	Medium	Tolerable					
3	Human Behaviour	Vandalism, Crime	Visual impact of graffiti on park infrastructure, shops, fence	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Regular site inspections undertaken (every 2 weeks) with clean up-fence repair works completed if required.	1 Minor environmental effects OR Minor injury/No medical treatment required	Minor number of complaints regarding driving of at-afal parties	4	Likely	Medium	Tolerable					
4	Human Behaviour	Vandalism, Crime	Public nuisance due to loitering associated with drugs and drinking	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Regular site inspections undertaken (every 2 weeks) with clean up-fence repair works completed if required.	1 Minor environmental effects OR Minor injury/No medical treatment required	Minor number of complaints regarding driving of at-afal parties	3	Possible	Low	Acceptable					
5	Human Behaviour	Vandalism, Crime	Visual impact of dumping of rubbish (needles, cans, glass etc)	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Regular site inspections undertaken (every 2 weeks) with clean up-fence repair works completed if required. Waste removal program is in place.	2 Moderate short term environmental effects OR Possible injury or illness	Minor rubbish has been found and removed. Improvements noted recently due to the completion of the works	2	Unlikely	Medium	Tolerable					
6	Human Behaviour	Accessibility	Damage to vegetation and slopes due to trail bike damage, BMX damage	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Regular site inspections undertaken (every 2 weeks) with clean up-fence repair works completed if required.	1 Minor environmental effects OR Minor injury/No medical treatment required	Minor damage due to pathways via alternative routes	1	Rare	Low	Acceptable					
7	Human Behaviour	Vandalism, Crime	Damage to flora, fauna, property and people from lighting of fires	Regular site inspections undertaken (every 2 weeks) with clean up-fence repair works completed if required.	1 Minor environmental effects OR Minor injury/No medical treatment required	Minor fires have been noted in pump house area	2	Unlikely	Low	Acceptable					
8			Removed as deemed no longer applicable												
9	Human Behaviour	Other Activities	Swimming - drowning in the lake	Security gates and fencing in place to prevent access to the southern end of the lake. Regular site inspections undertaken (every 2 weeks) with clean up-fence repair works completed if required. Signage provided 'Danger Deep Water' provided.	4 Serious long term environmental impact OR Fatality or illness	Understand that swimming occurs. Currently no prohibitive measures	3	Possible	High	Inadequate	4 Serious long term environmental impact OR Fatality or illness		1	Rare	Medium
10	Human Behaviour	Other Activities	Falls from height or injuries from rock falls to the public due to climbing and descending cliff face	Security gates and fencing in place to prevent access to escarpment slope and cliff face. Regular site inspections undertaken (every 2 weeks) with clean up-fence repair works completed if required. Signage 'Danger Unstable Cliffs Keep Clear' provided.	4 Serious long term environmental impact OR Fatality or illness	Falls in last 12 months. Fences are inadequate to keep access	4	Likely	High	Inadequate	4 Serious long term environmental impact OR Fatality or illness		3	Possible	High
11	Geotechnical / Natural Events / Circumstances	Natural Disasters	Bush fire risk to people and property	Fire breaks and access roads in place. Fire breaks are slashed every November. Controlled burns are undertaken as necessary.	3 Serious medium term environmental impact OR Fatality or illness	Assesses that all listed Management Works scheduled in Stage 1 are completed and works included in ongoing	1	Rare	Low	Acceptable					
12	Geotechnical / Natural Events / Circumstances	Natural Disasters	Seasonal high rainfall and flooding causing damage to pump house	Lake levels are monitored and water is automatically pumped into the adjoining catchment if levels rise.	1 Minor environmental effects OR Minor injury/No medical treatment required	Minor injury/No medical treatment required	1	Rare	Low	Acceptable					
13	Geotechnical / Natural Events / Circumstances	Natural Disasters	Strong wind resulting in tree loss and subsequent soil erosion and/or property damage	5 year tree inspection cycle is in place to identify trees which could cause a public risk which will be reviewed as the level of risk changes.	2 Moderate short term environmental effects OR Possible injury or illness		1	Rare	Low	Acceptable					

Risk Ref	Core Issue	Issue	Hazard Description	Existing Controls	Consequences	Audience	Likelihood	Risk Level	Probability	Additional Risk Reduction Requirements	Consequences	Audience	Likelihood	Residual Risk Level
14	Geotechnical / Natural Events / Circumstances	Geotechnical	Fluctuations in lake water levels affecting groundwater levels / slope stability and regional long term groundwater levels	The lake levels to maintain a constant level due to being spring fed. Monitored every 3 months - survey markers in place	3 Serious medium term environmental effects OR Moderate short term environmental effects	1	1	High	Acceptable					
15	Geotechnical / Natural Events / Circumstances	Geotechnical	Lack of subsurface geotechnical information. As such ground stability and potential for landslides, erosion, debris flow and/or development hazards. 2 yearly periodic review of inspection reports by geotechnical engineer and reporting	Landslip Risk Assessment undertaken with recommended measures implemented, including quarterly site inspections to assess for any movements based on recommended frequency and/or development hazards. 2 yearly periodic review of inspection reports by geotechnical engineer and reporting	3 Serious medium term environmental effects OR Moderate short term environmental effects	1	1	High	Acceptable					
16	Geotechnical / Natural Events / Circumstances	Geotechnical	Falls of people or vehicles from height due to edge collapse on the access road on the top of the escarpment	Landslip Risk Assessment undertaken with recommended measures implemented, including quarterly site inspections to assess for any movements based on recommended frequency and/or development hazards. 2 yearly periodic review of inspection reports by geotechnical engineer and reporting	3 Serious medium term environmental effects OR Moderate short term environmental effects	1	1	High	Acceptable					
17	Management Activities and Controls	Occupational Health and Safety	Crash injuries or lacerations/amputation from heavy machinery and equipment during maintenance (e.g. brush cutters and mowers)	Relevant council safety procedures and guidance notes in place	4 Serious long term environmental effects OR Moderate short term environmental effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	4 Serious long term environmental effects OR Moderate short term environmental effects	1	High	Medium
18	Management Activities and Controls	Occupational Health and Safety	Crushing due to overturn of powered machinery (e.g. brush cutters and mowers)	Relevant council safety procedures and guidance notes in place	4 Serious long term environmental effects OR Moderate short term environmental effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	4 Serious long term environmental effects OR Moderate short term environmental effects	2	Unlikely	Medium
19	Management Activities and Controls	Occupational Health and Safety	Falls from height as a result of working on or close to steep slopes during maintenance	Relevant council safety procedures and guidance notes in place	4 Serious long term environmental effects OR Moderate short term environmental effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	4 Serious long term environmental effects OR Moderate short term environmental effects	1	High	Medium
20	Management Activities and Controls	Occupational Health and Safety	Downing as a result of working close to or on water during maintenance	Relevant council safety procedures and guidance notes in place	4 Serious long term environmental effects OR Moderate short term environmental effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	4 Serious long term environmental effects OR Moderate short term environmental effects	1	High	Medium
21	Management Activities and Controls	Occupational Health and Safety	Health effects due to contact with hazardous substances during maintenance (e.g. herbicides, pesticides, fuels)	Relevant council safety procedures and guidance notes in place	2 Moderate short term environmental effects OR Reversible short term effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	2 Moderate short term environmental effects OR Reversible short term effects	1	High	Low
22	Management Activities and Controls	Occupational Health and Safety	Lacerations / puncture injuries due to use of hand tools (e.g. axes) during maintenance work	Relevant council safety procedures and guidance notes in place	2 Moderate short term environmental effects OR Reversible short term effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	2 Moderate short term environmental effects OR Reversible short term effects	1	High	Low
23	Management Activities and Controls	Occupational Health and Safety	Contracting blood borne diseases (HIV, Hepatitis) as a result of needle stick injuries from rubbish collection	Relevant council safety procedures and guidance notes in place	4 Serious long term environmental effects OR Moderate short term environmental effects	1	1	High	Acceptable	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	4 Serious long term environmental effects OR Moderate short term environmental effects	1	High	Medium
24	Management Activities and Controls	Occupational Health and Safety	Injuries resulting from slips and trips when working on or close to steep slopes or crossing uneven ground	Relevant council safety procedures and guidance notes in place	2 Moderate short term environmental effects OR Reversible short term effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	2 Moderate short term environmental effects OR Reversible short term effects	1	High	Low
25	Management Activities and Controls	Occupational Health and Safety	Injuries from rock falls as a result of working on or close to steep slopes during maintenance	Relevant council safety procedures and guidance notes in place	4 Serious long term environmental effects OR Moderate short term environmental effects	1	1	High	Acceptable	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	4 Serious long term environmental effects OR Moderate short term environmental effects	1	High	Medium
26	Management Activities and Controls	Occupational Health and Safety	Personal injury due to attack or verbal abuse by members of the public	Relevant council safety procedures and guidance notes in place	3 Serious medium term environmental effects OR Moderate short term environmental effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	3 Serious medium term environmental effects OR Moderate short term environmental effects	1	High	Low
27	Management Activities and Controls	Occupational Health and Safety	Muscle sprains and strains due to lifting and moving heavy equipment and machinery during maintenance	Relevant council safety procedures and guidance notes in place	2 Moderate short term environmental effects OR Reversible short term effects	2	2	Unlikely	High	-ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	2 Moderate short term environmental effects OR Reversible short term effects	1	High	Low
28	Individual and User Activities	User Issues	Injuries due to collision between park users and management equipment on maintenance road	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Regular site inspections undertaken (every 2 weeks) with debris up fence repair works completed if required. Irregular signage. Danger Unstable Cliffs Keep Clear provided	3 Serious medium term environmental effects OR Moderate short term environmental effects	1	1	High	Acceptable					
29	Individual and User Activities	User Issues	Injuries resulting from slips and trips when descending steep slopes	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Regular site inspections undertaken (every 2 weeks) with debris up fence repair works completed if required. Irregular signage. Danger Unstable Cliffs Keep Clear provided	2 Moderate short term environmental effects OR Reversible short term effects	3	3	Possible	High	-ID 1709-11 - Review current site usage to identify alternative pathways to those provided by Council the public currently use. -ID 1709-12 - Identify options to manage these alternative routes, such as fencing or planting to change the route or steps/path to formalise the route.	2 Moderate short term environmental effects OR Reversible short term effects	1	High	Low
30	Individual and User Activities	User Issues	Injuries from rock falls	Security gates and fencing in place to prevent vehicle access to top of escarpment and vehicle and pedestrian access to cliff face and pump station. Regular site inspections undertaken (every 2 weeks) with debris up fence repair works completed if required. Irregular signage. Danger Unstable Cliffs Keep Clear provided	4 Serious long term environmental effects OR Moderate short term environmental effects	1	1	High	Acceptable					

Risk Ref	Core Issue	Issue	Hazard Description	Existing Controls	Consequences	Justification	Likelihood	Risk Level	Prevalence	Additional Risk Reduction Requirements	Consequences	Justification	Likelihood	Residual Risk Level
31	Individual and User Activities	User Issues	Pedestrian injuries due to collisions with cyclists, motor bikes or grass skateboarders.		3 Serious medium term environmental effects OR Moderate irreversible injury or death	No reported incidents	1	Flare	Low	Accurate				
32	Individual and User Activities	User Issues	Cyclists, motorcyclists and grass skateboarders injuring themselves.		2 Moderate short term environmental effects OR Possible injury or illness	No reported incidents	1	Flare	Low	Accurate				
33	Individual and User Activities	User Issues	Voluntary activities (eg weed control) not authorised by council		2 Moderate short term environmental effects OR Possible injury or illness	No reported incidents	1	Flare	Low	Accurate				
34	Management Activities and Controls	Occupational Health and Safety	Health effects due to snakes/insect bites, venom, bee or wasp stings	Relevant council safety procedures and guidance notes in place.	2 Moderate short term environmental effects OR Possible injury or illness	Understand that work methodologies have been amended to reflect the current site status, however the aspects to have been completed on an ad hoc basis	2	Unlikely	Medium	Indicative	+ ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	2	Flare	Low
35	Management Activities and Controls	Occupational Health and Safety	Health effects due to sun exposure	Relevant council safety procedures and guidance notes in place.	4 Serious long term environmental effects OR Severe irreversible injury or illness	Understand that work methodologies have been amended to reflect the current site status, however the aspects to have been completed on an ad hoc basis	1	Flare	Medium	Indicative	+ ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	4	Flare	Medium
36	Individual and User Activities	User Issues	Pesticide/herbicide use. Chemicals used to control weeds harmful to the public	Relevant council safety procedures and guidance notes in place.	2 Moderate short term environmental effects OR Possible injury or illness	Understand that work methodologies have been amended to reflect the current site status, however the aspects to have been completed on an ad hoc basis	2	Unlikely	Medium	Indicative	+ ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	2	Flare	Low
37	Management Activities and Controls	Occupational Health and Safety	Lone working	Relevant council safety procedures and guidance notes in place.	3 Serious medium term environmental effects OR Moderate irreversible injury or illness	Understand that work methodologies have been amended to reflect the current site status, however the aspects to have been completed on an ad hoc basis	2	Unlikely	Medium	Indicative	+ ID 1709-10 - Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	3	Flare	Low
38	BLANK ROW			Removed as deemed to longer applicable										
39	BLANK ROW			Removed as deemed to longer applicable										
40	Environmental	Water Issues	Contaminated inflows into lake from residential areas	New development do not discharge stormwater in to the quarry lake	1 Minor environmental effects OR Minor short/term medical treatment required	Council consider stormwater to be a minor issue	2	Unlikely	Low	Accurate				
41	Environmental	Water Issues	Poor water quality of lake impacting public safety		3 Serious medium term environmental effects OR Moderate irreversible injury or illness	No monitoring currently occurring. Public currently using lake for activities including swimming	2	Unlikely	Medium	Indicative	+ ID 1709-04 - Develop and implement regular water quality testing (half yearly) program with results reviewed by professional consultants to review risk to health of public.	3	Flare	Low
42	Environmental	Water Issues	Poor water quality affecting offtake discharge into Ferry Creek		1 Minor environmental effects OR Minor short/term medical treatment required		1	Flare	Low	Accurate				
43	Environmental	Water Issues	Poor implementation of Environmental Management Plans	Maintenance of weeds is carried out and coordinated between Parks and Council	1 Minor environmental effects OR Minor short/term medical treatment required	Park is being maintained	3	Possible	Low	Accurate				
44	Environmental	Water Issues	Failure to contain construction discharges	CCEMP developed as part of construction activities	1 Minor environmental effects OR Minor short/term medical treatment required	Understand that CCEMP is developed and implemented by Contractor	2	Unlikely	Low	Accurate	ID 1709-13 - Council to review and audit all new CCEMPs applicable to future construction activities			
45	Environmental	Water Issues	Algal growth causing a visual and occur nuisance to neighbours	Algal growth has not been identified as a serious problem at the lake	1 Minor environmental effects OR Minor short/term medical treatment required	No issues identified	2	Unlikely	Low	Accurate				
46	Environmental	Water Issues	Impact on flora and fauna due to poor water quality	Historical water quality data shows water quality is generally good	1 Minor environmental effects OR Minor short/term medical treatment required	No issues identified	2	Unlikely	Low	Accurate				
47	Environmental	Water Issues	Excessive volume of storm water drainage into Ferry Creek		1 Minor environmental effects OR Minor short/term medical treatment required	No issues identified	2	Unlikely	Low	Accurate				
48	Environmental	Water Issues	Failure to maintain appropriate water level resulting in impact on incoming vegetation establishment		1 Minor environmental effects OR Minor short/term medical treatment required	Not considered an issue due to lake levels tend to maintain constant levels due to being served for No issues identified	1	Flare	Low	Accurate				

Risk Ref	Core Issue	Issue	Hazard Description	Existing Controls	Consequences	Justification	Likelihood	Severity	Additional Risk Reduction Requirements	Feasibility	Risk Level	Residual Risk Level
49	Environmental	Water Issues	Failure to maintain appropriate water level results in damage to pump		1 Minor environmental effects ON Minor impacts to water level Treatment required	No considered in the risk assessment spring but No issues identified	2	Low	Acceptable	Acceptable	Low	
50	Environmental	Management of Biodiversity	Inadvertent removal/damage to native vegetation during construction	CEMP developed as part of construction activities	1 Minor environmental effects ON Minor impacts to native vegetation Treatment required	Understand that CEMP is developed and implemented by Contractor	1	Low	Acceptable	Acceptable	Low	ID 1709-13 - Council to review and audit all new CEMPs applicable to future construction activities
51	Environmental	Management of Biodiversity	Impact of water and domestic animals on native fauna habitat		1 Minor environmental effects ON Minor impacts to native fauna Treatment required	No issues identified	2	Low	Acceptable	Acceptable	Low	
52	Environmental	Management of Biodiversity	Impact of weed management/ revegetation activities on threatened fauna (e.g. Peregrine Falcon)	No mechanical weed removal occurs at the site	1 Minor environmental effects ON Minor impacts to native fauna Treatment required	No issues identified	2	Low	Acceptable	Acceptable	Low	
53	Environmental	Management of Biodiversity	Failure to implement weed management program	Weeds are actively managed at the site	1 Minor environmental effects ON Minor impacts to native fauna Treatment required	No issues identified	2	Low	Acceptable	Acceptable	Low	
54	Environmental	Management of Biodiversity	Lack of knowledge/ Potential for inappropriate management actions.	All Parks and bushland staff and contractors that use chemicals are trained in handling and use. MSDS are kept at Operations Centre and also carried by staff on site. Similar process for Bushland	1 Minor environmental effects ON Minor impacts to native fauna Treatment required	No issues identified	3	Low	Acceptable	Acceptable	Low	
55	Environmental	Land Use	Public access leading to adverse impacts on flora and fauna	Site access restricted with walkways within the park located away from areas of ecological sensitivity.	1 Minor environmental effects ON Minor impacts to native fauna Treatment required	No issues identified	2	Low	Acceptable	Acceptable	Low	
56	Environmental	Land Use	Change in anticipated public use requirements leading to erosion, vegetation impacts, public safety issues etc.		1 Minor environmental effects ON Minor impacts to native fauna Treatment required	Change in anticipated public use of the site. However minimal impact on the environment. No issues identified	2	Low	Acceptable	Acceptable	Low	
57	Environmental	Land Use	Inappropriate access to restricted areas	On going fence maintenance and signage at the site to restrict access.	1 Minor environmental effects ON Minor impacts to native fauna Treatment required	Minor impacts to native fauna, occurring and treated as a minor issue. No issues identified	2	Low	Acceptable	Acceptable	Low	
58	Environmental	Management of Biodiversity	Pesticide herbicide used. Unqualified personnel undertake weed control activities.	All Parks and bushland staff and contractors that use chemicals are trained in handling and use. MSDS are kept at Operations Centre and also carried by staff on site. Similar process for Bushland	1 Minor environmental effects ON Minor impacts to native fauna Treatment required	No issues identified	2	Low	Acceptable	Acceptable	Low	
59	Environmental	Management of Biodiversity	Pesticide herbicide use. Non targeted herbicide use. Potential for pollution of aquatic environments.	All Parks and bushland staff and contractors that use chemicals are trained in handling and use. MSDS are kept at Operations Centre and also carried by staff on site. Similar process for Bushland	2 Moderate short term environmental effects ON Minor impacts to native fauna Treatment required	Moderate short term environmental effects ON Minor impacts to native fauna Treatment required	3	Moderate	Tolerable	Tolerable	Moderate	
60				Removed as deemed no longer applicable								
61	Environmental	Management of Biodiversity	Introduction of pathogens (e.g. Phytophthora cinnamomi) results in loss of habitat for dependent fauna.	Understood PC hygiene protocols have been developed and have been implemented during onsite works.	2 Moderate short term environmental effects ON Minor impacts to native fauna Treatment required	Understand that CEMP is developed and implemented by Contractors	2	Moderate	Tolerable	Tolerable	Moderate	ID 1709-13 - Council to review and audit all new CEMPs applicable to future construction activities
62	Environmental	Management of Biodiversity	Mechanical weed removal/ Results in potential soil erosion.	No Mechanical weed removal is carried out at the site. Cui and plant and grazing are main methods of weed control	1 Minor environmental effects ON Minor impacts to native fauna Treatment required	No issues identified	2	Low	Acceptable	Acceptable	Low	
63	Environmental	Management of Biodiversity	Litter/ Potential poisoning of wildlife.		1 Minor environmental effects ON Minor impacts to native fauna Treatment required	Minor impacts to native fauna, occurring and treated as a minor issue. No issues identified	3	Low	Acceptable	Acceptable	Low	
64	Environmental	Management of Biodiversity	Litter/ Pollution of waterways and soil.		1 Minor environmental effects ON Minor impacts to native fauna Treatment required	Minor impacts to native fauna, occurring and treated as a minor issue. No issues identified	3	Low	Acceptable	Acceptable	Low	
65	Environmental	Management of Biodiversity	Introduction of pathogens (e.g. Phytophthora cinnamomi) results in change in composition and structure of native vegetation communities.	Understood PC hygiene protocols have been developed and have been implemented during onsite works.	2 Moderate short term environmental effects ON Minor impacts to native fauna Treatment required	Understand that CEMP is developed and implemented by Contractors	2	Moderate	Tolerable	Tolerable	Moderate	ID 1709-13 - Council to review and audit all new CEMPs applicable to future construction activities
66	Environmental	Management of Biodiversity	Erosion and soil disturbance/ smothering aquatic biota through sedimentation.		1 Minor environmental effects ON Minor impacts to native fauna Treatment required	Erosion not identified as an issue at the site	2	Low	Acceptable	Acceptable	Low	
67	Environmental	Management of Biodiversity	Erosion and soil disturbance results in degradation of water quality.		1 Minor environmental effects ON Minor impacts to native fauna Treatment required	Erosion not identified as an issue at the site	2	Low	Acceptable	Acceptable	Low	
68	Environmental	Management of Biodiversity	Erosion and soil disturbance/ results in weed germination and growth.		1 Minor environmental effects ON Minor impacts to native fauna Treatment required	Erosion not identified as an issue at the site	2	Low	Acceptable	Acceptable	Low	

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Annex D

Works Schedule

Ongoing Risk Management and Monitoring Works Schedule – Former CSR Quarry Reserve, Ferntree Gully

Management Action	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Asparagus Fern (Environmental Weed) <i>Asparagus scandens</i>	KCC/ Contractor												
Blackberry <i>Rubus fruticosus</i> spp. agg													
Boneseed <i>Chrysanthemoides monnifera</i>													
Bridal Creeper <i>Asparagus asparagoides</i>													
Fennel <i>Foeniculum vulgare</i>													
Flax-leaved Broom <i>Genista linifolia</i>													
Gorse <i>Ulex europaeus</i>	KCC / Contractor												
Montpellier Broom <i>Genista monspessulana</i>													
Ragwort <i>Senecio jacobaea</i>													
Spear Thistle <i>Cirsium vulgare</i>													
Three-cornered Garlic <i>Allium triquetrum</i>													
Watsonia <i>Watsonia meriana</i>													
Management of <i>Phytolthora cinnamomi</i> (Pc)													
Implement Pc management controls during management and maintenance of the site	KCC/ Contractor												
Biomass Reduction													
Slash and mosaic burn	KCC & Yarra Ranges National Park												
Slashing of fire breaks.	KCC / Contractor												
Unsafe tree inspections	KCC / Contractor	Every 5 years as per plan											

Management Action	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Review type and level of weed infestation and update existing weed management actions as required.	KCC / Contractor												
Review and Update Works Schedule as required	KCC / Contractor												
Fence inspections and repairs	KCC / Contractor	Every 2 weeks as part of general Site Inspection											
Inspect all signage on site and arrange to replace damaged/removed signs, as necessary	KCC / Contractor	Every 2 weeks as part of general Site Inspection											
Inspection for graffiti and arrange for its removal.	KCC / Contractor	Every 2 weeks as part of general Site Inspection											
Inspection for dumping of waste and its removal.	KCC / Contractor	Every 2 weeks as part of general Site Inspection											
Visual assessment to assess ground stability and areas of rock fall, including quarterly site inspections to assess for any movements (based on installed devices to assess and measure any movements) and/or development hazards, and 2 yearly periodic review of inspection reports by geotechnical engineer and reporting.	KCC / Contractor	Quarterly site inspections/ Periodic review by geotechnical engineer			Quarterly site inspections			Quarterly site inspections/ Periodic review by geotechnical engineer			Quarterly site inspections		
Review and renewal of ERMP	KCC / Contractor									Every 2 years			

Recommended Risk Management Works Schedule – Former CSR Quarry Reserve, Ferntree Gully

Action Number	Management Action	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Public Activities													
1709-01	Swimming, Boating, Fishing Seek specialist advice regarding the provision of appropriate infrastructure to allow safe ingress and egress to water.	KCC												2017
1709-14	Seek specialist advice regarding the provision of appropriate infrastructure, such as small fishing pontoon(s), to allow safe fishing at water's edge in locations where fishing is preferred.	KCC												2017
1709-02	Update signage to inform the public of the risks associated with the use of the lake, including steep edges, depth (15m), temperature (cold) and potential underwater hazards (sharp edged rocks/ rubbish).	KCC												2017
1709-03	Signage placement to be at identified potential public access points;	KCC												2017
1709-04	Develop and implement regular water quality testing (half yearly) program with results reviewed by professional consultants to review risk to health of public.	KCC												2017
	Access Management													
	Escarpment													
1709-05	Fencing to be realigned and replaced with vandalism proof fencing to prohibit access to escarpment area only.	KCC												2017
1709-06	Signage to inform the public that access to escarpment is prohibited.	KCC												2017
1709-07	Signage to inform public of risks, including rock falls and unstable cliff face.	KCC												2017
1709-03	Signage placement to be at identified potential public access points.	KCC												2017
1709-08	Seek specialist advice regarding potential public access points along ridge line for viewing purposes (such as at Devil Bend). If safe access points are identified, appropriate infrastructure to be designed and installed along with appropriate signage within 12 months.	KCC												2017
1709-09	Implement Masterplan outstanding path item "The provision of links to existing path networks including to Hilltop Road, Lady's Walk and Mithills Court (for access and bush fire risk management)" as required.	KCC												2017
	Alternate Pathways													
1709-11	Review current site usage to identify alternate pathways to those provided by Council the public currently use.	KCC				2018								
1709-12	Identify options to manage these alternative routes, such as fencing or planting to change the route or steps/path to formalise the route.	KCC				2018								
	Council Operating Procedures													
1709-10	Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	KCC				2018								

Action Number	Management Action	Responsibility	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1709-15	Update Quarry Inspection Audit Quarry Road Upper Ferntree Gully inspection sheet to include visual inspection of new infrastructure, graffiti, water quality and additional comments	KCC										Next site inspection		
	New Capital Works													
1709-13	Council to review and audit all new CEMP's applicable to future construction activities	KCC												
1709-10	Review of current methodologies required to undertake management activities and controls reflecting current status of the site. Council (or Contractor) procedures/guidance to be updated to reflect.	KCC				2018								

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Knox City Council **Quarry Reserve Infrastructure Concept Design Report**

Rev. C **March 2018**



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1.0 Introduction

1.0 Introduction

1.1 Project Summary

GHDWoodhead has been engaged by Knox City Council to undertake conceptual & costing studies for four different infrastructure projects within Quarry Reserve. This project will include:

- A summary of the existing environmental & risk management report undertaken recently for this reserve, with specific reference to the risks that are relevant to the four concepts being developed.
- A site briefing with the client.
- A photographic catalogue of the site.
- Sketch concepts for four different infrastructure concepts with structural notations.
- Costings undertaken for each concept.

The purpose of this report is to collate the various outputs and consolidate these into a unified design report that captures the project's progression. This report will include the various diagrams, analysis, sketches, concepts and costings developed for the project.

1.2 Previous Report Summary

The purpose of this summary is to highlight the risks identified by ERM's 2017 report specific to the four infrastructure elements proposed in this design report and to mitigate these risks through the design of these four elements.

These four infrastructure elements and their associated risks are listed below, as well as some alternate design considerations, that respond to and mitigate these risks, to be incorporated into the concepts.

Swimming and Boating

- No current infrastructure at the site to support entry and exit points for swimmers and boaters into the water body.
- Vandalism of the existing boardwalk is ongoing and the boardwalk provides informal access for swimmers and boaters.
- Potential lack of knowledge around the presence of existing rock or other debris near the surface where swimmers may access the water from the boardwalk.

Design Consideration

- Any future designated entry + exit points to be made free of rock or other debris near the surface.
- Provision of infrastructure that allows ease of entry and exit from the water, eg. highly visible ladder or graded approach with good traction under foot.

Lookout

- The fenceline is cut along the top of the escarpment-possibly to gain access for viewing purposes.

Design Consideration

- Provision of a designated viewing area that would potentially negate the need for visitors to cut through fence to seek a good vantage point.

Fishing

- Fishing forums anecdotally quote people who crawl through breaches in fence to access the southern end of lake.
- Fishermen prefer the southern part of the lake as it is removed from the noisier park and lake activities.
- Currently no sure footed surfaces areas for fisherman- risk of falling or sliding into water given the steep grassy banks in this area. Higher risk of drowning given that people fishing are generally fully clothed.

Design Consideration

- Move the location of the perimeter fence further south into the reserve, to allow free access to the preferred fishing spot while still maintaining restricted access to the pump house.
- Provision of a flat, non slip surface for people fishing in their preferred location, which is currently characterised by steep grassy banks.
- Potential to link an at grade, un-sealed path leading from the concrete DDA access to the current boardwalk, which leads to the preferred fishing site. This would open up filtered sightlines for some passive surveillance and safety.

Fence

- Articles in the local newspaper calling for better fencing to avoid the tragedy that happened in 2016.
- Site inspections reveal members of the public are accessing the fenced off areas that are meant to be prohibited, such as the top of the escarpment and the southern end of the site.
- A high frequency of repeat fence vandalism and tampering to gain access to these restricted areas.
- Rock climbing forums do not recommend the site for climbing, as it is hard to access for little gain and a low quality climbing experience.

Design Consideration

- Change fencing type to a more robust product. This could be strategically located in certain high risk areas like the top of the escarpment and the southern part of the site.
- A more tamper proof fence type at the top of the escarpment would dissuade rock climbers or other users from entering the site.
- Move the location of the perimeter fence further south into the reserve to allow free access to the preferred fishing spot to reduce instances of vandalism.
- Provision of the designated viewing platform may reduce the amount of people vandalising fences to gain entry for the view to the west.

Site risks also identified by ERM's 2017 report concerning water quality, signage and weed management are not included in this summary as they were not part of the brief given to GHDW by Council.

2.0 Photo Documentation



View looking south towards existing fishing location (in foreground)



View looking south west towards existing pump station



View looking south towards proposed swimming access point



View looking east towards proposed viewing platform area



View north along new DDA path system



View of existing boardwalk



View of pump maintenance access track



View of existing secure fence



View of existing stair access to Lady's Walk



View of water edge

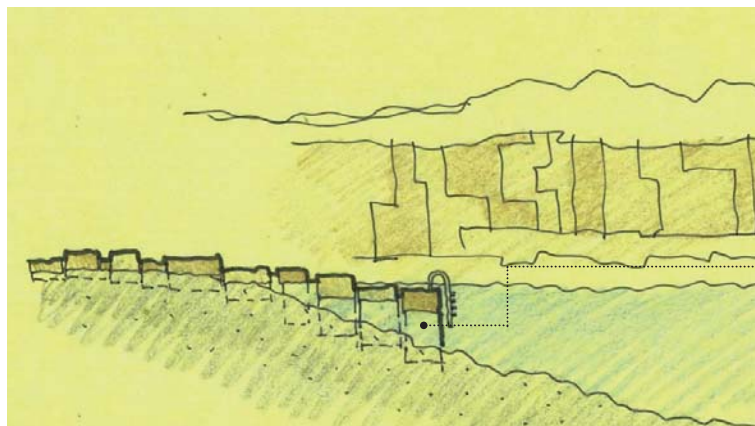
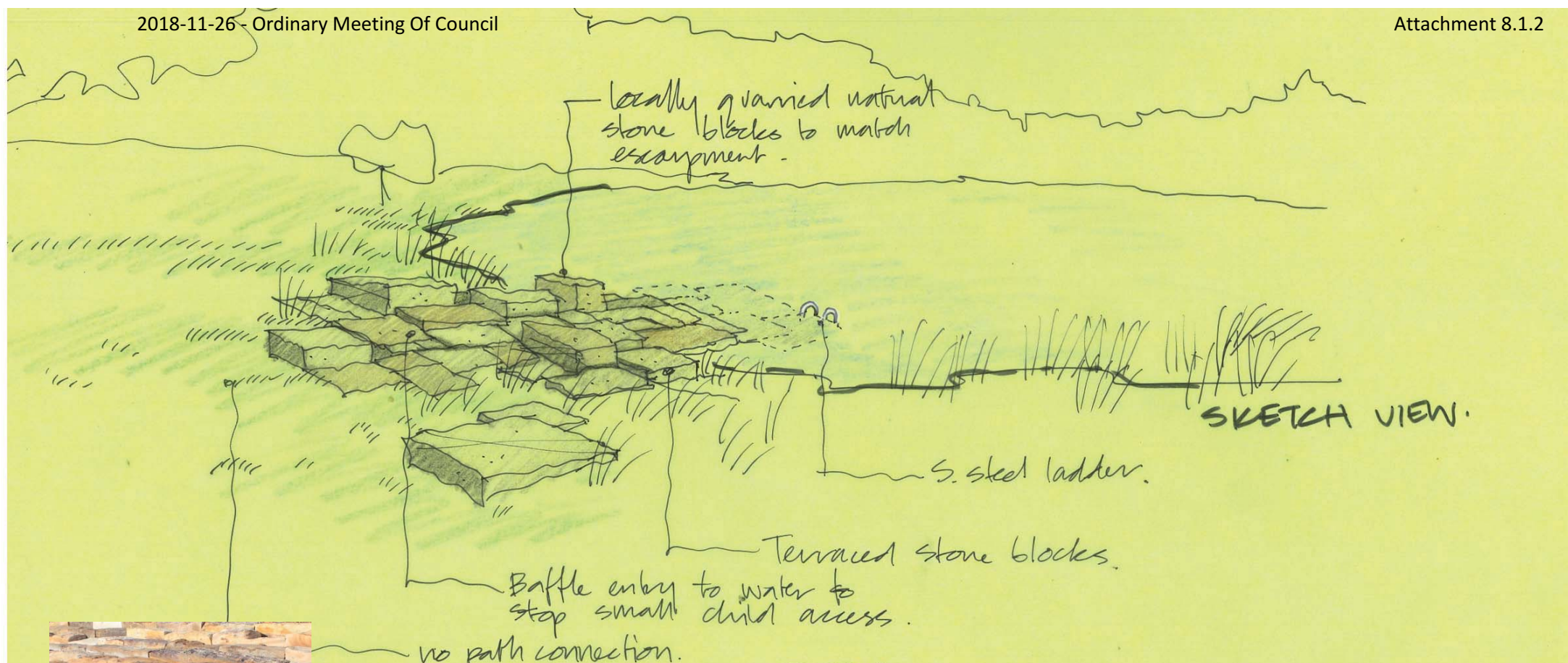
3.1 Swimming Access Design Objectives

The existing scenario at Quarry Reserve has un-restricted points of access for swimming access in the water body. The steep grassed and vegetated embankments leading into the water, and unseen hazards and edges within the water, contribute to a significant risk of the swimmers experiencing issues entering and exiting the water. Creating a safe entry and exit point to the water body, and allowing for a safe swimming area within the water body, will mitigate the risk for people swimming.

Design Considerations

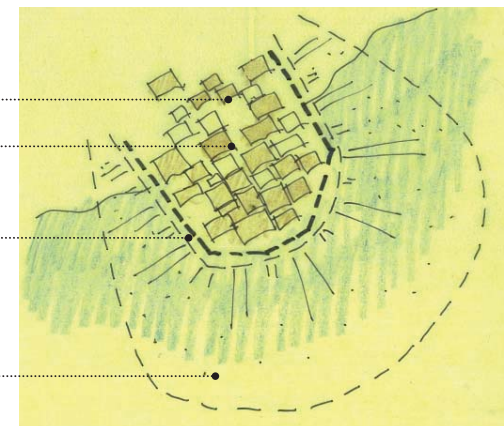
- Construction of a non-slip entry/exit point to the water.
- Construction of a gradual, graded entry to the water.
- Removal of obstructions or unseen debris in the water which may cause accidents
- Design of an area which looks attractive to swim in, to discourage people swimming in uncontrolled areas which may have unseen obstructions in the water.

3.0 Swimming Access

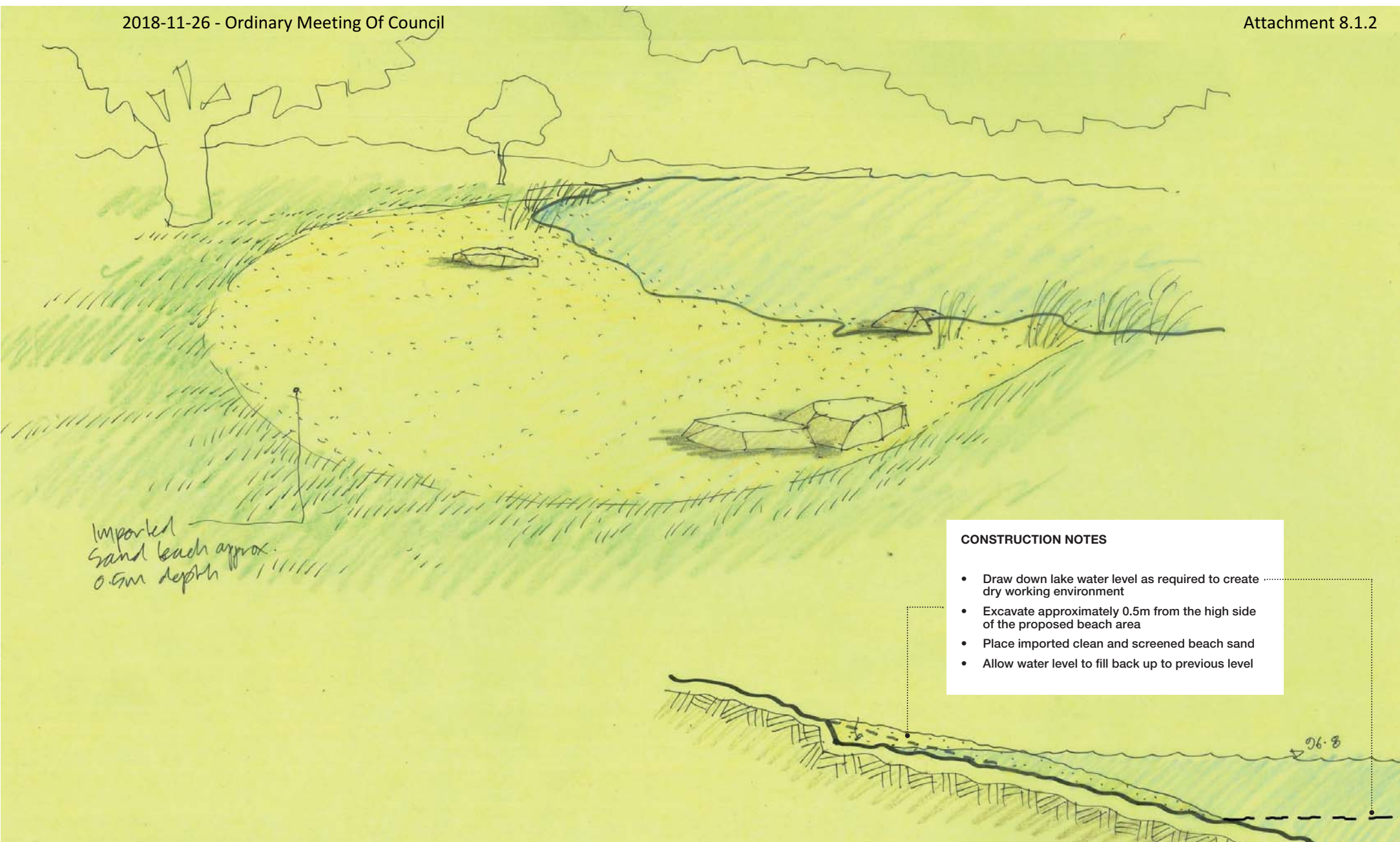


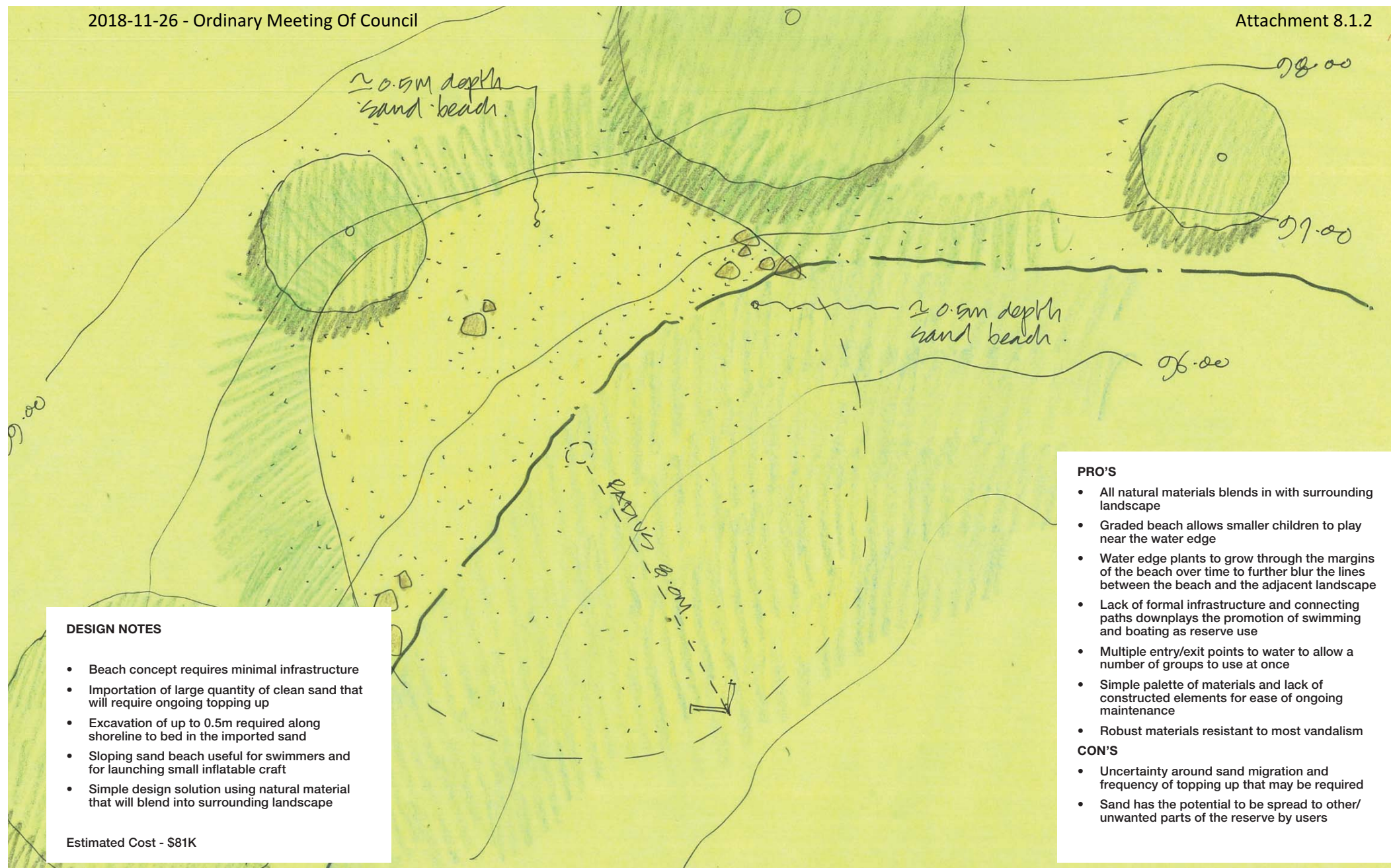
CONSTRUCTION NOTES

- De-watered area inside sheet piling to permit construction in dry conditions
- Remove softened/loose soil to approximately 500mm below existing surface
- Sheet piling cut back after construction to below water level to create formwork for new insitu concrete footing for stone
- Mass concrete infill to underside of terraced stone blocks
- Alternative construction solution if there is too much hard, shallow rock to successfully drive sheet piling, would be to use a temporary earthen coffer dam







**DESIGN NOTES**

- Beach concept requires minimal infrastructure
- Importation of large quantity of clean sand that will require ongoing topping up
- Excavation of up to 0.5m required along shoreline to bed in the imported sand
- Sloping sand beach useful for swimmers and for launching small inflatable craft
- Simple design solution using natural material that will blend into surrounding landscape

Estimated Cost - \$81K

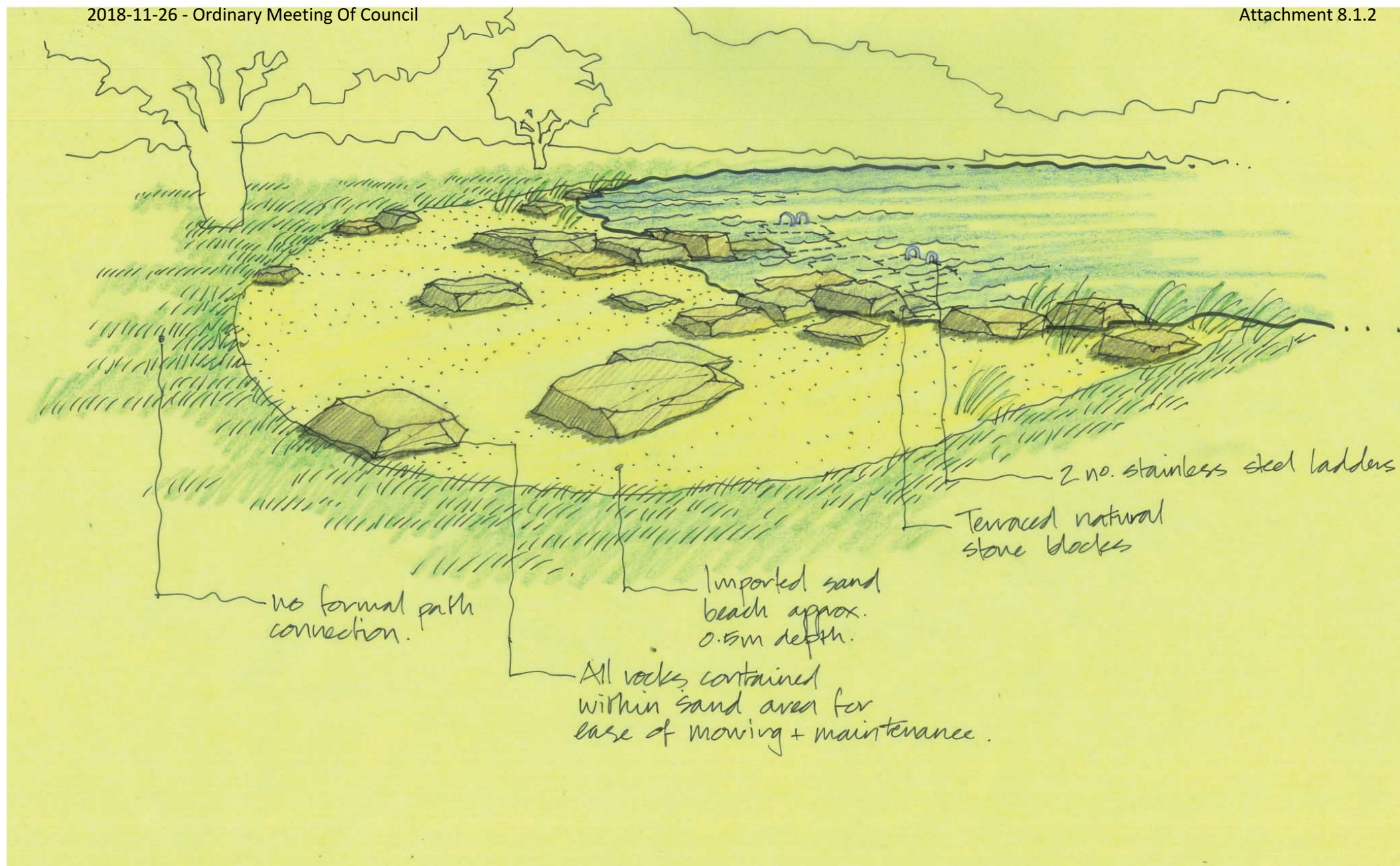
PRO'S

- All natural materials blends in with surrounding landscape
- Graded beach allows smaller children to play near the water edge
- Water edge plants to grow through the margins of the beach over time to further blur the lines between the beach and the adjacent landscape
- Lack of formal infrastructure and connecting paths downplays the promotion of swimming and boating as reserve use
- Multiple entry/exit points to water to allow a number of groups to use at once
- Simple palette of materials and lack of constructed elements for ease of ongoing maintenance
- Robust materials resistant to most vandalism

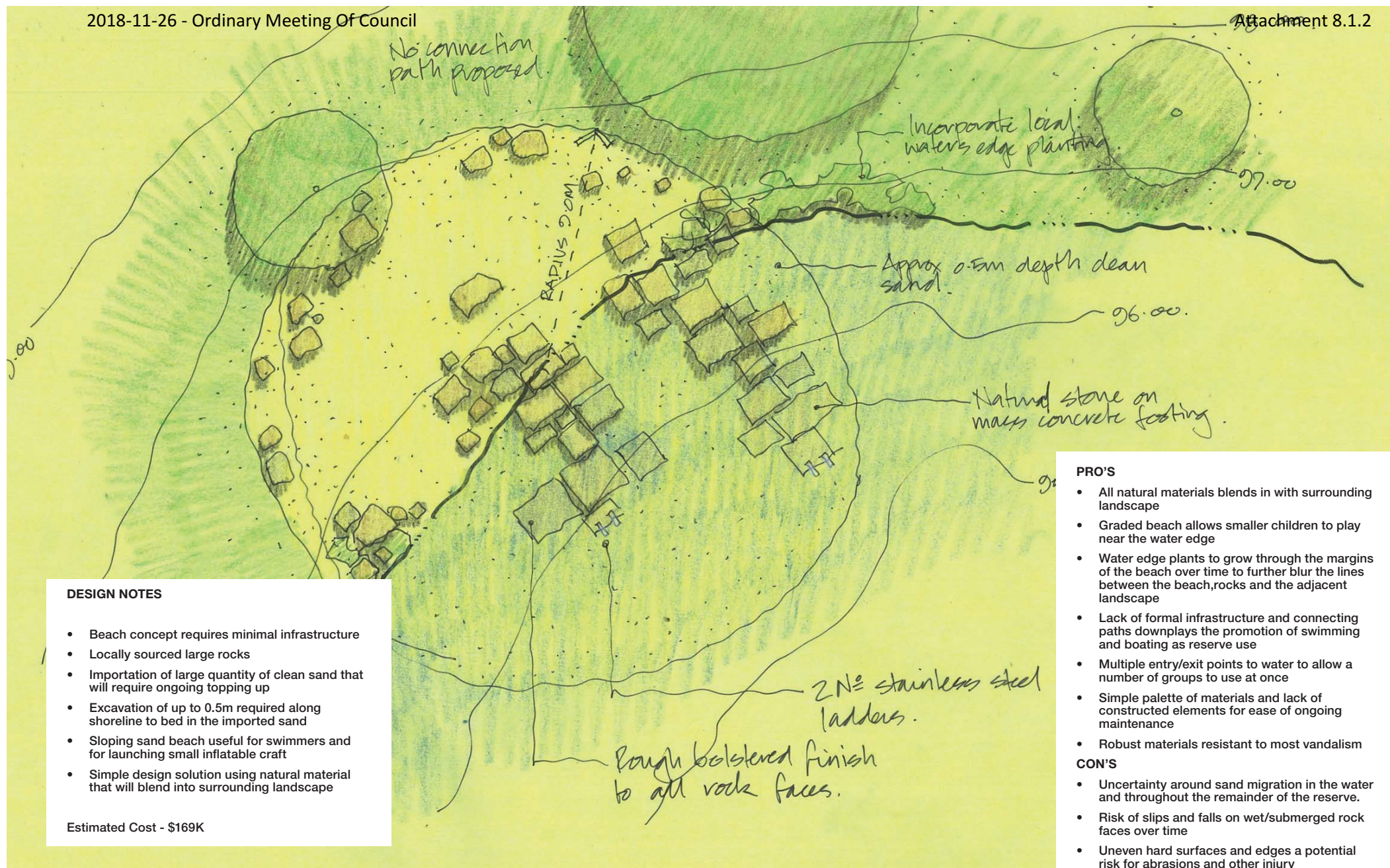
CON'S

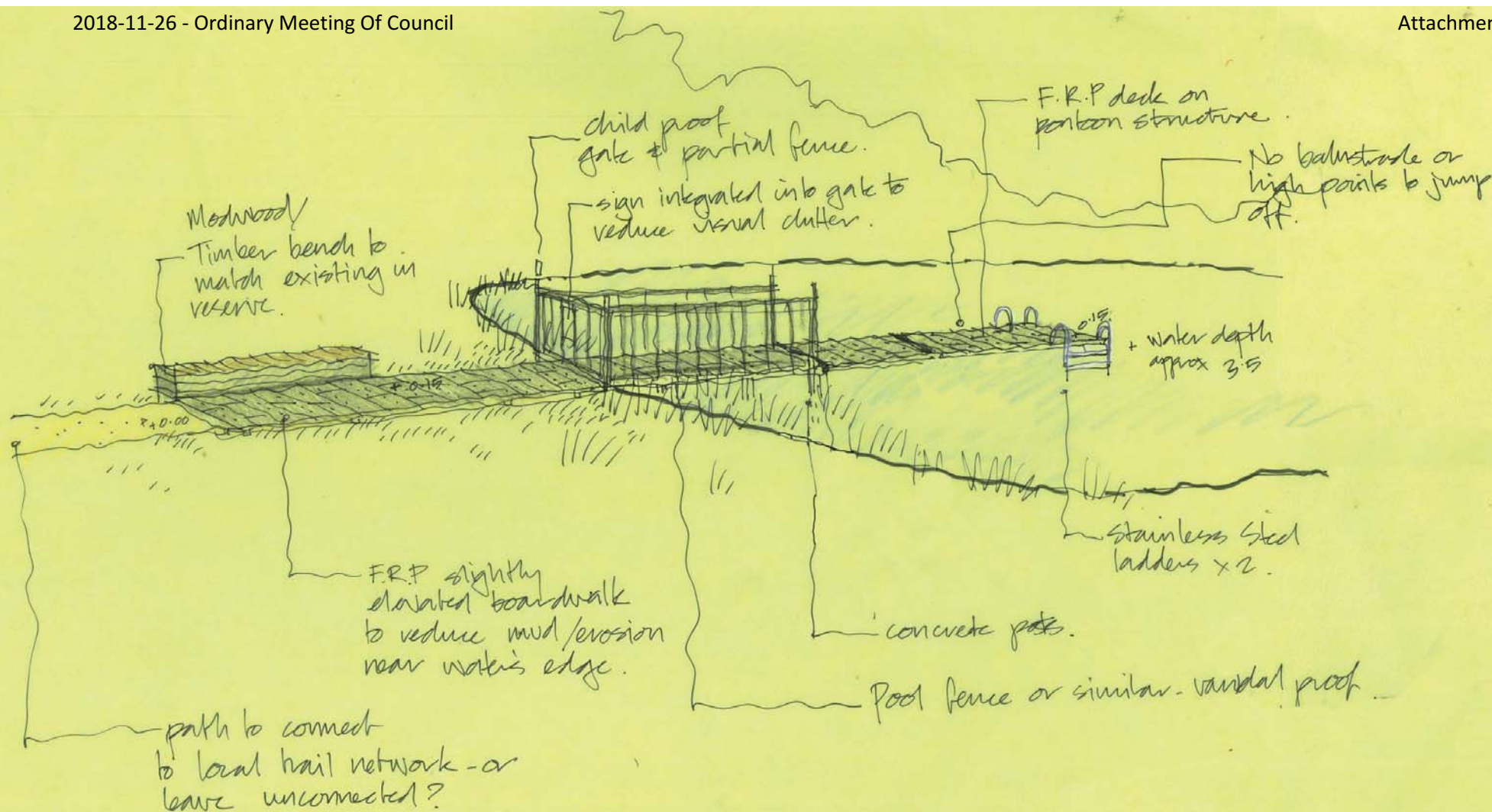
- Uncertainty around sand migration and frequency of topping up that may be required
- Sand has the potential to be spread to other/unwanted parts of the reserve by users





Concept 2(a): 'The Rock & Beach'





PRO'S

- Constructed pier style allows control over providing a permanent non slip surface
- Concept can incorporate a partial pool fence and child proof gate to prevent small children from accidental access
- Relatively small footprint and low profile, muted colours to help it recede into the landscape
- No continuous balustrade along length to provide a high point for diving

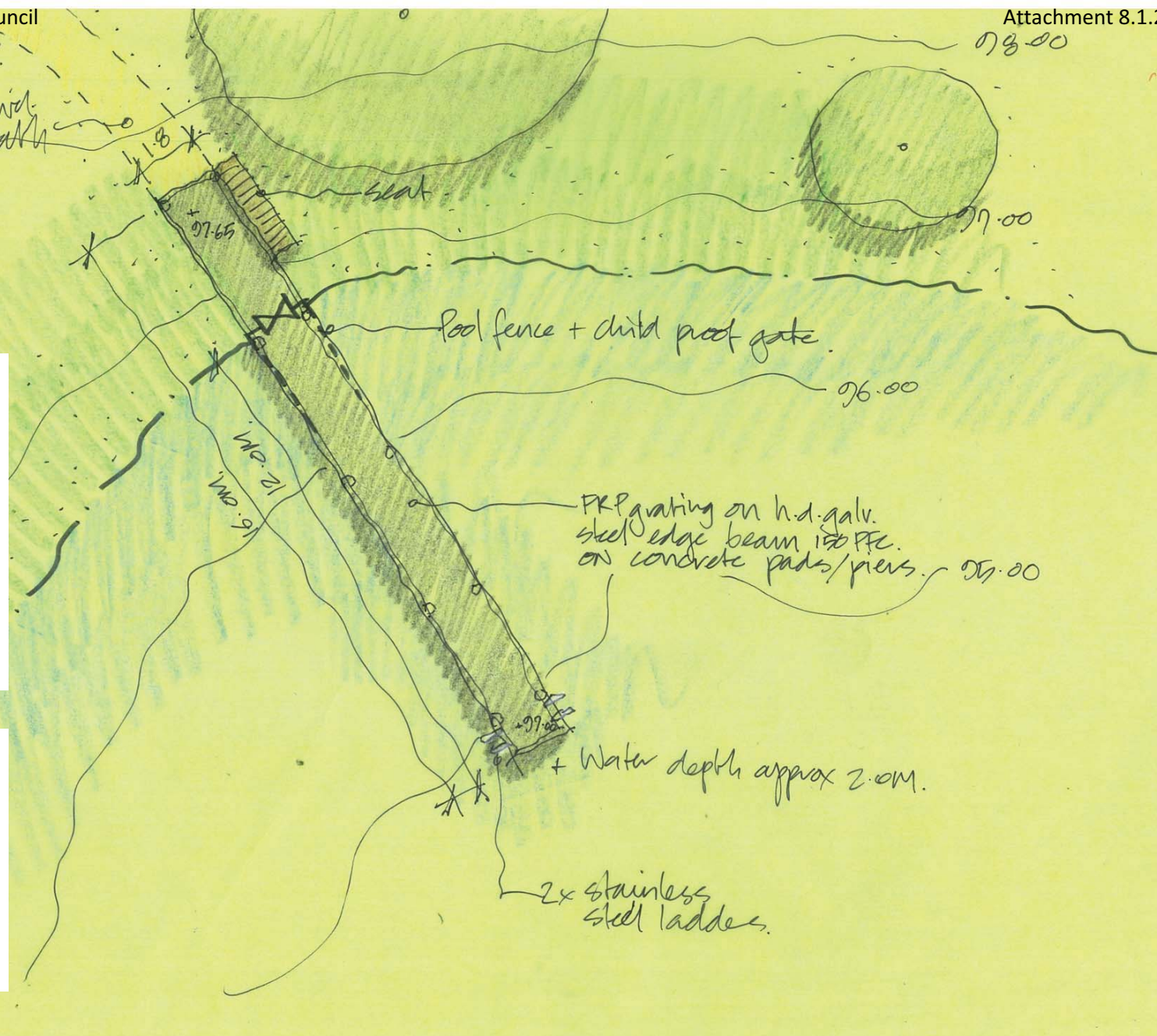
CON'S

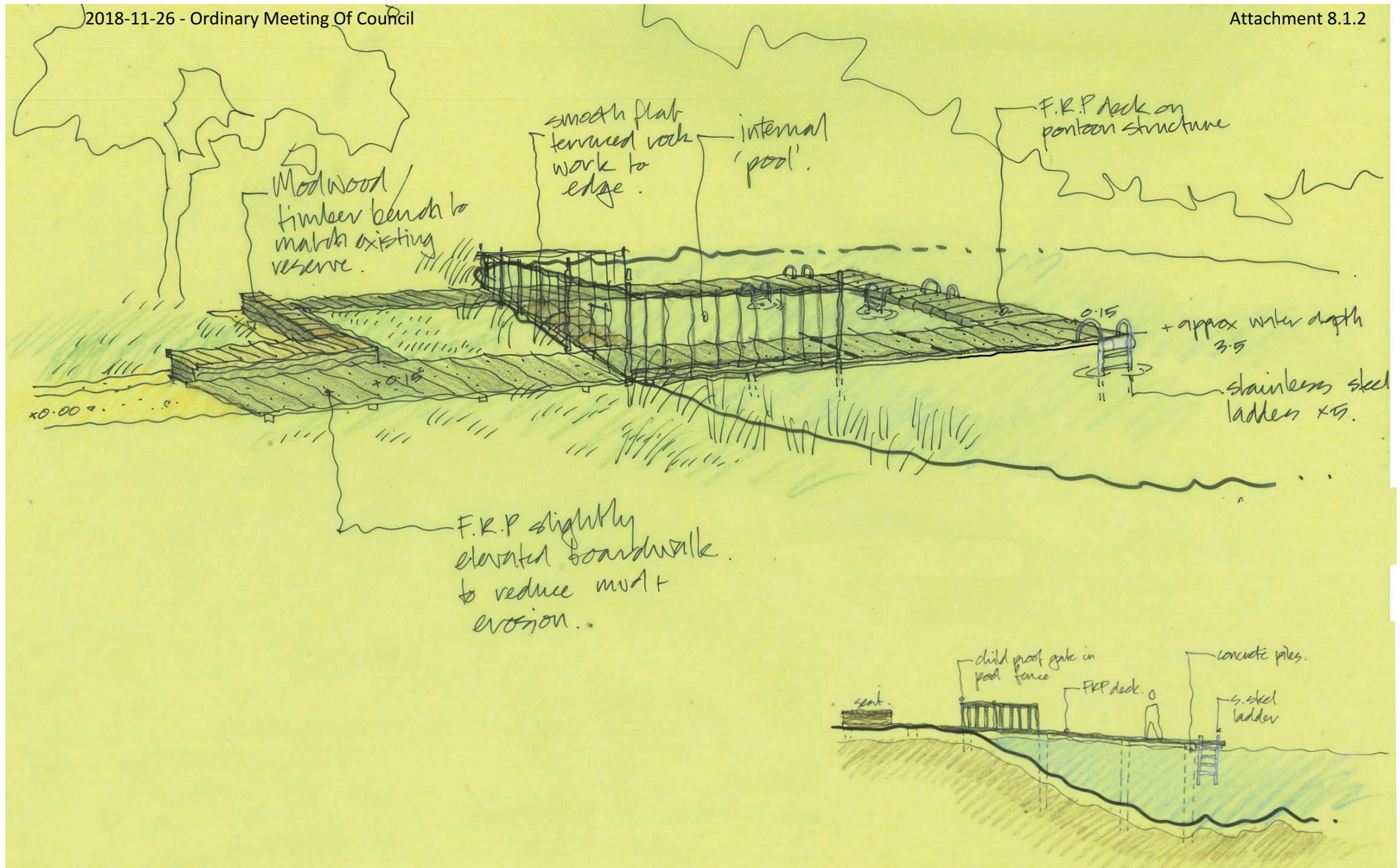
- Single pier style limits the number of different user groups at the same time
- Constructed infrastructure stands out in the landscape and may add undesirable visual clutter along water edge

DESIGN NOTES

- Pool fence with child proof gated entry with integrated safety signage regarding swimming
- Precast concrete piles to be driven to resistance
- Level of FRP deck to be set approximately 200-300mm above the median water level to allow both swimming and inflatable boat access.

Estimated Cost - \$41K





PRO'S

- Constructed pier style allows control over providing a permanent non slip surface
- Concept can incorporate a partial pool fence and child proof gate to prevent small children from accidental access
- Dual piers allows more than one group at a time to use access the water
- Connecting boardwalk at the ends of both piers gives users choice over which entry or exit to use, for safety
- Central 'pool' provides an area for more easily supervised water play

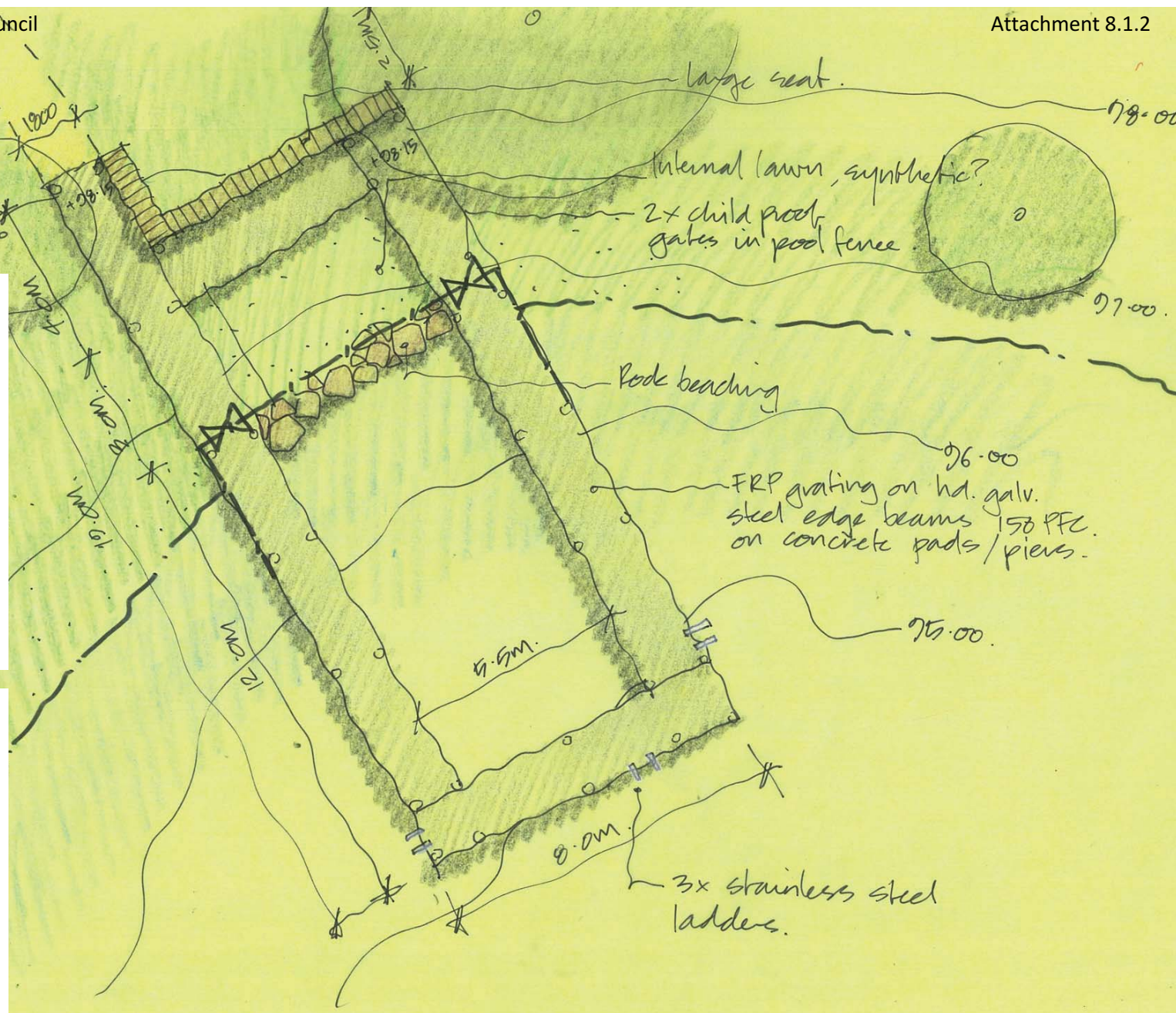
CON'S

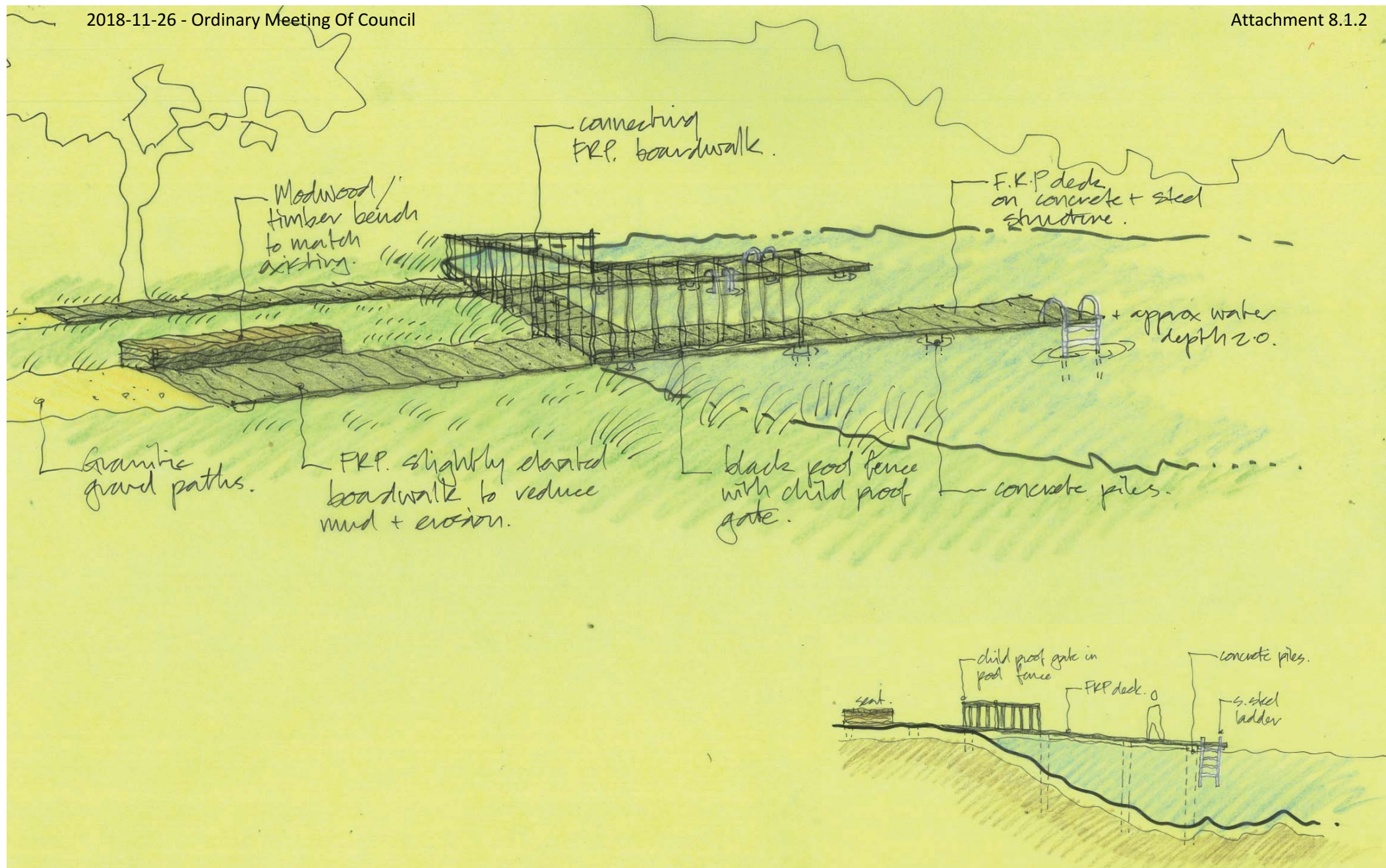
- Potential risk of hitting adjacent connecting piers when jumping into the internal pool
- Constructed infrastructure stands out in the landscape and may add undesirable visual clutter along water edge

DESIGN NOTES

- Pool fence with two child proof gated entries with integrated safety signage regarding swimming
- Precast concrete piles to be driven to resistance
- Double pier length with waterside connection creates a small, contained and more shallow swimming area for younger users
- Level of FRP deck to be set approximately 200-300mm above the median water level to allow both swimming and inflatable boat access.

Estimated Cost - \$101K





PRO'S

- Constructed pier style allows control over providing a permanent non slip surface
- Concept can incorporate a partial pool fence and child proof gate to prevent small children from accidental access
- Dual piers allows more than one group at a time to use access the water
- Connecting boardwalk at the start of both piers gives users choice over which entry or exit to use, for safety
- Lack of boardwalk connecting the ends of the two piers gives greater surface area available to swimmers and boaters entering or existing the water

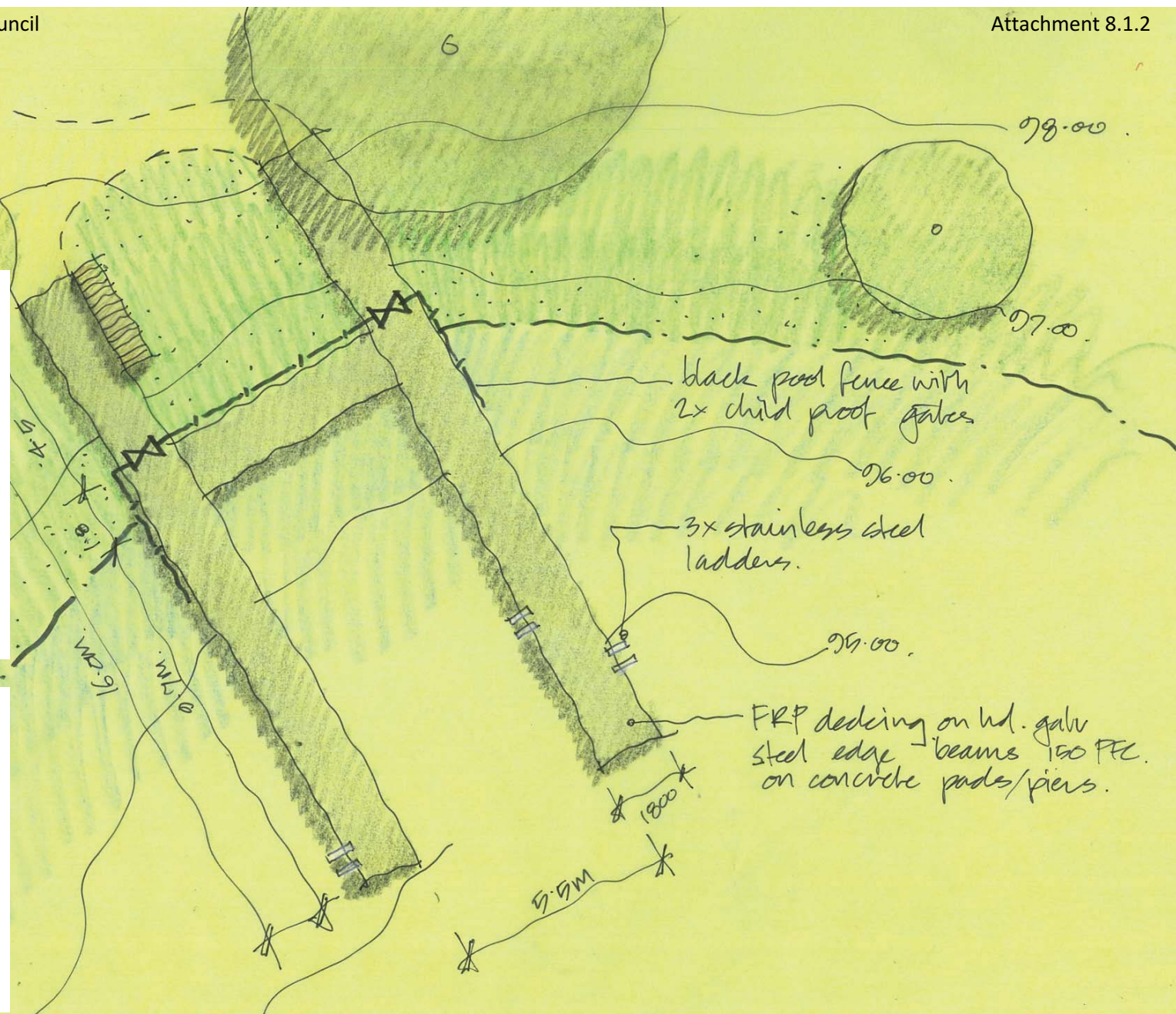
CON'S

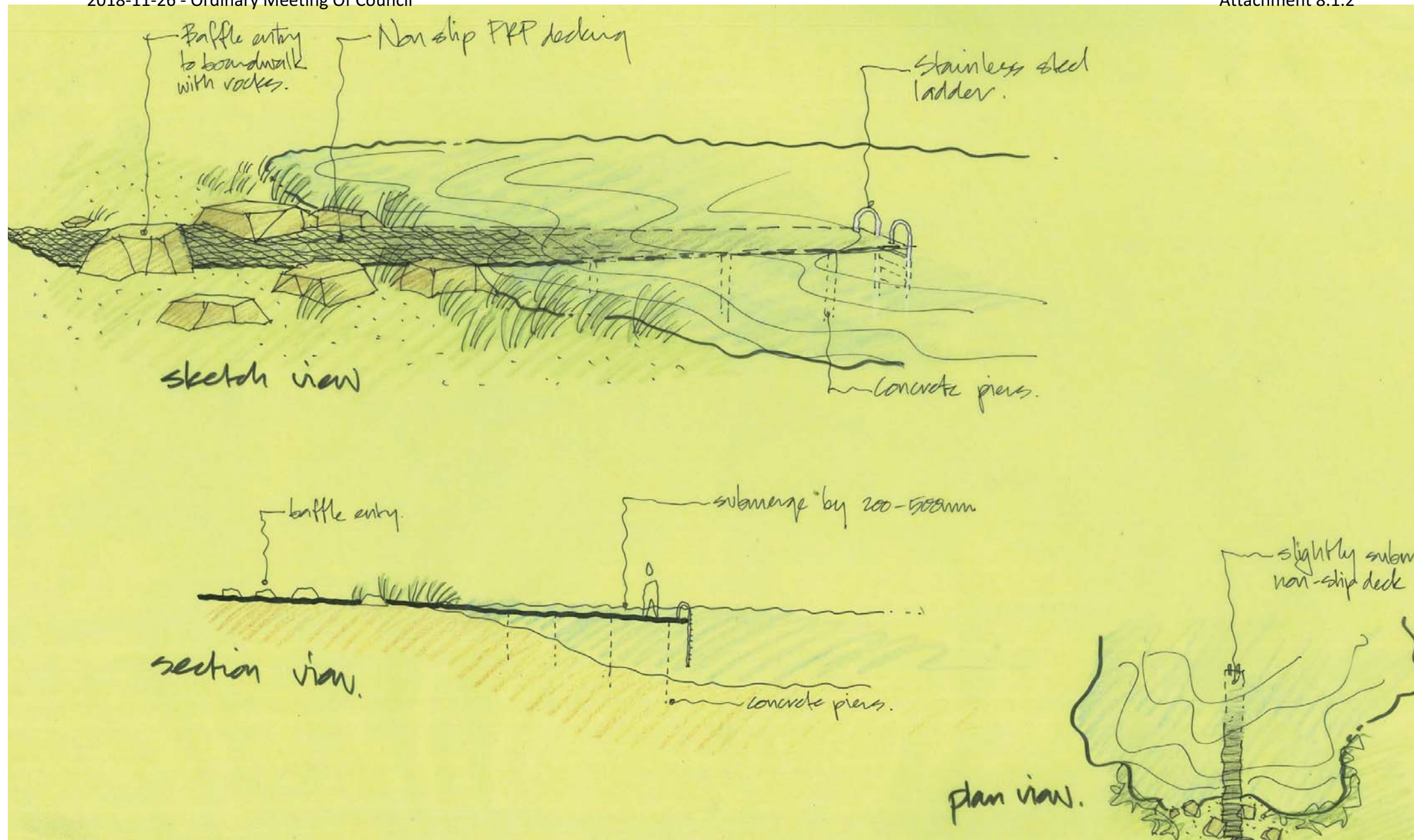
- Relatively large constructed infrastructure stands out in the landscape and may add undesirable visual clutter along water edge

DESIGN NOTES

- Pool fence with two child proof gated entries with integrated safety signage regarding swimming
- Precast concrete piles to be driven to resistance
- Double pier length with land side connection to allow choice of entry and exit
- Level of FRP deck to be set approximately 200-300mm above the median water level to allow both swimming and inflatable boat access.

Estimated Cost - \$76K





PRO'S

- Constructed pier style allows control over providing a permanent non slip surface
- Large rocks used to baffle entry to pier fit are more sympathetic to the surrounding landscape than a pool fence
- Pier gradually disappears under the surface of the water to become almost invisible in the landscape

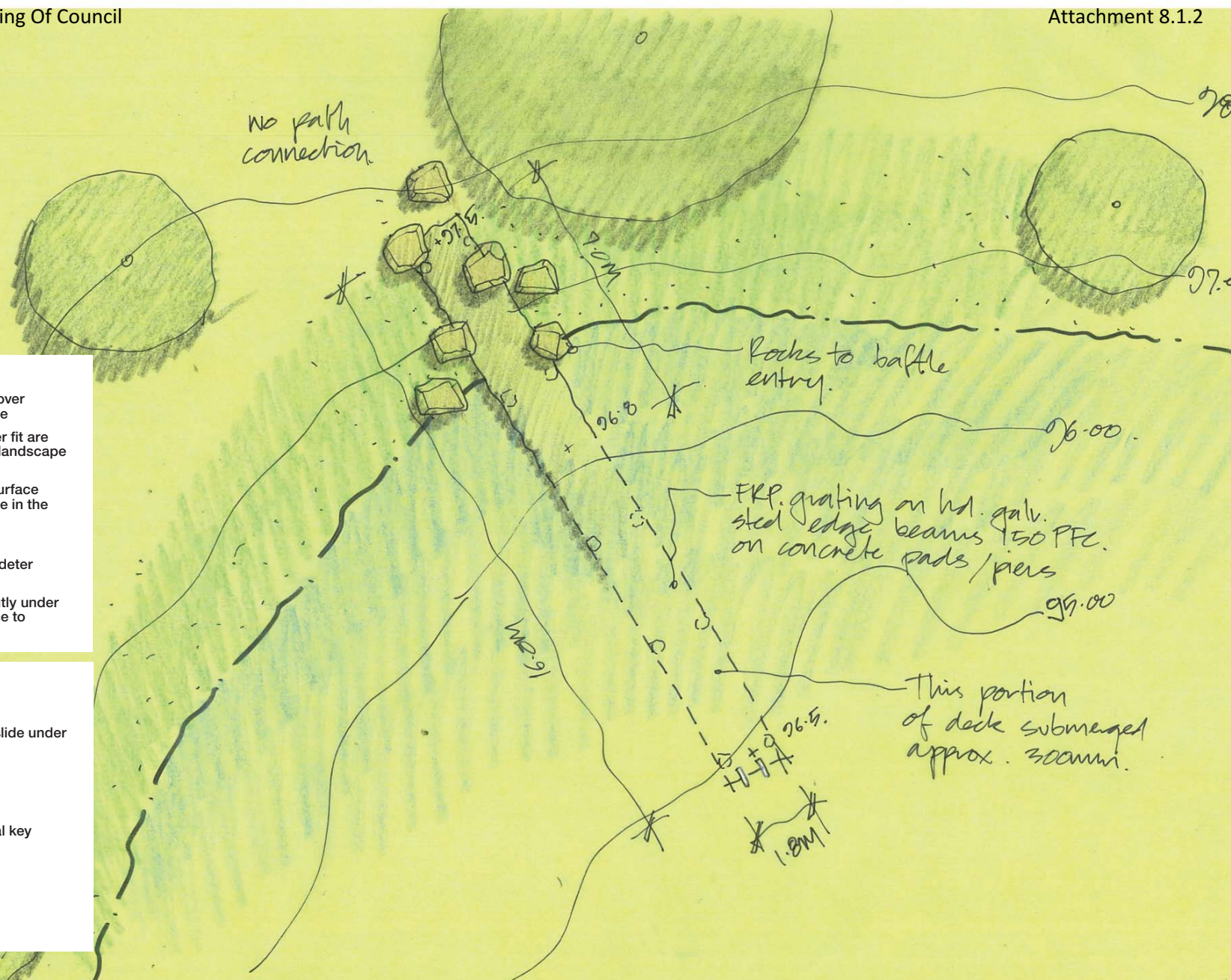
CON'S

- Large rocks instead of fence may not deter accidental access by small children
- Surface of FRP deck that is permanently under water will require ongoing maintenance to maintain a non slip finish

DESIGN NOTES

- FRP non slip boardwalk to gradually slide under the water
- Precast concrete piles to be driven to resistance
- Large rocks to baffle entry to pier
- Stainless steel ladder to provide visual key where exit is located from the water

Estimated Cost - \$34K



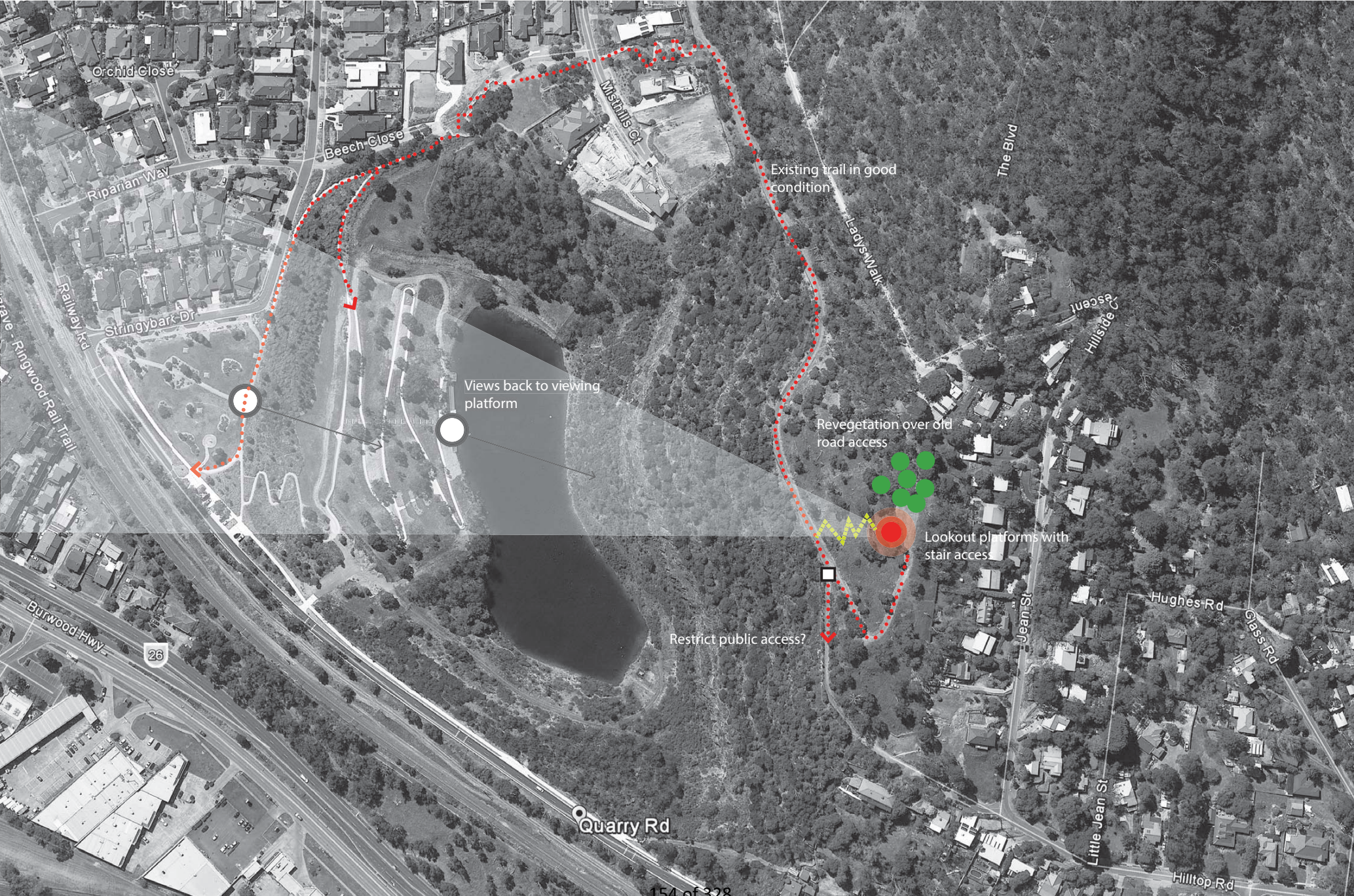
4.0 Viewing Platform

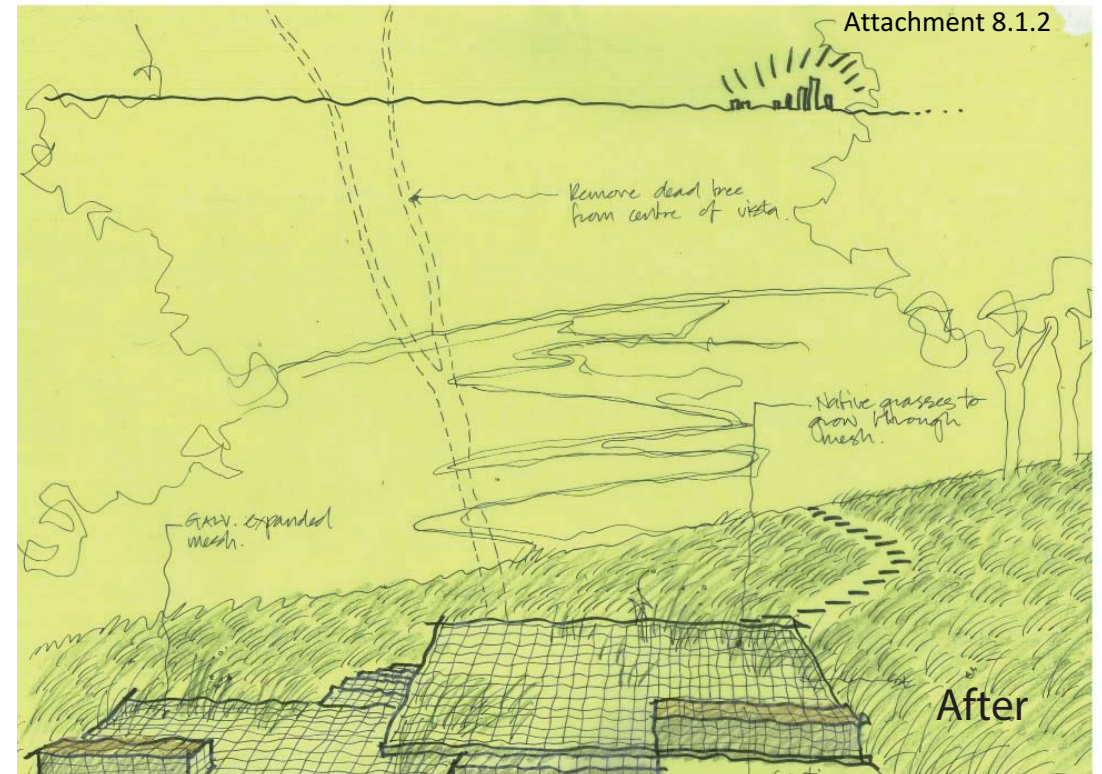
4.1 Viewing Platform Design Objectives

The area at the top of the existing escarpment has frequent issues with access through the existing fenceline, by vandalism and removal of sections of the fence itself. This area of the site is a great vantage point, and looks across internal views of the reserve, further afield to the city skyline.

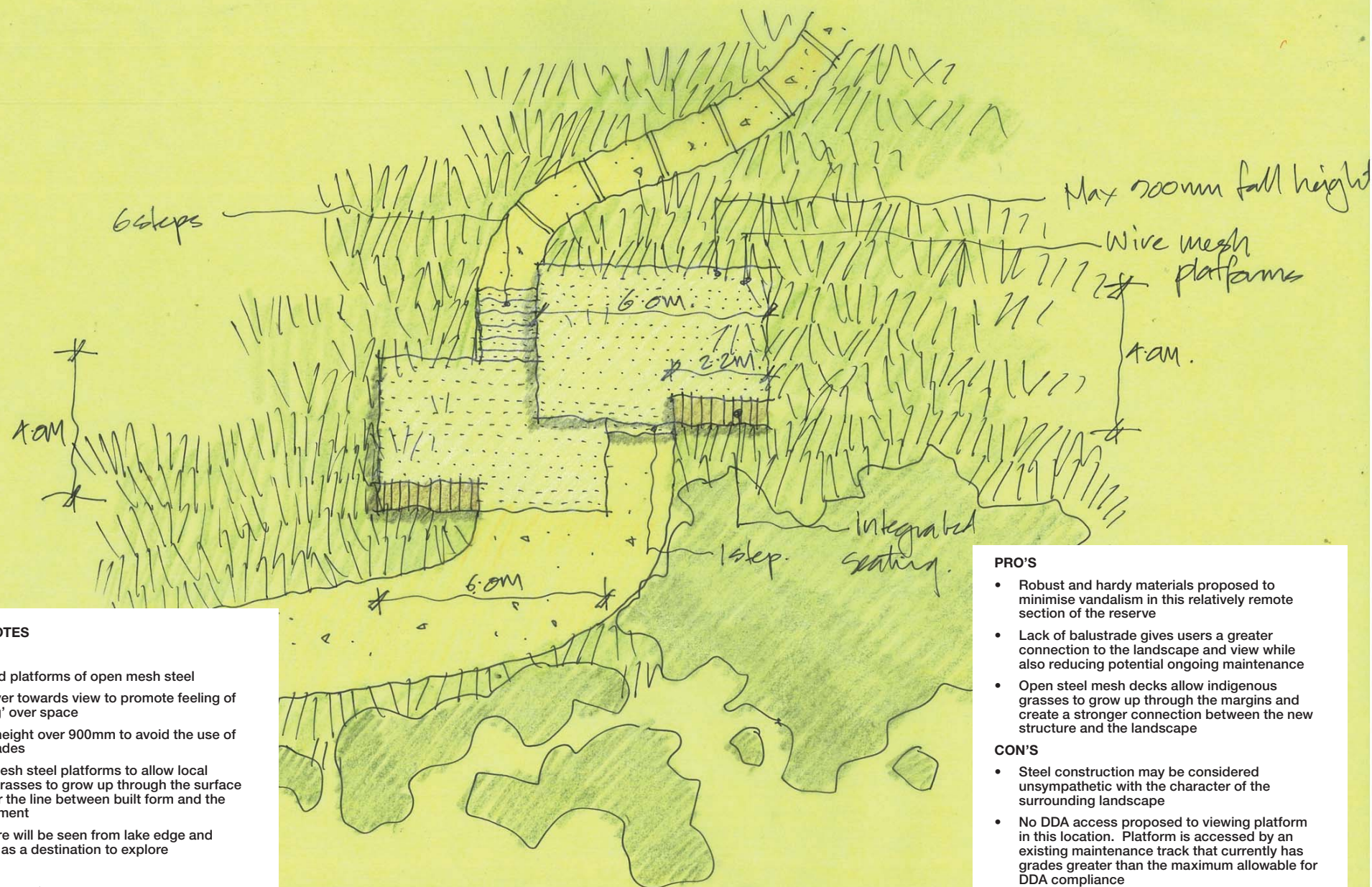
Design Considerations

- Re-alignment of the existing fence line to allow free access to the elevated section of the site.
- Design and installation of a purpose built viewing platform, at the most appropriate location, to prevent users being tempted to look for better locations to enjoy the views
- Creation of a destination point with frequent users, to prevent vandalism of the site through the application of Crime Prevention Through Environmental Design (CPTED) principles.





Concept 1: 'The Deck'

**DESIGN NOTES**

- Terraced platforms of open mesh steel
- Cantilever towards view to promote feeling of 'floating' over space
- No fall height over 900mm to avoid the use of balustrades
- Open mesh steel platforms to allow local native grasses to grow up through the surface and blur the line between built form and the environment
- Structure will be seen from lake edge and beyond as a destination to explore

Estimated Cost - \$96K

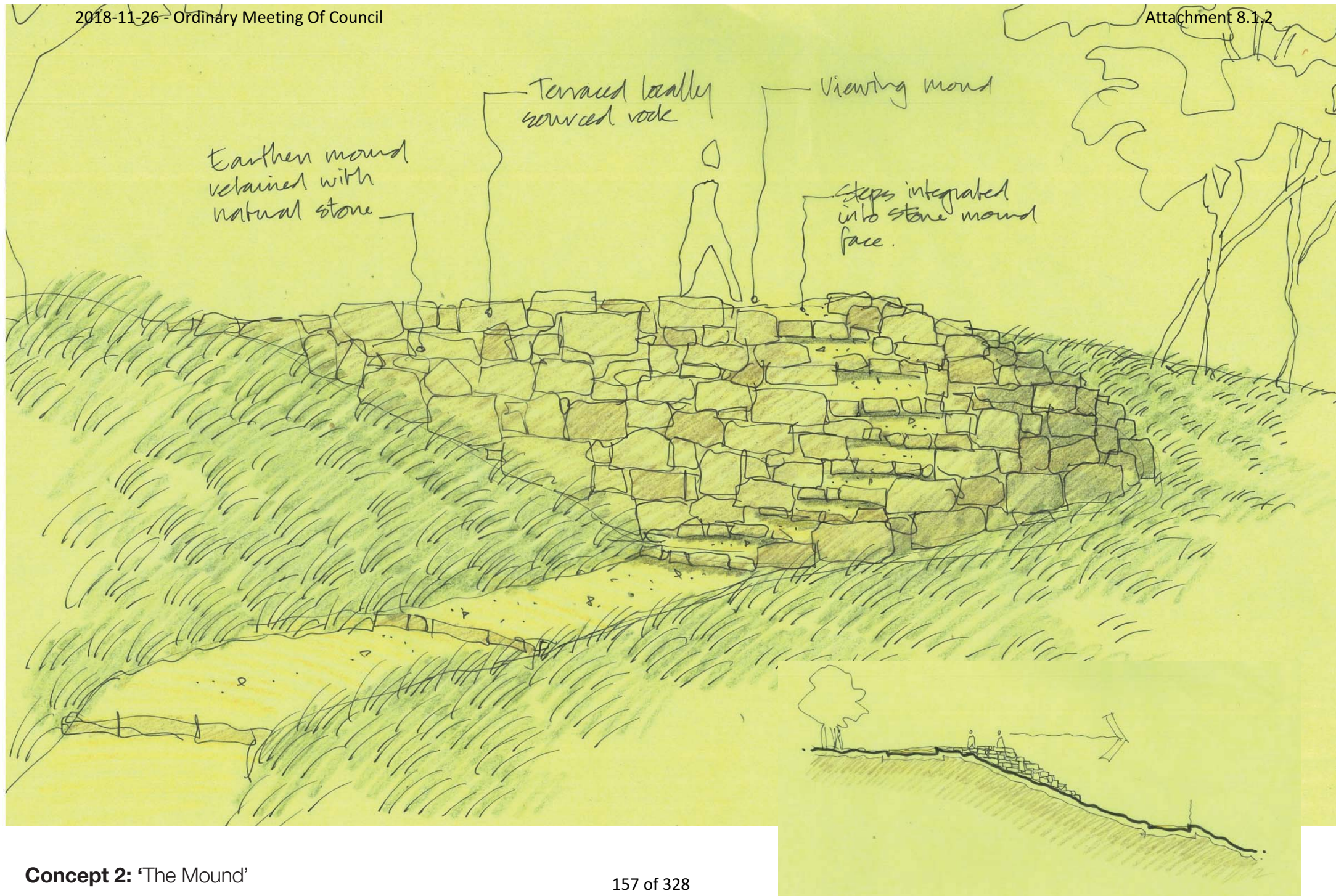
PRO'S

- Robust and hardy materials proposed to minimise vandalism in this relatively remote section of the reserve
- Lack of balustrade gives users a greater connection to the landscape and view while also reducing potential ongoing maintenance
- Open steel mesh decks allow indigenous grasses to grow up through the margins and create a stronger connection between the new structure and the landscape

CON'S

- Steel construction may be considered unsympathetic with the character of the surrounding landscape
- No DDA access proposed to viewing platform in this location. Platform is accessed by an existing maintenance track that currently has grades greater than the maximum allowable for DDA compliance





Concept 2: 'The Mound'

PRO'S

- Robust and hardy materials proposed to minimise vandalism in this relatively remote section of the reserve
- Lack of balustrade gives users a greater connection to the landscape and view while also reducing potential ongoing maintenance
- Tumbled rock batter construction is sympathetic to the local landscape character

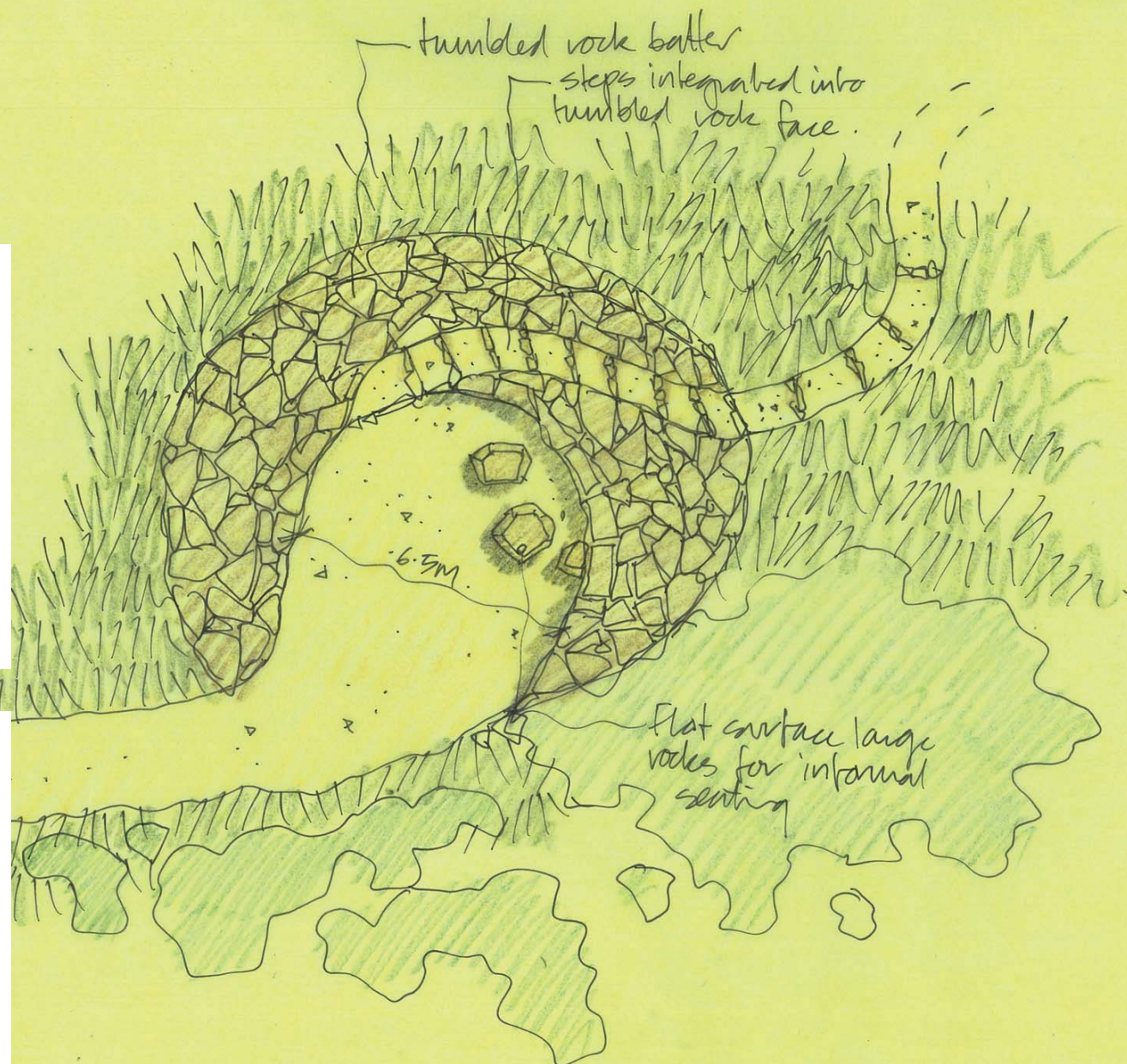
CON'S

- Natural materials may recede into the landscape and not be very visible from the other side of the lake and therefore not entice potential users
- No DDA access proposed to viewing platform in this location. Platform is accessed by an existing maintenance track that currently has grades greater than the maximum allowable for DDA compliance

DESIGN NOTES

- Viewing area to be a compacted gravel gathering space with large, flat surfaced rocks for informal seating
- Supported by large tumbled locally sourced natural stone batter
- Step system to be integrated into the side of the tumbled rock batter and connect with local path at the base of the slope
- Materials and form are quite robust which would be preferred for this site as it has no real passive surveillance

Estimated Cost - \$100K



5.0 Fishing Platform

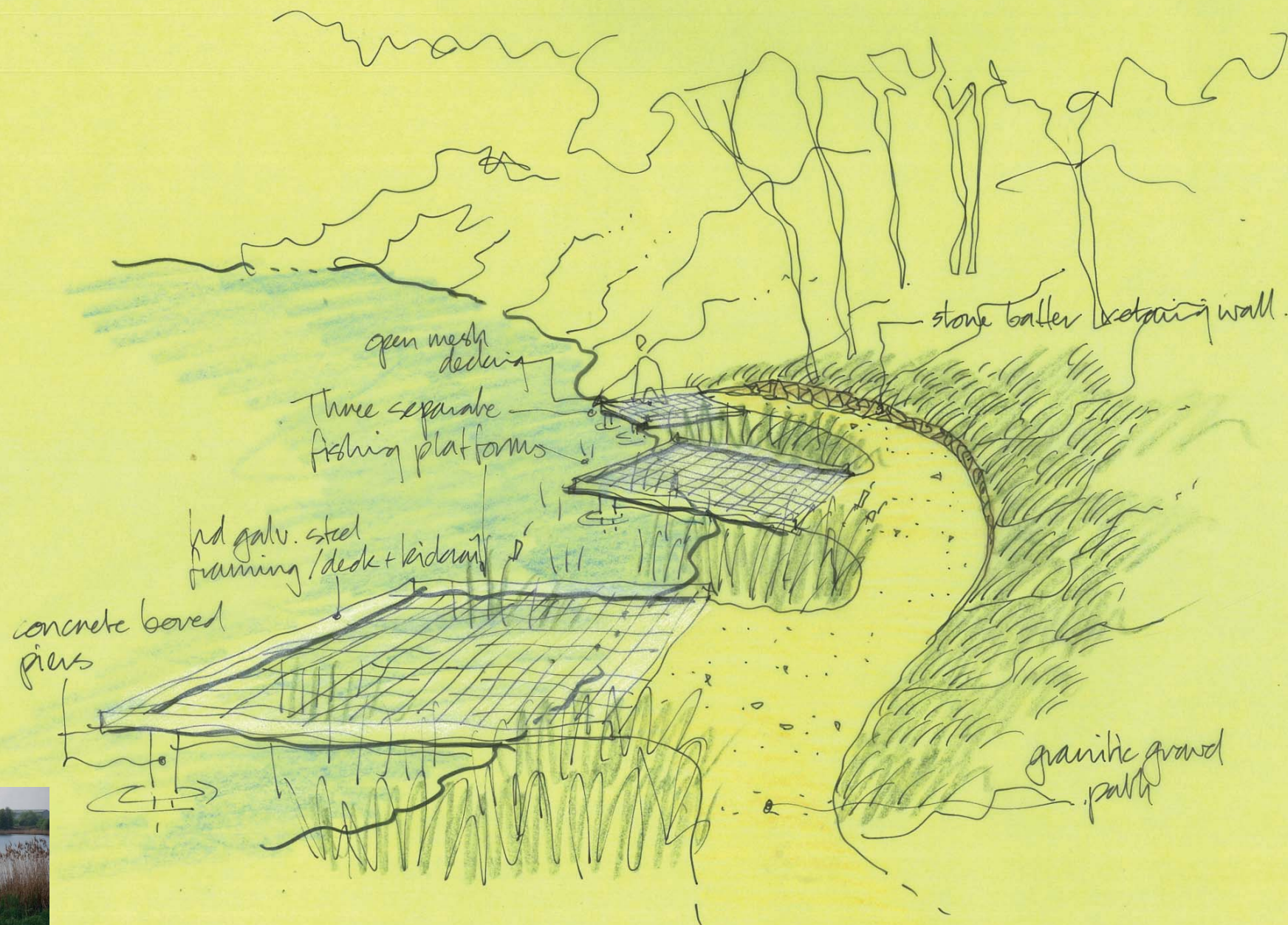
5.1 Fishing Platform Design Objectives

The existing area used for fishing has access issues due to the steep embankments leading directly into deep water, and no formal access path to the site. The installation of a safer, level fishing platform would allow for a safer recreational area, with better access and a mitigated risk of injuries or accidents due to accidental entry to the water in full dress.

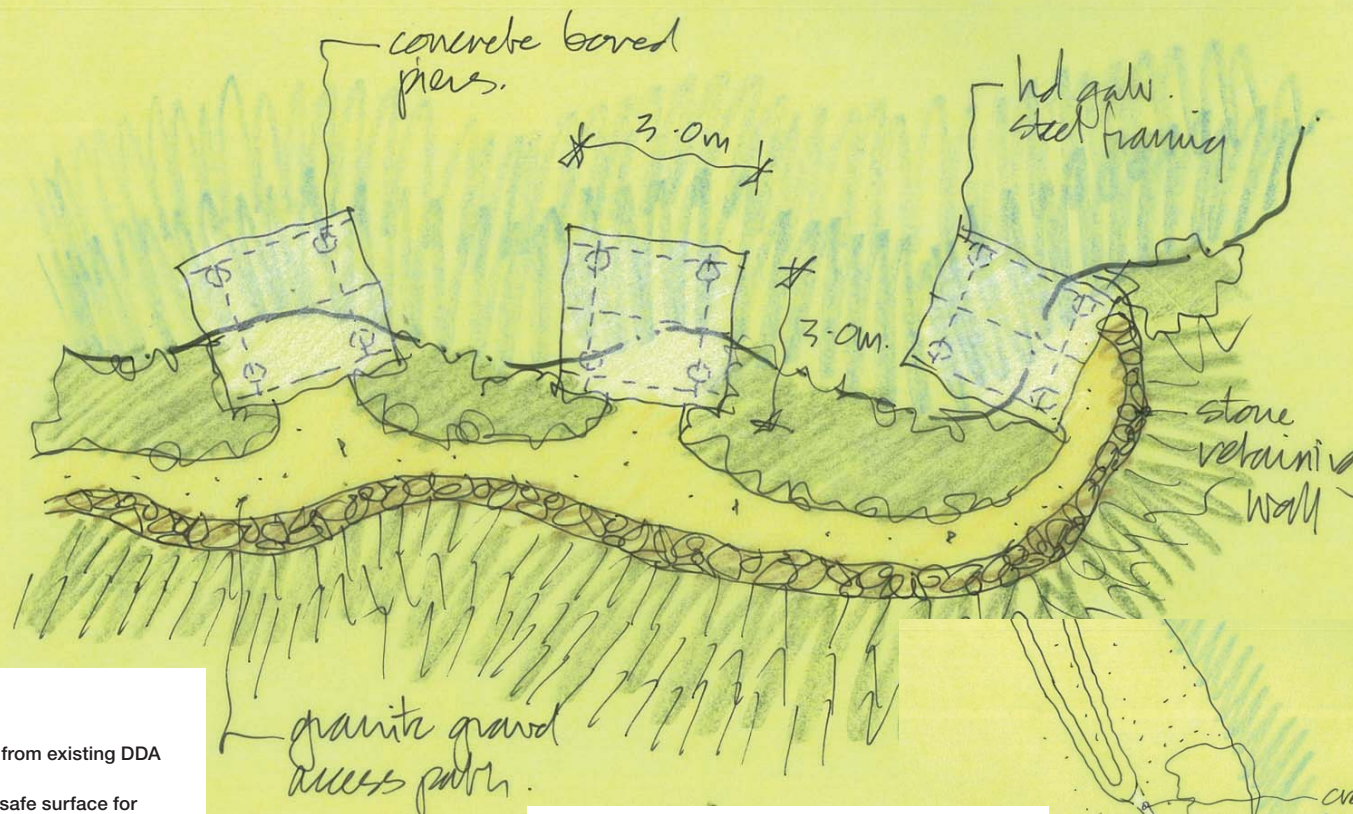
Design Considerations

- Creation of a robust, level fishing platform allowing for close access to the water.
- Installation of improved access to the fishing area inside a newly aligned security fence.
- Mitigated risk of accidental entry to the water body, and therefore, injuries on site or worse.





Concept 1: Fishing Platform 1

**DESIGN NOTES**

- Path access along contours from existing DDA concrete path
- Provides a flat, non slip and safe surface for users
- Three small separate platforms separated by water edge planting (distance between platforms could be increased if required)
- Structures half on/off land with precast concrete piles to be driven beyond depth of landfill
- Very transparent structures with steel mesh to allow water edge planting to grow through
- Very robust materials that are fire and vandal resistant

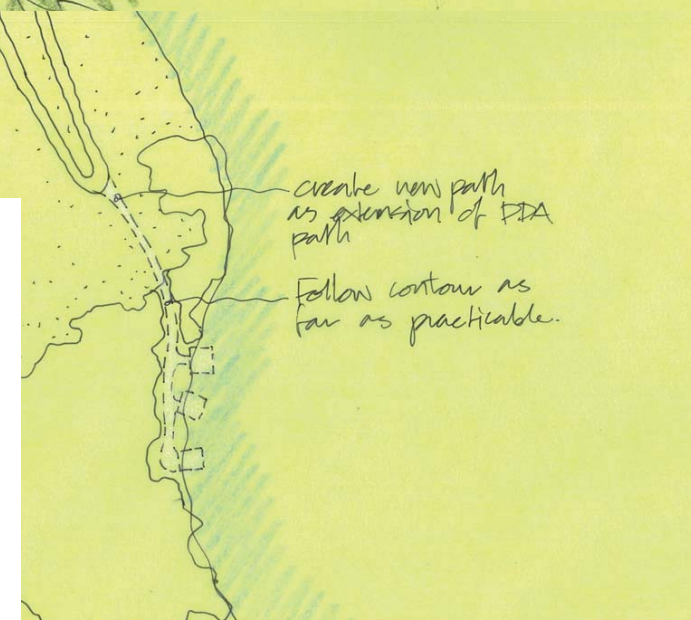
Estimated Cost - \$44K

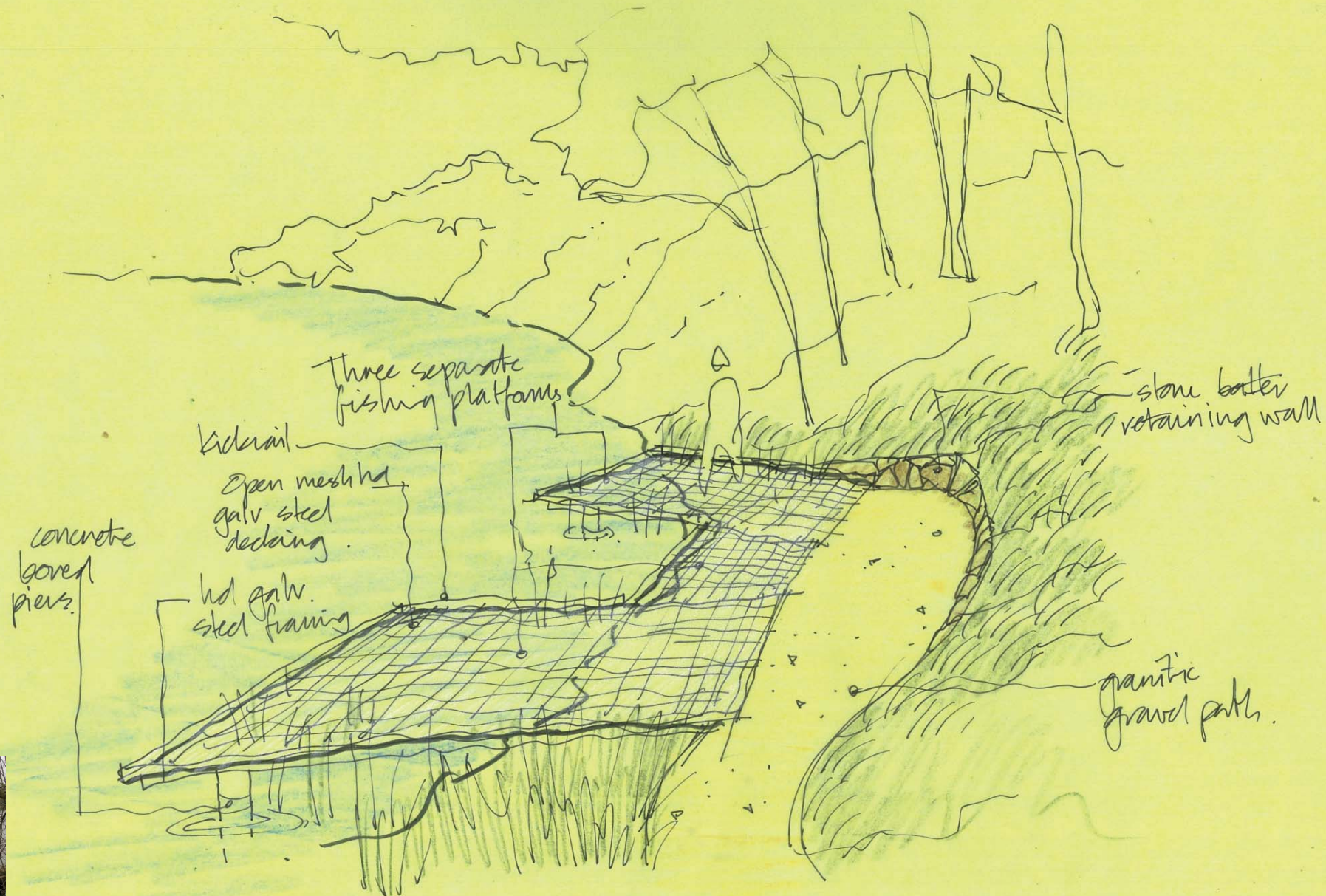
PRO'S

- Three distinct platforms allow for different groups or single users with a sense of separation provided by planting
- Lack of balustrade gives users a greater connection to the water while also reducing potential ongoing maintenance
- Cantilevered form gives fisherman greater connection to the water, which is preferred

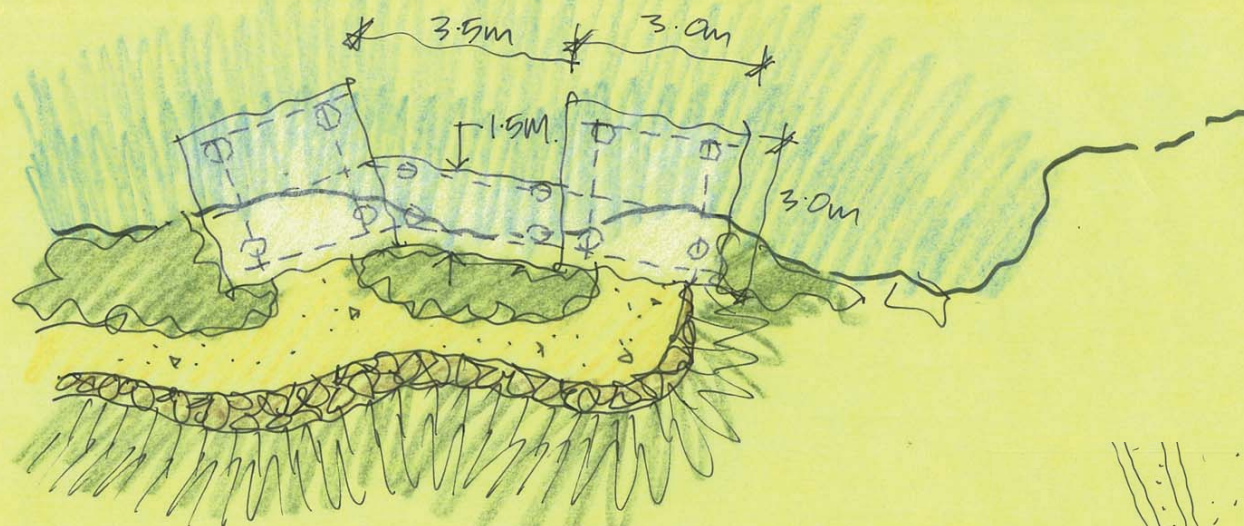
CON'S

- Lack of balustrade a potential risk for accidental falls straight into water due to cantilevered form
- Separate platforms potentially requires greater amount of waters edge allocated to fishing





Concept 2: Fishing Platform 2

**DESIGN NOTES**

- Path access along contours from existing DDA concrete path
- One single structure with three distinct areas for different users
- Structures half on/off land with precast concrete piles to be driven beyond depth of landfill
- Very transparent structures with steel mesh to allow water edge planting to grow through
- Very robust materials that are fire and vandal resistant

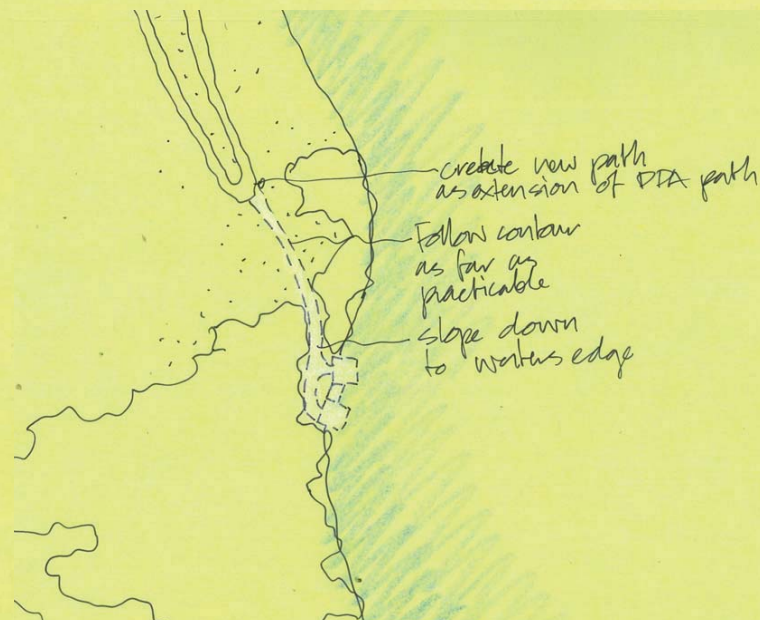
Estimated Cost - \$38K

PRO'S

- One single, more compact platform means less waters edge is required for fishing
- Lack of balustrade gives users a greater connection to the water while also reducing potential ongoing maintenance
- Cantilevered form gives fisherman greater connection to the water, which is preferred

CON'S

- Lack of balustrade a potential risk for accidental falls straight into water due to cantilevered form
- A single structure may be less desirable for users given there will be less separation between different groups



6.0 Secure Fence

PRO'S 2018-11-26 - Ordinary Meeting Of Council

- Tamper proof steel construction
- Anti climb top integrated into upright infill
- Proprietary product, readily available, with modules available to steep slopes
- Robust and hard wearing materials
- Wide range of colours available

CON'S

- Fence is visually dominant and heavy
- The infill becomes almost opaque when viewed obliquely



FENCE TYPE 1- PALISADE STYLE



Attachment 8.1.2

2.1m high galvanised & powdercoated tubular steel palisade fence with anti climb top

PRO'S

- Tamper proof steel construction
- Infill is visually lighter and recedes visually when viewed from a distance
- Anti climb top integrated into upright infill
- Proprietary product, readily available, with modules available to steep slopes
- Robust and hard wearing materials
- Wide range of colours available

CON'S

- High cost compared to other fencing solutions



FENCE TYPE 2- CORROMESH STYLE



2.4m high zinc alloy coating steel Corromesh 358 mesh security fence- can be extended to top for spiked finish



Alignment of new tamper proof security fence

Utilise existing property boundary fence

Remove existing dilapidated fence. Potential to replace with low key barrier (split post and rail) and undertake rehabilitation of adjacent gully

Estimated Cost:
\$386K (Tubular palisade)
\$764K (Corromesh)



- - - - - Alignment of new tamper proof security fence
 - — — — — Utilise existing property boundary fence
 - - - - - Retain existing 2.1m high cyclone fence
 - - - - - Remove section of 2.1m high existing cyclone fence and potentially open up more usable parkland
 - - - - - Remove existing dilapidated fence. Potential to replace with low key barrier (split post and rail) and undertake rehabilitation of adjacent gully
- Estimated Cost:**
 \$230K (Tubular palisade)
 \$450K (Corromesh)

7.0 Cost Estimates

7.0 Cost Estimates

The cost estimates outlined below have been generated to try and capture all relevant costs associated with designing and constructing projects like this. Therefore it should be noted that each of these estimates includes all materials, construction and labour as well as the following project costs:

- Consultancy design,
- Contractor's margin,
- Contractor's site overhead & supervision,
- Removal of dead trees and formative pruning of the surrounding tree canopies (where required).

It should also be noted that a cost contingency of 20% has been applied to all the concepts. This contingency is included because of the uncertainty around a few fundamental site conditions that this study has not investigated as part of the brief, and includes:

- Depth and location of rock in areas requiring excavation,
- The contents and potential hazardous nature of any quarry fill material that may be exposed during construction,
- The potential inconsistent levels of resistance that the current quarry fill may present when driving piles.

Exclusions

The following exclusions have not been included in the costings above;

- Contaminated land/ environmental management
- Council costs
- Lighting
- Signage and wayfinding

Concept Cost Estimates (inc. GST)

Water Access

Concept 1: 'The Rock'	\$158K
Concept 2: 'Beach'	\$81K
Concept 2(a): 'The Rock & Beach'	\$169K
Concept 3: 'The Pier'	\$41K
Concept 4: 'The Pool'	\$101K
Concept 5: 'The Double Pier'	\$76K
Concept 6: 'The Barrassi'	\$34K

Viewing Platform

Concept 1: 'The Deck'	\$96K
Concept 2: 'The Mound'	\$100K

Fishing Platform

Concept 1:	\$44K
Concept 2:	\$38K

Secure Fence

Concept 1:	\$386K (Tubular palisade)
	\$764K (Corromesh)
Concept 2:	\$230K (Tubular palisade)
	\$450K (Corromesh)

8.0 Next Steps

GHDW understand that the options and concepts contained within this design report are to be reviewed by Council before determining which of the concepts, if any, are progressed to the next stage of detailed design.

GHDW recommend that during the detailed design process that, among the other typical site investigations, Council undertakes some surveying and removal of any significant rock and debris within the vicinity of any proposed swimming and fishing structures to help avoid any submerged hazards.

9.0 Report Disclaimers

This report: has been prepared by GHDW for Knox City Council and may only be used and relied on by Knox City Council for the purpose agreed between GHDW and Knox City Council as set out in section 1.0 of this report.

GHDW otherwise disclaims responsibility to any person other than Knox City Council arising in connection with this report. GHDW also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHDW in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHDW has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHDW described in this report. GHDW disclaims liability arising from any of the assumptions being incorrect.

GHDW has prepared the preliminary cost estimate set out in section 7.0 of this report using information reasonably available to the GHD employee(s) who prepared this report; and based on assumptions and judgments made by GHDW.

The Cost Estimate has been prepared for the purpose of concept comparison and feasibility and must not be used for any other purpose. The Cost Estimate is a preliminary estimate only. Actual prices, costs and other variables may be different to those used to prepare the Cost Estimate and may change. Unless as otherwise specified in this report, no detailed quotation has been obtained for actions identified in this report. GHDW does not represent, warrant or guarantee that the works can or will be undertaken at a cost which is the same or less than the Cost Estimate.

Where estimates of potential costs are provided with an indicated level of confidence, notwithstanding the conservatism of the level of confidence selected as the planning level, there remains a chance that the cost will be greater than the planning estimate, and any funding would not be adequate. The confidence level considered to be most appropriate for planning purposes will vary depending on the conservatism of the user and the nature of the project. The user should therefore select appropriate confidence levels to suit their particular risk profile.

8.0 Appendix 1: Detailed Costings

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SWIMMING ACCESS - CONCEPT ONE 'The Rock'

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Structure				
2.1	Supply and install all necessary structure for 80m2 terraced stone blocks. Structure includes: Temporary coffer dam/formwork sheet piling (25x3m) Excavation to firm ground (~500mm) Mass concrete foundation (avg 2m depth) Supply and install stone blocks (average size 1.5x1.5x0.5m)	1 40 160 60	item m2 m3 no	\$ 30,000.00 \$ 125.00 \$ 250.00 \$ 300.00	\$ 30,000.00 \$ 5,000.00 \$ 40,000.00 \$ 18,000.00
	Subtotal 2.0				\$ 93,000.00

3.0	Fixtures and furniture				
3.1	Supply and install stainless steel ladders	2	no	\$ 1,200.00	\$ 2,400.00
	Subtotal 3.0				\$ 2,400.00

4.0	Landscaping				
4.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	60	m2	\$ 10.00	\$ 600.00
	Subtotal 4.0				\$ 600.00

5.0	Consultant & Contractor Fees				
5.1	Consultancy Design	10%			\$ 9,800.00
5.2	Contractors site overheads & supervision	15%			\$ 14,700.00
5.3	Contractor's margin	10%			\$ 9,800.00
	Subtotal 5.0				\$ 34,300.00

	TOTAL -(inc GST)				\$ 132,300.00
	Contingency 20%				\$ 26,460.00
	TOTAL (inc. Contingency)				\$ 158,760.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SWIMMING ACCESS - CONCEPT TWO 'The Beach'

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Excavation				
2.1	Supply and install all necessary structure to allow access and dewater site. Structure includes: Temporary coffer dam/formwork sheet piling Excavation to allow for sand (~500mm depth)	1 40	item m2	\$ 30,000.00 \$ 125.00	\$ 30,000.00 \$ 5,000.00
	Subtotal 2.0				\$ 35,000.00

3.0	Sand				
3.1	Supply and install sand	100	m3	\$ 100.00	\$ 10,000.00
3.1	Supply and install feature rocks (nom. 1500mm)	12	no	\$ 200.00	\$ 2,400.00
	Subtotal 3.0				\$ 12,400.00

4.0	Landscaping				
	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	60	m2	\$ 10.00	\$ 600.00
	Subtotal 4.0				\$ 600.00

5.0	Consultant & Contractor Fees				
5.1	Consultancy Design	10%			\$ 5,000.00
5.2	Contractors site overheads & supervision	15%			\$ 7,500.00
5.3	Contractor's margin	10%			\$ 5,000.00
	Subtotal 5.0				\$ 17,500.00

	TOTAL -(inc GST)				\$ 67,500.00
	Contingency 20%				\$ 13,500.00
	TOTAL (inc. Contingency)				\$ 81,000.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SWIMMING ACCESS - CONCEPT TWO(a) 'The Rock & Beach'

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Structure				
2.1	Supply and install all necessary structure for 60m2 terraced stone blocks. Structure includes: Temporary coffer dam/formwork sheet piling (25x3m) Excavation to firm ground (~500mm) Mass concrete foundation (avg 2m depth) Supply and install stone blocks (average size 1.5x1.5x0.5m) Excavation to allow for sand (~500mm depth) Supply and install sand	1 40 120 50 40 100	item m2 m3 no m2 m3	\$ 30,000.00 \$ 125.00 \$ 250.00 \$ 300.00 \$ 125.00 \$ 100.00	\$ 30,000.00 \$ 5,000.00 \$ 30,000.00 \$ 15,000.00 \$ 5,000.00 \$ 10,000.00
	Subtotal 2.0				\$ 95,000.00

3.0	Fixtures and furniture				
3.1	Supply and install stainless steel ladders	2	no	\$ 1,200.00	\$ 2,400.00
	Subtotal 3.0				\$ 2,400.00

4.0	Landscaping				
4.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation, planting and grass seeding	180	m2	\$ 30.00	\$ 5,400.00
	Subtotal 4.0				\$ 5,400.00

5.0	Consultant & Contractor Fees				
5.1	Consultancy Design	10%			\$ 10,480.00
5.2	Contractors site overheads & supervision	15%			\$ 15,720.00
5.3	Contractor's margin	10%			\$ 10,480.00
	Subtotal 5.0				\$ 36,680.00

	TOTAL -(inc GST)				\$ 141,480.00
	Contingency 20%				\$ 28,296.00
	TOTAL (inc. Contingency)				\$ 169,776.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SWIMMING ACCESS - CONCEPT THREE 'The Pier'

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Structure				
2.1	Supply and install all necessary structure for fixed FRP grating deck and substructure. Structure includes: Pads/piers 3m length average 150 PFC galv beams FRP decking	10 32 30	item m m2	\$ 300.00 \$ 150.00 \$ 250.00	\$ 3,000.00 \$ 4,800.00 \$ 7,500.00
2.2	Supply and install pool fencing and gate Proprietary pool fencing incl. posts and fixing to deck structure Child proof gate	8 1	m item	\$ 200.00 \$ 800.00	\$ 1,600.00 \$ 800.00
	Subtotal 2.0				\$ 17,700.00

3.0	Fixtures and furniture				
3.1	Supply and install stainless steel ladders	2	no	\$ 1,200.00	\$ 2,400.00
3.2	Supply and install composite/timber bench	2	m	\$ 750.00	\$ 1,500.00
	Subtotal 3.0				\$ 3,900.00

4.0	Landscaping				
4.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	60	m2	\$ 10.00	\$ 600.00
4.2	Granitic gravel path incl. trim, crushed rock base and granitic gravel	42	m2	\$ 30.00	\$ 1,260.00
	Subtotal 4.0				\$ 1,860.00

5.0	Consultant & Contractor Fees				
5.1	Consultancy Design	10%			\$ 2,546.00
5.2	Contractors site overheads & supervision	15%			\$ 3,819.00
5.3	Contractor's margin	10%			\$ 2,546.00
	Subtotal 5.0				\$ 8,911.00

	TOTAL -(inc GST)				\$ 34,371.00
	Contingency 20%				\$ 6,874.00
	TOTAL (inc. Contingency)				\$ 41,245.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SWIMMING ACCESS - CONCEPT FOUR 'The Pool'

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Structure				
2.1	Supply and install all necessary structure for fixed FRP grating deck and substructure. Structure includes: Pads/piers 3m length average 150 PFC galv beams FRP decking	20 74 85	item m m2	\$ 300.00 \$ 150.00 \$ 250.00	\$ 6,000.00 \$ 11,100.00 \$ 21,250.00
2.2	Supply and install pool fencing and gate Proprietary pool fencing incl. posts and fixing to deck structure Child proof gate	13 2	m item	\$ 200.00 \$ 800.00	\$ 2,600.00 \$ 1,600.00
	Subtotal 2.0				\$ 42,550.00

3.0	Fixtures and furniture				
3.1	Supply and install stainless steel ladders	3	no	\$ 1,200.00	\$ 3,600.00
3.2	Supply and install composite/timber bench	10	m	\$ 750.00	\$ 7,500.00
	Subtotal 3.0				\$ 11,100.00

4.0	Landscaping				
4.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	60	m2	\$ 10.00	\$ 600.00
4.2	Granitic gravel path incl. trim, crushed rock base and granitic gravel	42	m2	\$ 30.00	\$ 1,260.00
4.3	Rock beaching, Nom size 1000mm on FCR base	25	m2	\$ 180.00	\$ 4,500.00
	Subtotal 4.0				\$ 6,360.00

5.0	Consultant & Contractor Fees				
5.1	Consultancy Design	10%			\$ 6,201.00
5.2	Contractors site overheads & supervision	15%			\$ 9,301.50
5.3	Contractor's margin	10%			\$ 6,201.00
	Subtotal 5.0				\$ 21,703.50

	TOTAL -(inc GST)				\$ 83,713.50
	Contingency 20%				\$ 16,743.00
	TOTAL (inc. Contingency)				\$ 100,456.50

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SWIMMING ACCESS - CONCEPT FIVE 'Double Pier'

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Structure				
2.1	Supply and install all necessary structure for fixed FRP grating deck and substructure. Structure includes: Pads/piers 3m length average 150 PFC galv beams FRP decking	20 64 69	item m m2	\$ 300.00 \$ 150.00 \$ 250.00	\$ 6,000.00 \$ 9,600.00 \$ 17,250.00
2.2	Supply and install pool fencing and gate Proprietary pool fencing incl. posts and fixing to deck structure Child proof gate	13 2	m item	\$ 200.00 \$ 800.00	\$ 2,600.00 \$ 1,600.00
	Subtotal 2.0				\$ 37,050.00

3.0	Fixtures and furniture				
3.1	Supply and install stainless steel ladders	3	no	\$ 1,200.00	\$ 3,600.00
3.2	Supply and install composite/timber bench	3	m	\$ 750.00	\$ 2,250.00
	Subtotal 3.0				\$ 5,850.00

4.0	Landscaping				
4.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	60	m2	\$ 10.00	\$ 600.00
4.2	Granitic gravel path incl. trim, crushed rock base and granitic gravel	42	m2	\$ 30.00	\$ 1,260.00
	Subtotal 4.0				\$ 1,860.00

5.0	Consultant & Contractor Fees				
5.1	Consultancy Design	10%			\$ 4,676.00
5.2	Contractors site overheads & supervision	15%			\$ 7,014.00
5.3	Contractor's margin	10%			\$ 4,676.00
	Subtotal 5.0				\$ 16,366.00

	TOTAL -(inc GST)				\$ 63,126.00
	Contingency 20%				\$ 12,625.00
	TOTAL (inc. Contingency)				\$ 75,751.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SWIMMING ACCESS - CONCEPT SIX 'The Barrassi'

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Structure				
2.1	Supply and install all necessary structure for fixed FRP grating deck and substructure. Structure includes: Pads/piers 3m length average 150 PFC galv beams FRP decking	10 32 30	item m m2	\$ 300.00 \$ 150.00 \$ 250.00	\$ 3,000.00 \$ 4,800.00 \$ 7,500.00
	Subtotal 2.0				\$ 15,300.00

3.0	Fixtures and furniture				
3.1	Supply and install stainless steel ladders	1	no	\$ 1,200.00	\$ 1,200.00
	Subtotal 3.0				\$ 1,200.00

4.0	Landscaping				
4.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	60	m2	\$ 10.00	\$ 600.00
4.2	Supply and install feature rocks (nom. 1500mm)	8	no	\$ 200.00	\$ 1,600.00
	Subtotal 4.0				\$ 2,200.00

5.0	Consultant & Contractor Fees				
5.1	Consultancy Design	10%			\$ 2,070.00
5.2	Contractors site overheads & supervision	15%			\$ 3,105.00
5.3	Contractor's margin	10%			\$ 2,070.00
	Subtotal 5.0				\$ 7,245.00

TOTAL -(inc GST)					\$ 27,945.00
Contingency 20%					\$ 5,589.00
TOTAL (inc. Contingency)					\$ 33,534.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

VIEWING PLATFORM - CONCEPT ONE 'The Deck'

Produced by GHD 22.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Structure				
2.1	Supply and install all necessary structure for terraced open mesh steel platforms. Structure includes: Concrete bored piles or pads 150 PFC galvanised steel beams Steel open mesh decking Extra for step construction. 6 no.	8 60 50 1	item m m2 item	\$ 375.00 \$ 150.00 \$ 250.00 \$ 500.00	\$ 3,000.00 \$ 9,000.00 \$ 12,500.00 \$ 500.00
	Subtotal 2.0				\$ 25,000.00

3.0	Fixtures and furniture				
3.1	Supply and install integrated seating to desk structure (2.2m width)	1	no	\$ 1,200.00	\$ 1,200.00
	Subtotal 3.0				\$ 1,200.00

4.0	Landscaping				
	Supply and install all necessary works for landscaping in and around the new structure. To include:				
4.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	60	m2	\$ 10.00	\$ 600.00
4.2	Granitic gravel path incl. trim, crushed rock base and granitic gravel	42	m2	\$ 30.00	\$ 1,260.00
4.3	New t/pine sleeper steps to new access path upslope	30	item	\$ 100.00	\$ 3,000.00
4.4	Native planting including cultivation, topsoil, plants and mulch around viewing structure, new access path and along the edge of the existing extension to Lady's Walk	350	m2	\$ 50.00	\$ 17,500.00
4.5	Selective resurfacing and improvements to the existing extension of Lady's Walk path (particularly to steeply graded section) that links to proposed viewing platform	300	m2	\$ 30.00	\$ 9,000.00
	Subtotal 4.0				\$ 31,360.00

5.0	Consultant & Contractor Fees				
5.1	Consultancy Design	10%			\$ 5,956.00
5.2	Contractors site overheads & supervision	15%			\$ 8,934.00
5.3	Contractor's margin	10%			\$ 5,956.00
	Subtotal 5.0				\$ 20,846.00

TOTAL -(inc GST)					\$ 80,406.00
Contingency 20%					\$ 16,081.00
TOTAL (inc. Contingency)					\$ 96,487.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design					
CONTRACT No. 3135917					
VIEWING PLATFORM - CONCEPT TWO 'The Mound'					
Produced by GHD 22.03.18					
	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00
2.0	Rockwork				
2.1	Supply and install all necessary works for the rock terraced mound. To include: Importation of clean fill for mound Compaction in layers to required density Cut into mound and form benches for rock placement Rock placement into concrete stabilised soil	1	item	\$20,000.00	\$ 20,000.00
	Subtotal 2.0				\$ 20,000.00
3.0	Landscaping				
	Supply and install all necessary works for landscaping in and around the new mound. To include:				
3.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	100	m2	\$ 10.00	\$ 1,000.00
3.2	Rock steps	15	no	\$ 350.00	\$ 5,250.00
3.3	Granitic gravel path incl. trim, crushed rock base and granitic gravel	150	m2	\$ 30.00	\$ 4,500.00
3.4	New t/pine sleeper steps to new access path upslope	30	item	\$ 100.00	\$ 3,000.00
3.5	Native planting including cultivation, topsoil, plants and mulch around viewing structure, new access path and along the edge of the existing extension to Lady's Walk	350	m2	\$ 50.00	\$ 17,500.00
3.6	Selective resurfacing and improvements to the existing extension of Lady's Walk path (particularly to steeply graded section) that links to proposed viewing platform	300	m2	\$ 30.00	\$ 9,000.00
	Subtotal 3.0				\$ 40,250.00
4.0	Consultant & Contractor Fees				
4.1	Consultancy Design	10%			\$ 6,225.00
4.2	Contractors site overheads & supervision	15%			\$ 9,337.50
4.3	Contractor's margin	10%			\$ 6,225.00
	Subtotal 4.0				\$ 21,787.50
	TOTAL -(inc GST)				\$ 84,037.50
	Contingency 20%				\$ 16,808.00
	TOTAL (inc. Contingency)				\$ 100,845.50

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design					
CONTRACT No. 3135917					
FISHING PLATFORM - CONCEPT ONE					
Produced by GHD 01.03.18					
	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00
2.0	Structure				
2.1	Supply and install all necessary structure open mesh steel platforms. Structure includes: Concrete bored piles or pads 150 PFC galvanised steel beams Steel open mesh decking	12 45 27	item m m2	\$ 375.00 \$ 150.00 \$ 250.00	\$ 4,500.00 \$ 6,750.00 \$ 6,750.00
	Subtotal 2.0				\$ 18,000.00
3.0	Landscaping				
	Supply and install all necessary works for landscaping in and around the new structure. To include:				
3.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	100	m2	\$ 10.00	\$ 1,000.00
3.2	Granitic gravel path incl. trim, crushed rock base and granitic gravel	100	m2	\$ 30.00	\$ 3,000.00
3.3	Stone retaining wall average 500mm high on concrete foundation	20	m	\$ 150.00	\$ 3,000.00
	Subtotal 3.0				\$ 7,000.00
4.0	Consultant & Contractor Fees				
4.1	Consultancy Design	10%			\$ 2,700.00
4.2	Contractors site overheads & supervision	15%			\$ 4,050.00
4.3	Contractor's margin	10%			\$ 2,700.00
	Subtotal 4.0				\$ 9,450.00
	TOTAL -(inc GST)				\$ 36,450.00
	Contingency 20%				\$ 7,290.00
	TOTAL (inc. Contingency)				\$ 43,740.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

FISHING PLATFORM - CONCEPT TWO

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL
1.0	Site Preparation				
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00

2.0	Structure				
2.1	Supply and install all necessary structure open mesh steel platforms. Structure includes: Concrete bored piles or pads 150 PFC galvanised steel beams Steel open mesh decking	10 31 24	item m m2	\$ 375.00 \$ 150.00 \$ 250.00	\$ 3,750.00 \$ 4,650.00 \$ 6,000.00
	Subtotal 2.0				\$ 14,400.00

3.0	Landscaping				
	Supply and install all necessary works for landscaping in and around the new structure. To include:				
3.1	Make good disturbed grass areas, including importing clean topsoil, spreading, cultivation and grass seeding	100	m2	\$ 10.00	\$ 1,000.00
3.2	Granitic gravel path incl. trim, crushed rock base and granitic gravel	100	m2	\$ 30.00	\$ 3,000.00
3.3	Stone retaining wall average 500mm high on concrete foundation	20	m	\$ 150.00	\$ 3,000.00
	Subtotal 3.0				\$ 7,000.00

4.0	Consultant & Contractor Fees				
4.1	Consultancy Design	10%			\$ 2,340.00
4.2	Contractors site overheads & supervision	15%			\$ 3,510.00
4.3	Contractor's margin	10%			\$ 2,340.00
	Subtotal 4.0				\$ 8,190.00

	TOTAL -(inc GST)				\$ 31,590.00
	Contingency 20%				\$ 6,318.00
	TOTAL (inc. Contingency)				\$ 37,908.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SECURITY FENCE - CONCEPT ONE

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL - Palisade	TOTAL - Corromesh
1.0	Site Preparation					
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00	\$ 2,000.00

2.0	Security Fence					
2.1	Supply and install all necessary works for new security fencing, including posts, concrete post in ground footings and panels 2.1m high Tubular steel palisade fence with pointed head Finish - black powder coated	1050	m	\$ 300.00	\$ 315,000.00	
2.2	2.1m high Corromesh 358 Finish - black powder coated	1050	m	\$ 600.00		\$ 630,000.00
	Subtotal 2.0				\$ 315,000.00	\$ 630,000.00

3.0	Demolition					
3.1	Demolish and remove existing dilapidated fence	310	m	\$ 15.00	\$ 4,650.00	\$ 4,650.00
	Subtotal 3.0				\$ 4,650.00	\$ 4,650.00

4.0	Consultant & Contractor Fees					
4.1	Consultancy Design	0%			\$ -	\$ -
4.2	Contractors site overheads & supervision	0%			\$ -	\$ -
4.3	Contractor's margin	0%			\$ -	\$ -
	Subtotal 4.0				\$ -	\$ -

	TOTAL -(inc GST)				\$ 321,650.00	\$ 636,650.00
	Contingency 20%				\$ 64,330.00	\$ 127,330.00
	TOTAL (inc. Contingency)				\$ 385,980.00	\$ 763,980.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding

KNOX CITY COUNCIL

QUARRY RESERVE: Infrastructure Concept Design

CONTRACT No. 3135917

SECURITY FENCE - CONCEPT TWO

Produced by GHD 01.03.18

	PRELIMINARY OPINION OF PROBABLE COST	QTY	UNIT	RATE	TOTAL - Palisade	TOTAL - Corromesh
1.0	Site Preparation					
1.1	Site Establishment	1	item	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Subtotal 1.0				\$ 2,000.00	\$ 2,000.00

2.0	Security Fence					
2.1	Supply and install all necessary works for new security fencing, including posts, concrete post in ground footings and panels 2.1m high Tubular steel palisade fence with pointed head Finish - black powder coated	610	m	\$ 300.00	\$ 183,000.00	
2.2	2.4m high Corromesh 358 Finish - black powder coated	610	m	\$ 600.00		\$ 366,000.00
	Subtotal 2.0				\$ 183,000.00	\$ 366,000.00

3.0	Demolition					
3.1	Demolish and remove existing dilapidated fence	470	m	\$ 15.00	\$ 7,050.00	\$ 7,050.00
	Subtotal 3.0				\$ 7,050.00	\$ 7,050.00

4.0	Consultant & Contractor Fees					
4.1	Consultancy Design	0%			\$ -	\$ -
4.2	Contractors site overheads & supervision	0%			\$ -	\$ -
4.3	Contractor's margin	0%			\$ -	\$ -
	Subtotal 4.0				\$ -	\$ -

	TOTAL -(inc GST)				\$ 192,050.00	\$ 375,050.00
	Contingency 20%				\$ 38,410.00	\$ 75,010.00
	TOTAL (inc. Contingency)				\$ 230,460.00	\$ 450,060.00

Exclusions

- * Contaminated land / environmental management
- * Council costs
- * Lighting
- * Signage/ wayfinding



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Document Status

Rev No.	Author	Reviewer		Authorisation		
		Name	Signature	Name	Signature	Date
A	S.Hansen					
B	S.Hansen					
C	S.Hansen	M.Coyle	M.Coyle*	M.Coyle	M.Coyle*	29.03.18

8.1 Quarry Reserve – Risk Management Review and Development

Confidential Attachment – Quarry Reserve – Risk Management Review and Development -
circulated under separate cover

8.2 People and Dogs in Parks

SUMMARY: Coordinator - Open Space and Landscape Design, Andrea Szymanski

Council allocated \$20,000 in the 2017/18 budget to investigate and identify sites suitable for off-leash areas (dog parks) across the municipality.

This report presents the outcomes of a recent community consultation on potential dog park sites and seeks Council's endorsement for future design and delivery of nominated dog parks.

RECOMMENDATION

That Council:

- 1. Note the results of the community consultation on the three (3) potential dog park sites, including that all sites were generally supported;**
- 2. Endorse the sites identified for future dogs off-leash areas – dog parks; and**
- 3. Refers for consideration of funding dog parks at Wantirna Reserve, Wantirna, Emerson Place, Rowville and Llewellyn Reserve, Wantirna to the 2019/20 Capital Works program for design and staged delivery.**

1. INTRODUCTION

As a part of the 2017/18 works program, Council initiated a project to investigate and identify sites suitable for off leash area (dog parks) across the municipality. The scope for the investigation included:

- investigate the opportunity to establish additional fenced, off-leash areas within the municipality;
- determine appropriate service levels (design criteria) for successful dog parks based on the level and type of use proposed for a category of site; and
- a review of the existing Knox Dog Park and provide recommendations for potential future dog park sites.

Potential sites were selected with reference to the Council and Community Plan 2016-2020, the Open Space Plan 2012-2022, the Domestic Animal Management Plan 2017-2021 and the Knox Leisure Strategy.

Following the investigation and initial consultation, a report was prepared titled 'People and Dogs in Parks' which presented a number of recommendations, including three (3) options for the provision of dog parks.

At the 23 July 2018 Ordinary Meeting of Council, Council agreed to proceed with consultation on three (3) concept options for dog parks at Llewellyn Reserve, Wantirna South, Emerson Place Rowville and Wantirna Reserve, Wantirna (Refer Attachment 1).

Following this endorsement, community consultation was undertaken over a three-week period, from 7 August to 31 August 2018.

2. DISCUSSION

2.1 Existing dog park situation in Knox

There are approximately 17,576 dogs listed on Councils' database (2017/2018).

Council currently has one (1) fully-fenced dog park (in Ferntree Gully) which was established in 2010 and includes basic amenities ie. seating, rubbish bins and drinking fountains. Council has no specific amenities for dogs at any other Council park or reserves.

Council currently places no restrictions on dogs across the municipality and is one of the few councils that allows dogs to be off-leash in its open space (with the exception of conservation areas and other minor control requirements). This effectively means that the majority of Council's open space is dog friendly.

Current dog controls in reserves include; where an organised sporting event (e.g. football match) is being conducted; playground or play equipment areas; organised public events and permanent barbecue or picnic areas and public events, which are generally not compatible with dogs off-leash.

As Council currently has few limits or restrictions for dog off-leash activities for the majority of its open spaces, there is debatably, less need for defined dog parks. However, it is not suggested that Council moves towards the introduction of further controls across its open space with respect to dogs off-leash, at this time.

2.2 Future dog parks in Knox

Council has developed the 2017-2021 Domestic Animal Management Plan (DAMP), providing a strategic framework, which delivers policy direction and an action plan for domestic animal management practices in the municipality.

The DAMP was developed in accordance with the guiding principles of the Domestic Animals Act 1994 and included an extensive consultation process.

One of the key objectives of the DAMP (Objective 3) is to progress the development of a strategic plan and policy for the establishment of additional designated 'destination' off leash dog parks for the primary use of dog owners.

This report suggests that signage is developed in line with Knox's Visual Identity and implemented as part of the delivery of new dog parks.

The Knox Open Space Plan 2012-2022 states that "the vision for our open space is one which will be sustainable, attractive and green. It will provide for a diversity of leisure activities, and enable people to enjoy nature, engage with others, learn and play. Our open space network will be well-connected and accessible, and contribute to the natural systems of the city".

Potential dog park sites were selected with reference to the Council and Community Plan 2016-2020, the Open Space Plan 2012-2022, the Domestic Animal Management Plan 2017-2021 and the Knox Leisure Strategy.

Preliminary site consideration for future dog park sites was essentially, on useable size (ie. greater than 3000sqm) as smaller areas tend to intensify the impact of inappropriate dog behaviour and the capacity to fence-off a suitable area.

Six (6) sites were initially identified against the evaluation criteria:

- Emerson Place Reserve, Rowville
- Llewellyn Reserve, Wantirna South

- Wantirna Reserve, Wantirna
- Marie Wallace Bayswater Park, Bayswater
- Liverpool Road Retarding Basin
- Knox Dog Park, Ferntree Gully

Following community consultation and reports presented to Council, it is recommended that Council endorses the three (3) sites, being Wantirna Reserve, Emerson Place Reserve, Rowville and Llewellyn Reserve, Wantirna for future design and staged delivery as follows:

- 2019/20 - Detailed Design for dog parks at the identified reserves.
- 2019/20 - Construction of a dog park at Wantirna Reserve, Wantirna (Municipal dog park)
- 2020/21 - Construction of a dog park at Emerson Place Rowville (Neighbourhood dog park)
- 2021/22 - Construction of a dog park at Llewellyn Reserve, Wantirna (Neighbourhood dog park)

It is recommended that detailed design is undertaken for the two sites, concurrently and that, the delivery (construction) of the parks is staged over a three-year period, to allow for review, evaluation and assessment of the initial implementation works.

The delivery of the second dog park at Emerson Place Reserve, would be subject to further analysis and approval from Council prior to proceeding with construction. The establishment of this dog-park may also attract a funding contribution from Wellington Village Shopping Centre, subject to negotiations and appropriate use.

The proposed dog-park at Llewellyn Reserve, would be the third site for development. In addition, Parks Victoria plan to deliver a fenced dog park in Nortons Park, in 2019 within 2.5 km of Llewellyn Reserve.

Future landscape designs for dog parks will reflect the character of the open space, provide suitable access and amity for visitors and use materials of a sustainable nature.

2.3 Future dog parks in Knox (Parks Victoria Land)

During the recent August 2018 consultation phase, Parks Victoria officers made contact with the Coordinator Open Space and Landscape Design to discuss Council's dog park consultation, as Parks Victoria is seeking to deliver a new, fenced dog park at Nortons Park.

Nortons Park is public open space owned and managed by Parks Victoria and has an existing dog-friendly park.

Parks Victoria is planning to provide a formalised and fenced dog park area to complement the existing large open spaces used by dogs off lead. The formalisation of a fenced dog park is to activate the space with more visitors, more often and deter anti-social behaviour in this location.

The new fenced dog park is expected to be delivered by Parks Victoria by 30 June 2019.

It is expected that the establishment of a formalised dog park at Nortons Park will benefit the Knox dog and dog owner community.

3. CONSULTATION

3.1 Consultation methods

Consultation on the three (3) endorsed concept options occurred for three (3) weeks from 7 August to 31 August 2018, using the following methods:

- A1 colour signs at all proposed dog park sites including the existing Knox Park Dog Park.
- Social media campaign on Facebook (refer 2 images below)
- Social media campaign on Instagram
- Online survey
- Promotion on Council's website
- Letter drop to residents adjoining the proposed reserves
- Write up in local paper Rowville-Lysterfield News



3.2 Consultation results

The online survey was completed by 738 respondents and the results on the preferred locations for a future dog park are:

- Emerson Place Reserve: 233 people (31.6%)
- Wantirna Reserve: 397 people (51.4%)
- Llewelyn Reserve: 126 people (17.1%)

A full summary of community consultation survey results are contained in Attachment 2.

Key Survey Findings:

- Across the five (5) unpaid Facebook posts, Council was able to reach 23,748 users. The posts had 58 comments and 48 shares.
- 25.9% of respondents typically visit dog parks a few times a week.
- Just over half (51.4%) of respondents voted that they would like to see Wantirna Reserve Dog Park, developed as a priority, over the other two sites.

- The most preferred feature at a proposed dog park was for a drinking fountain with dog bowl, followed by a dog litter bin and trees for shade.

Other Feedback or Comments included:

- General support for Council considering additional dog parks.
- A separate enclosed area for small dogs / puppies.
- Consider lighting for early-hours or after-hours use.

In summary, all identified sites were supported by internal officers and generally supported by the community for delivery of a future dog park(s).

There are site-specific requirements that will need to be addressed in the detailed design phase for each site.

4. ENVIRONMENTAL/AMENITY ISSUES

Existing areas of significant environmental values (eg. Sites of Biological Significance) were not considered appropriate for the development of a dog park.

Other key considerations in the site assessment were:

- the reserve and proposed dog park site is appealing, eg. shade and location (ie. not isolated or in an industrial area);
- the site has good linkages, eg. existing trails and/or footpaths; and
- the number of people who live near the reserve and may use it.

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

Consideration of the number of registered dogs in each suburb was also considered. The existing Knox Park dog park serves as a central location to all within the municipality. Additional dog parks may provide a fairer distribution of dog park visitation across the municipality.

5. FINANCIAL & ECONOMIC IMPLICATIONS

5.1 Establishment (construction) Costs

It is proposed that capital funding be referred to the 2019/20 budget process for detailed design and delivery of dog parks within Knox.

An initial indication of probable costs has been prepared for the dog park sites:

- Detailed design costs for the sites approx. \$60K
- Wantirna Reserve - \$200k (excluding car parking)
- Emerson Place Reserve - \$200k (including car parking)
- Llewellyn Reserve \$200K (excluding car parking)

5.2 Maintenance, Operational and Renewal Costs

Consideration of the ongoing maintenance, operating and renewal costs will need to be identified and refined during the development of the detailed designs.

The fencing of an off-leash area will require active management and a higher level of maintenance than unfenced areas.

Fencing the area intensifies the use and robust surface material needs to be considered as the site can quickly degrade and become muddy or dusty.

After the initial cost of establishing a fenced off-leash area with the appropriate ground surfaces, landscaping, developmental/educational elements and ongoing maintenance of the site will increase.

Additional costs will be associated with:

- replenishment of loose surfaces (eg. mulch);
- replacement of vegetation, including sensory, landscape and screening vegetation;
- risk auditing of trees; fencing, including fences that have lifted from the ground and gates; dog education/agility equipment;
- bin clearing and litter bag dispenser refilling; and
- mowing.

Routine maintenance at the existing Dog Park in Ferntree Gully is \$5k-\$8k per annum.

In addition to increased maintenance requirements associated with fenced off-leash areas, there would be a need for an initial monitoring by Community Laws staff.

Semi-regular but impromptu visits by Community Laws staff reinforces the need for dog control and potentially discourages dog owners with aggressive dogs from visiting the site.

It is estimated that the ongoing maintenance and operational costs for each dog park is between \$8k and \$10k per annum.

6. SOCIAL IMPLICATIONS

It is anticipated that public open spaces will become an increasingly valued and necessary, particularly in consideration of future development within Knox. For many dog owners, their pet dog is a source of companionship, motivation to exercise and the channel through which they meet and engage with people.

A community survey conducted in 2017, as part of the research for the Domestic Animal Management Plan (DAMP), helped Council understand the role that pets play in the lives of residents. Pet owners are now more likely to acknowledge their pets as 'a member of the household' rather than as 'a companion animal'.

Council can create opportunities for dogs in public spaces in recognition of the benefits these opportunities provide for dog owners, their dogs and the wider community. Making provision for owners and their dogs also recognises that dog owners are often key users of public open space.

Dog off-leash areas attract community activity, interaction, and opportunities to establish local community networks and friendships based on a common interest.

The Knox Open Space Plan 2012-2022 identifies the vision for Knox's open space will be sustainable, attractive and green. It will provide for a diversity of leisure activities and enable people to enjoy nature, engage with others, learn and play. Our open space network will be well connected and accessible.

In Knox, dog owners are fortunate to have access to almost all parks and reserves. This requires dog owners to be particularly sensitive to the needs of other park users and to take even greater care to ensure they have effective control of their dogs and clean up their dogs' litter.

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

Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

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

Goal 6 - We are healthy, happy and well

Strategy 6.2 - Support the community to enable positive physical and mental health

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

Strategy 7.3 - Strengthen community connections

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989, officers providing advice to Council must disclose any interests, including the type of interest.

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

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

9. CONCLUSION

In summary, all identified dog park sites were generally supported by the community.

Recommended priority for implementation of dog parks:

Wantirna Reserve, Wantirna
Emerson Place, Rowville
Llewellyn Reserve, Wantirna South

There are site-specific issues and requirements, which need to be addressed in the detailed design phase for each site.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Open Space & Landscape Design, Andrea Szymanski

Report Authorised By: Manager Community Infrastructure, David Yeouart

Attachments

1. Plans - Dog Park -Appendix A **[8.2.1]**
2. People and Dogs in Parks - Appendix B **[8.2.2]**

Dog parks

Which one would you use most?

Dog Parks in Knox

Knox City Council is currently considering developing additional Dog Parks in Knox.

A number of open space reserve have been investigated, along with the current demand for additional dog parks and consideration regarding the number of dog ownership per suburb.

Council is seeking community feedback and comment on three potential sites;

- ① Emerson Place Reserve, Rowville
- ② Wantirna Reserve, Wantirna
- ③ Llewellyn Reserve, Wantirna South

Key Features

- Fenced off leash area with two gate access
- Drinking fountain with dog bowl
- Variety of surfaces and textures (grass, granitic gravel, rocks and planting, etc.)
- Information signage
- Trees for shade
- Dog litter bin
- Seating
- Parking

Timeline

<input checked="" type="checkbox"/>	August 2018
	Initial Consultation
<input type="checkbox"/>	November 2018
	Report to Council
<input type="checkbox"/>	2019 - Subject to Council approval and funding
	Initial Consultation

Have your say

on the Dog parks in Knox
To view submit your feedback, visit
Knox.vic.gov.au/haveyoursay

All feedback received by Friday 31 August 2018 will be reviewed and presented to Council for consideration.

① Emerson Place Reserve, Rowville



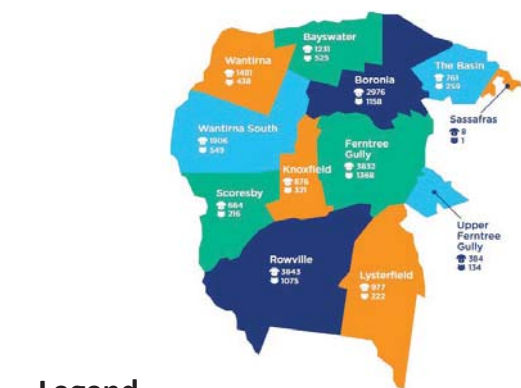
② Wantirna Reserve, Wantirna



③ Llewellyn Reserve, Wantirna South



Knox dog and cat registrations by suburb
(Domestic Animal Management Plan 2017-2021)



Legend

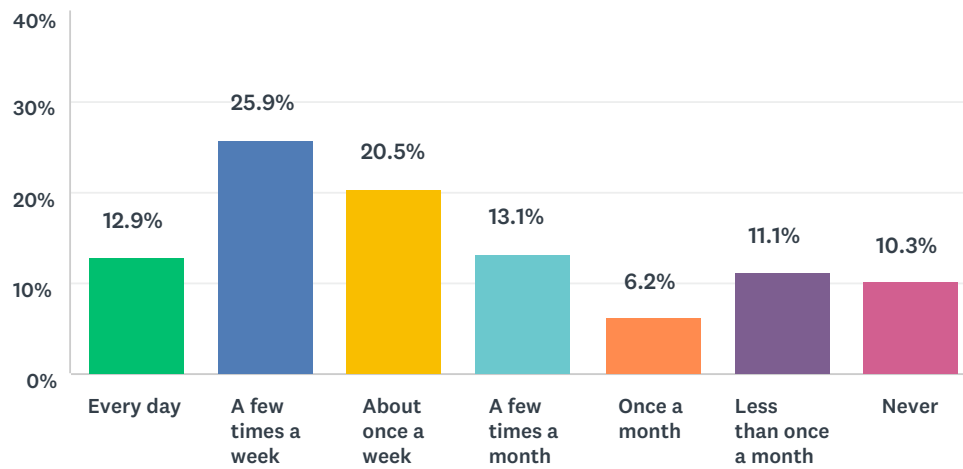
- Proposed Fenced Dog Park
- New drinking fountain with dog bowl
- New/existing Playground
- Proposed Parking

“We cannot imagine life without a dog.”

Pets need as much care & training as children.

Q1 How often do you typically visit dog parks?

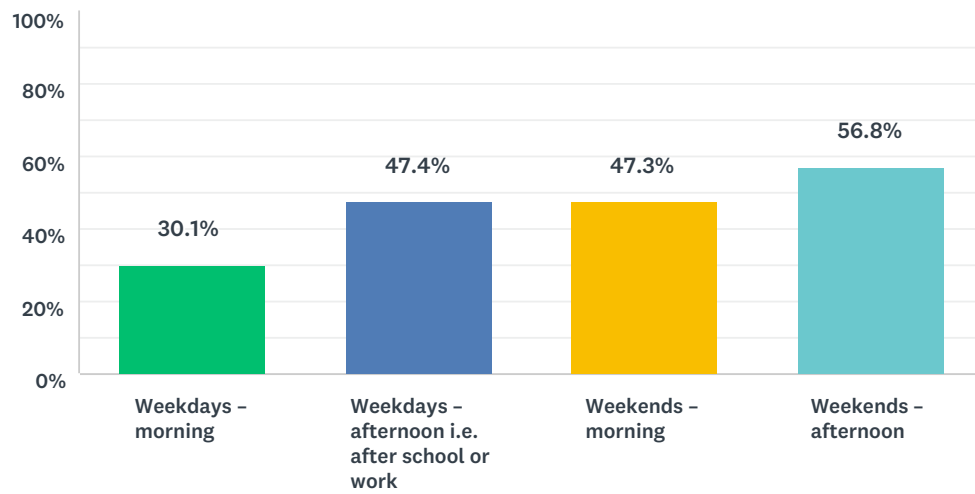
Answered: 738 Skipped: 0



ANSWER CHOICES	RESPONSES	
Every day	12.9%	95
A few times a week	25.9%	191
About once a week	20.5%	151
A few times a month	13.1%	97
Once a month	6.2%	46
Less than once a month	11.1%	82
Never	10.3%	76
TOTAL		738

Q2 When do you typically visit dog parks? (Tick all that apply)

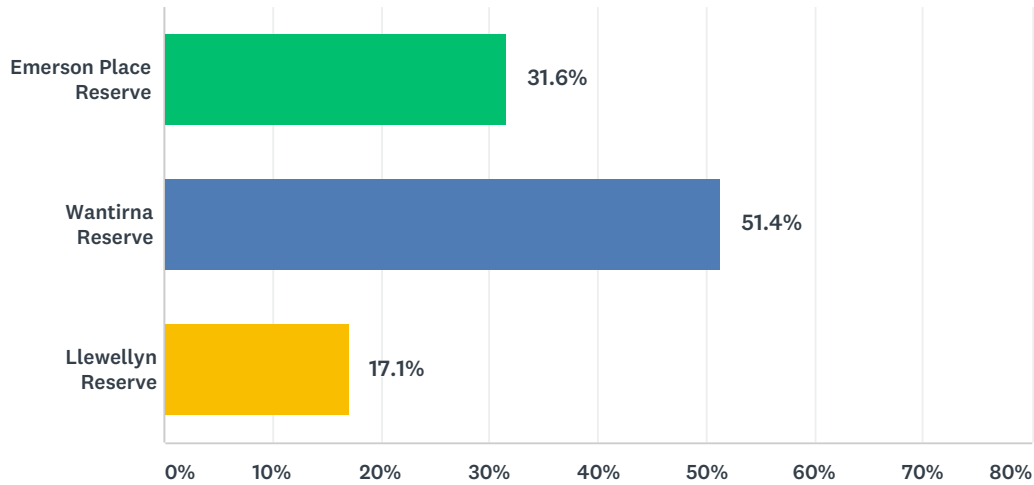
Answered: 662 Skipped: 76



ANSWER CHOICES	RESPONSES	
Weekdays – morning	30.1%	199
Weekdays – afternoon i.e. after school or work	47.4%	314
Weekends – morning	47.3%	313
Weekends – afternoon	56.8%	376
Total Respondents: 662		

Q3 Which one of the proposed dog park sites would you like to see developed as a priority?

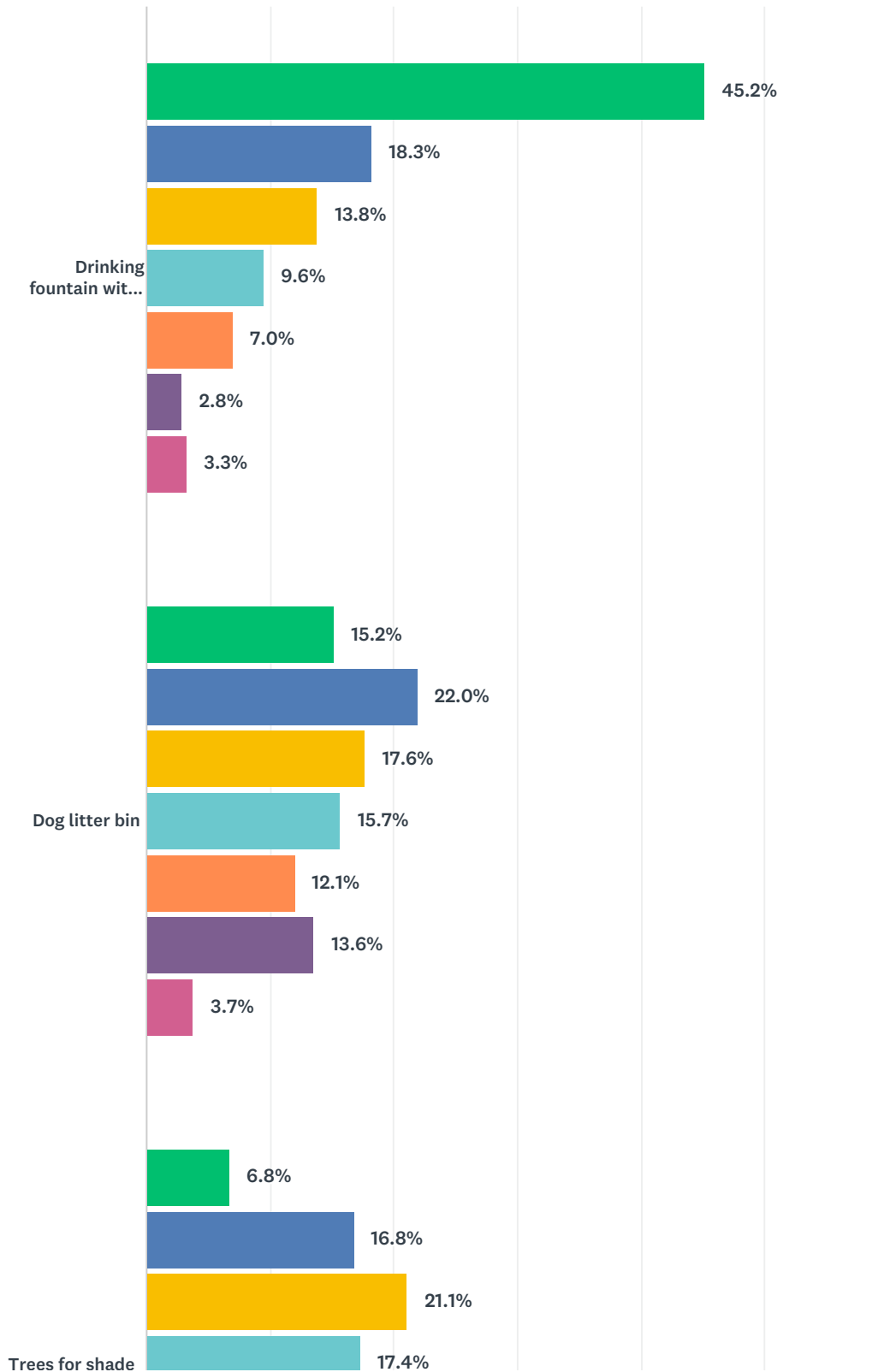
Answered: 738 Skipped: 0

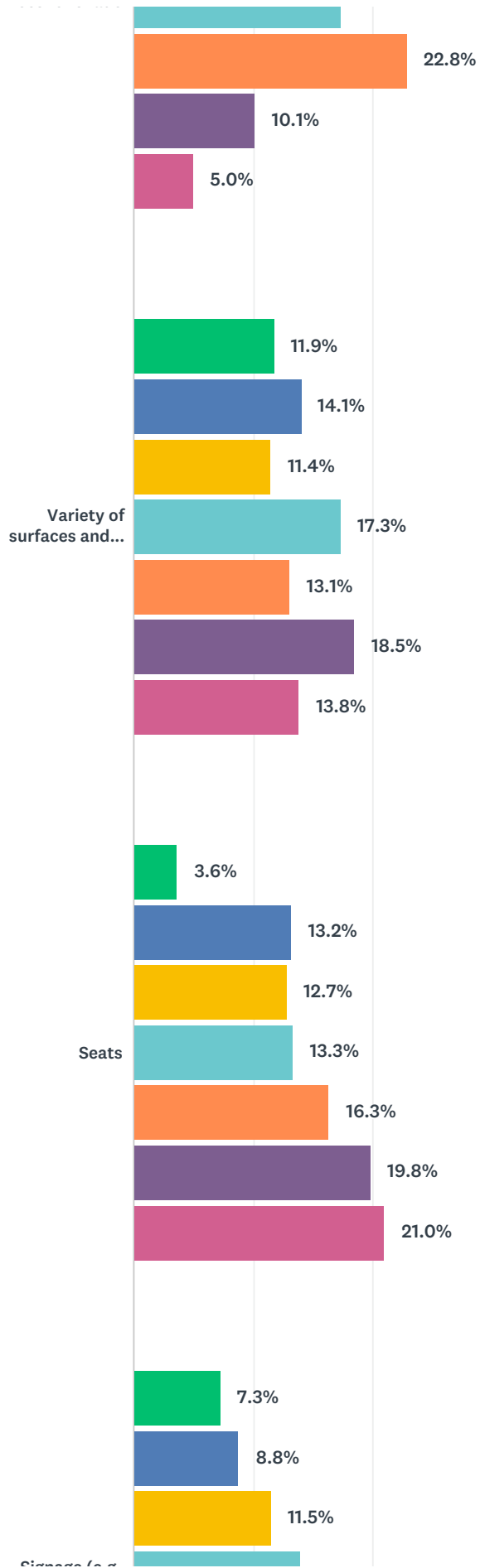


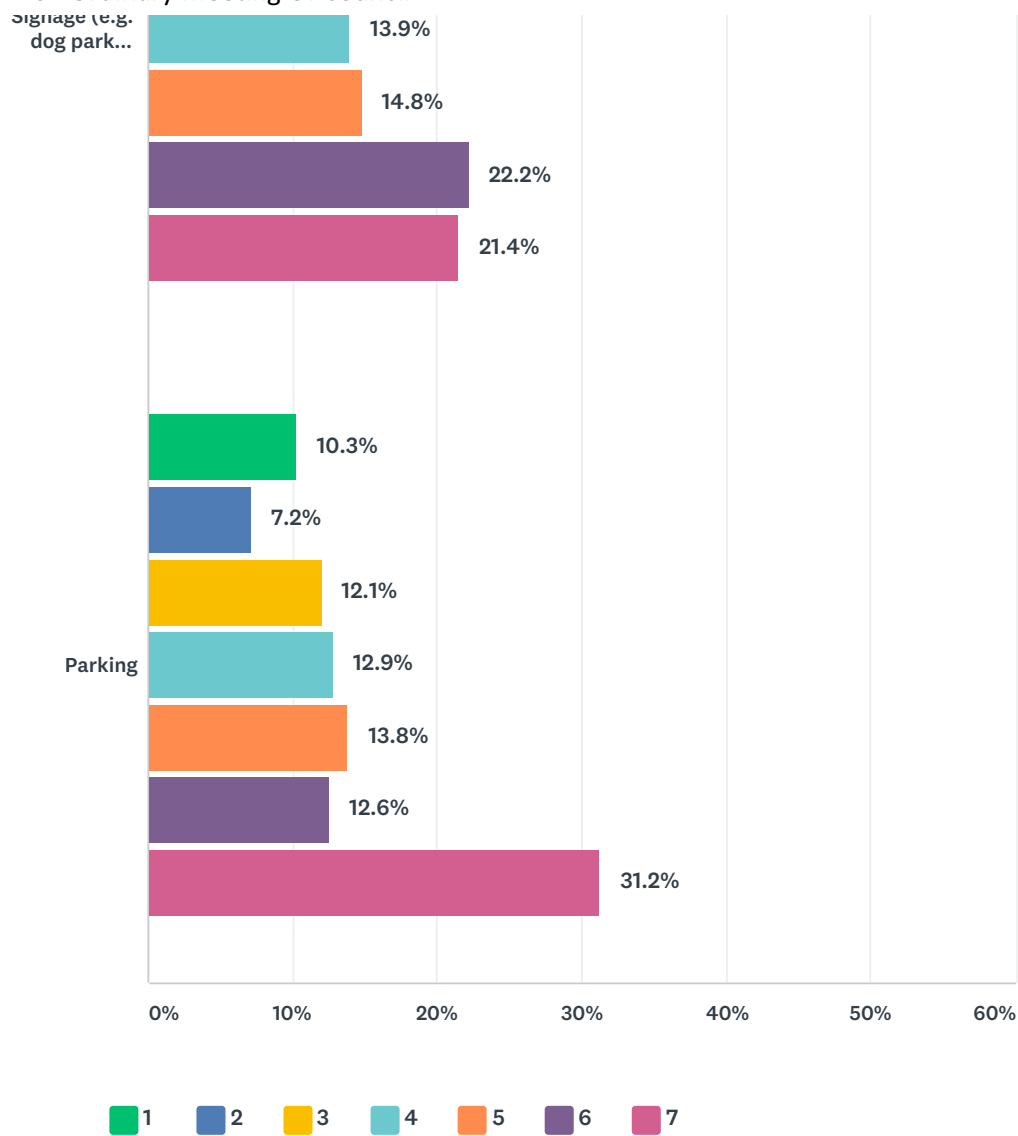
ANSWER CHOICES	RESPONSES	
Emerson Place Reserve	31.6%	233
Wantirna Reserve	51.4%	379
Llewellyn Reserve	17.1%	126
TOTAL		738

Q4 Please rank or drag the features below from 1-7 that you consider most important at a dog park (where 1 is most important to 7 least important). If you have any issues, please use the comment box below.

Answered: 673 Skipped: 65







	1	2	3	4	5	6	7	TOTAL	SCORE
Drinking fountain with dog bowl	45.2% 302	18.3% 122	13.8% 92	9.6% 64	7.0% 47	2.8% 19	3.3% 22	668	5.63
Dog litter bin	15.2% 102	22.0% 147	17.6% 118	15.7% 105	12.1% 81	13.6% 91	3.7% 25	669	4.57
Trees for shade	6.8% 45	16.8% 111	21.1% 140	17.4% 115	22.8% 151	10.1% 67	5.0% 33	662	4.17
Variety of surfaces and textures (grass, granitic gravel, rocks and planting, etc.)	11.9% 79	14.1% 94	11.4% 76	17.3% 115	13.1% 87	18.5% 123	13.8% 92	666	3.84
Seats	3.6% 24	13.2% 88	12.7% 85	13.3% 89	16.3% 109	19.8% 132	21.0% 140	667	3.31
Signage (e.g. dog park etiquette)	7.3% 49	8.8% 59	11.5% 77	13.9% 93	14.8% 99	22.2% 148	21.4% 143	668	3.28
Parking	10.3% 69	7.2% 48	12.1% 81	12.9% 86	13.8% 92	12.6% 84	31.2% 209	669	3.25

Q5 Do you have any other feedback or comments?

Answered: 197 Skipped: 541

#	RESPONSES	DATE
1	great initiative and good for families to get outdoors	8/31/2018 9:04 AM
2	Llewellyn Park-are you aware the dog park is on the walking track that connects the housing estate with the local school buses routes. Hence all kids have to walk right next to the dog park.THIS IS NOT SAFE!! What about children that hate dogs-how do they get to the bus stop??? I currently walk my dog in Llewellyn and have NEVER spoken to a local resident who has a dog who actually wants the dog park....we have asked 10000 times for a proper walking track for the kids to walk to the bus on (south end of the park,right near proposed dog park)...for 3 years now that has been coming in the next budget 3 years in a row!!	8/30/2018 10:30 PM
3	It would be great if inside the dog park there is an enclosed area for small dogs / puppies. Like Eastfield dog park in Croydon	8/30/2018 8:32 PM
4	Would love to have a nice safe place for dogs to meet and play.	8/30/2018 7:13 PM
5	Based on dog numbers, I believe Emerson park is the best option, but believe it should be a larger area. Parking will also be an issue, as Braeburn Pde is quiet busy, and even with the added carparks will be limited. Also the proposed car park is on the end of a bend (from the roundabout) and visibility combined with the width of the street is an issue to be considered to enable safe entry/exist for all users. The shops @ Wellington Village, won't want their car spaces taken up by dog owners, although all the cafes appear to be dog friendly. Both Wantirna options appear to have far more parking facilities (and larger areas) - although the size of the proposed dog parks are not shown, so it's hard to make a true comparison. These areas already appear to be available to dog users (although they may not be fenced). The addition of drinking fountains and a dog litter bin would be a welcome addition for all three sites.	8/30/2018 5:38 PM
6	Water bowls should be ground level. Bins for dog poo would be amazing. I get the council's concerne with people using it for other waste but other dog fences off dog park typically end up with a pile of doggy bags at the gates. Having sections with trees or bushes is really important, it makes it a more stimulating space enabling dogs to go,explore,have a sniff around without simply focusing on other dogs inside. Having a flat small open space with a lot of dogs in is a recipe for disaster, so giving them something else to focus of will make it a safer park. Also a separate smaller fenced off area with a separate entrance would be wonderful for those nervous dogs that need to work on their manners and training before socialising further, with signage of only one dog allowed at a time...	8/30/2018 5:04 PM
7	This won't let me rate them according to my preferences. It assumes they need to be ranked from 1 to 7 instead of using the same numbers more than once. Tganks	8/30/2018 4:44 PM
8	More full fenced dog parks would be great! Having different sections for playful dogs/small dogs/larger dogs may be an idea?	8/30/2018 12:51 PM
9	As the plan shows that Rowville is in desperate need for a dog park as the dog owners outweigh any other City of Knox suburb. It would be great to use a real hardy turf and have great drainage so it isn't a quagmire in winter. Maybe their is some sort of electronic system so that registered dogs only can use the area. As	8/29/2018 9:36 PM
10	A large area for big dogs to run around freely would be so appreciated. Similar to Tijuana dog park in City of Dandenong.	8/29/2018 11:41 AM
11	Good location and accessibility	8/28/2018 9:40 PM
12	This is a good location- away from residential areas	8/28/2018 9:36 PM
13	i think the dog park proposal option A at wantirna reserve is the best option based on the level of activity of dog walkers already active along eastlink trail and its close proximity to neighbouring suburbs for access for other members of the public	8/28/2018 7:28 PM
14	Sectioned off areas within the main park for smaller dogs.	8/28/2018 7:08 PM
15	Lights for night time visits.	8/28/2018 5:55 PM

16	Definitely need a small dog zone like at the Donvale dog park. Would love to be updated on the new dog park. A open day dog park party would be fantastic	8/28/2018 5:09 PM
17	Including a securely fenced area suitable for greyhounds would be excellent! There is an increasing number of retired greyhound owners in Knox who are unable to use the current facilities and have to travel more than half an hour to use suitable locations in other councils. I love that Knox council is thinking of ways to improve facilities for dog owners in the area and it would be great if pet greyhound owners were considered in this forward planning.	8/28/2018 3:19 PM
18	Your data shows Ferntree Gully with one of the highest numbers of dog registrations. Your plan for more dog parks should consider how they will service communities in that area. What about the disused asphalt area in Kings Park behind Coonara House (off Willow Rd)? Or the unrealised masterplan for Talaskia Reserve in Upper Ferntree Gully - you could relocate the playground and make use of the rundown tennis courts. You could even create a linear dog park among the trees next to Brenock Park Dr at Wally Tew Reserve - half of it is fenced already. What about at the old quarry on Quarry Rd? Also, Glenfern Valley Bushland Reserve (corner of New Rd & Glenfern Rd) has plenty of space and lots of parking options.	8/28/2018 1:08 PM
19	Needs to have lighting for those in the early hours and after work. Promotes safety and makes people accountable for picking up after their dog.	8/28/2018 8:10 AM
20	Lighting for and some shelter for in the colder months is a great idea.	8/27/2018 10:26 PM
21	It would be good to have lights at the park for those who work late. (also make it a safer place at night) A sheltered place to go if it starts raining or from the hot days.	8/27/2018 10:24 PM
22	lighting is needed for visiting the park at night. makes it feel much safer for myself a single female who can only visit after work.	8/27/2018 10:00 PM
23	lighting for people who go when its dark. some sort of shelter / undercover areas that people can get out of rain or sun. These would be very helpful.	8/27/2018 9:47 PM
24	I live close to the one of the other 2 preferences. Although I like dogs and understand owners needs to walk/exercise with their dogs, we are currently subjected to parking issues and dog excrement around the entry to the reserve, and on and around our property, as well as on the reserve (for when I want to use the reserve for human use). Wantirna reserve has no residents surrounding it, ample parking, two large areas to choose from, and appears central to most users.	8/27/2018 7:16 PM
25	Lights are needed at the existing dog park on ferntree gully rd. Why is this not being rectified, myltuple people have stated this to council seceral times. Numerous people at the park have said they would go there after work during winter but can't because it's too dark! Get the first right before you started building other ones!	8/27/2018 7:06 PM
26	Yes make one for large dogs and one for small dogs otherwise there are too many squarrels between owners	8/27/2018 6:16 PM
27	Lighting please	8/27/2018 5:28 PM
28	Light's in the park such as those in sporting ovals please. Or even one that has a button that you depress and stays on for a limited time that way electricity isn't wasted while people are not there.	8/27/2018 5:27 PM
29	dogs dont need a variety of textures just a big clear open grass range to run and play with other dogs. can save a lot of money by not putting in things the dogs dont need, some of the best parks are just big open flat grassed areas the dogs can freely run around in. Lights for the park would be amazing for us who come down in the evening, be nice to be able to actually see and dogs dont have night vidion so it would be nice for them too.	8/27/2018 5:22 PM
30	If there could be some sort of extendable hose attached to drinking fountain, or stand alone system to give the dogs a quick wash if they get muddy.	8/27/2018 5:22 PM
31	Lighting especially in Winter it gets dark early, a lot of people use the part after 8pm till almost 10pm when we have working hours that dont allow us to come earlier so it would be nice to be able to see for our safety and our dogs. If someone decides to bait the park you have no chance of seeing dogs sniff and consume dog baits if there is no lighting. Do not make the same mistake as the knox off lead dog park off ferntree gully rd near scoresby road. All those new big rock boulders with sharp edges were unnecessary and have just caused injuries to dogs.	8/27/2018 5:19 PM
32	Well fenced in if near the highway is chosen. Providong bins would encourage people to pick up after their pooch. Dogs need to socialise and excercise. More parks would be great.	8/27/2018 5:00 PM

33	Would love a newer dog park facility in the Knox area, especially a larger open space with grass and lighting for night time use. Signage in regards too little, picking up after your dog and any dogs with aggressive behaviour not permitted.	8/27/2018 3:57 PM
34	Two separate areas would be ideal- one for larger and the other for smaller breed dogs.	8/27/2018 3:11 PM
35	Awesome idea for rowville.	8/27/2018 3:07 PM
36	Rowville needs this!	8/27/2018 3:06 PM
37	It may be a good idea to have a smaller area for more timid/smaller dogs to play with each other. Sometimes you can get people with huskies etc and I find they play aggressively (but not viciously) and smaller dogs are intimidated by them.	8/27/2018 2:48 PM
38	the reason I have chosen 2 --is that it offers the best off street parking with minimal residential impact. Admittedly we live near no3 and although there is off street parking no one seems to know where it is or how to access it and it often locked. Hence they often use the surrounding streets -- dont watch their dogs and dont pick up after them. The nature strips and ovals are covered in poop. Also illegal street parking sometimes makes it difficult for neighbours to exit their driveways. Wantirna Reserve --good off street parking and non residential	8/27/2018 2:29 PM
39	The one thing the ftg dog park doesnt have is public toilets..that would be great to know there are toilets as sometimes i have my children there too ...thankyou	8/27/2018 1:46 PM
40	Do not make the main park bit with grass - it gets way too muddy in wet weather! Tiny stones is the way to go (like at Croydon Dog Park).... I'm in Rowville & drive all the way to Croydon for the dog park because I do not like the one at FTG Rd/Scoresby Rd. Maybe there could be a box for toys (balls, ropes, etc).. maybe a treat dispenser.. These things would make me want to go to the dog park more!	8/27/2018 11:52 AM
41	The need for lighting at night is important. And continued maintenance on the park	8/27/2018 11:45 AM
42	Please have provisions for night time lighting.	8/27/2018 10:56 AM
43	Please cater for larger breeds, 6 foot high fences. There is already plenty of dog parks with only 1 meter high fences. Maybe quadernerd area for larger breeds so owners can have options..	8/27/2018 10:54 AM
44	As the owner of a dog who needs a lot of space to run and get exercise, I find in fact that enclosed dog parks are too small and not appropriate for my dog's needs. I am very concerned that there is too much focus on making enclosed spaces rather than providing our dogs with the space they need to be able to roam. We use Llewellyn Reserve on a daily basis for running and play with a large community of other dog owners, and sincerely hope that our pets' needs will not be ignored as this is NOT an appropriate area for an enclosed dog park when there is so little open space for dogs as it is.	8/27/2018 10:47 AM
45	I think the dog park needs to be a big size with bushes for dogs to run around. Diamond creek is an excellent dog park. Dogs can run and be on their own if needed. Croydon dog park is too small and narrow. The dogs Dont have much space to run off or run round bushes and so are all together and there's more fights. It's good to have a small space for dogs to have time out if the main park is too much for them or they need to calm down. Not sure what the answer is in regards to grass as it quickly turns to mud. Make sure it's level so no big puddles. Agility area is good. If there are seats good idea for them to be away from entrance. Owners often congregate there and then so does their dogs which is too much for new dogs entering the dog park and leads to disagreements.	8/27/2018 10:25 AM
46	Fenced park so dogs can't run away is priority number 1	8/27/2018 10:16 AM
47	No aggressive dogs.	8/27/2018 10:10 AM
48	No.	8/27/2018 10:09 AM
49	Not at llewellyn park wantirna south The park is fine the way it is only bonus would be to put a water tap for the dogs to drink and more bins	8/27/2018 10:01 AM
50	Having two separate areas like the dog park on Eastfield rd Croydon works well	8/27/2018 9:48 AM
51	Double gated and dig proof (I have seen a dog get under at Knox before) and higher fences than current dog park	8/27/2018 9:26 AM
52	Solar lighting for evening use would be great as would shelter for humans	8/27/2018 9:09 AM
53	The other popular place where doggies always go which would be a great option, with space is Milpera Reserve :)	8/27/2018 9:06 AM

54	A must place in every suburb.	8/27/2018 9:00 AM
55	Me and my partner have been taking our fluffy to Aaranga Park in Doncaster East very Saturday and Sunday.... we absolutely love seeing his happiness when he plays with other babies....	8/27/2018 8:57 AM
56	Lighting as there is a large population which work and arent able to get down before it starts to get dark No trees in middle only on perimeter as dogs racing around dont watch where they are going No fake grass as they go on it and only the rain washes it	8/27/2018 8:30 AM
57	please have a small dog section, similar to eastfield dog park in croydon. with its own entrance, so smaller dogs can have the freedom without being jumped on.	8/27/2018 8:18 AM
58	we are a local dog walking business and we have dog groups that require full fenced areas, and this is a very big welcome. wr would br happy to help with feedbacknon what we have learnt from our experiences.	8/27/2018 8:16 AM
59	lighting and wet wethurr shelter at the currebt dog park would be the best.	8/27/2018 8:09 AM
60	Not too much agility equipment. Grass just turns to mud, avoid	8/27/2018 7:59 AM
61	Would really love to have a section of the dog park specifically for small dogs. My small dog was continuously being picked on by the bigger dogs at the Knox Park Reserve so I only take him there when there are no dogs or only small dogs using the park. Alot of the larger dogs have high prey drives and their numpity owners have no idea how to control their large dogs. Please consider a separate fully fenced off leash area for the smaller dogs.	8/26/2018 10:59 PM
62	Anything that can be done to.make them safer would be great. too often the dogs are aggressive	8/26/2018 10:35 PM
63	Dog park needed around Boronia/The Basin	8/26/2018 10:34 PM
64	All the proposed dog parks should be made available asap.	8/26/2018 7:31 PM
65	Please keep drainage in mind with larger expances of grass; grass that just turns to mud with all the dogs running around isn't great for owners. A good quality fake turf would be great (that's doesn't get too hot in summer) would be ideal.	8/26/2018 5:47 PM
66	Look forward to it and thanks! Doubt it but no harm asking, place for dogs to swim would be ace like a small pond or something	8/26/2018 3:28 AM
67	Fencing would be my number one priority	8/25/2018 7:23 PM
68	Please keep lewellyn reserve as it is, have the dog park somewhere else	8/24/2018 11:41 PM
69	So many homes have small backyards having a dog park in Rowville would be vital to the pets in this area. We have to travel so far to a park that allows dogs. My dogs get car sick do it makes the trip difficult at best.	8/24/2018 10:24 PM
70	Wantirna park idea B would be awesome! People would be able to see it on the road and that would attract more use. Lots of dogs and owners go there anyway, I know I do, so having an enclosed park espdcially during footy season/cricket season would be fantastic.	8/24/2018 10:05 AM
71	Why ruin a perfectly fine open space like emerson reserve by fencing it off for dogs. Families use this reserve daily for ball games. I will be extremely disappointed if this is taken away from my family. I have a dog. The park is fine as is	8/24/2018 9:02 AM
72	Wantirna Reserve best option due to lack of surrounding houses (due to noise factor of cars going in and out and barking dogs - either those using the dog park or in homes over excited it's dogs nearby in the park)), can use dog area whilst kids are playing sport, close to bike trails to walk or ride with dog to the reserve, easy access with eastlink, can also break option A into a couple of fenced off lead areas for different sized dogs or dogs that don't really like being with other dogs but happy to play in a smaller area	8/24/2018 7:32 AM
73	Can't wait to have a dog park in Wantirna	8/24/2018 6:13 AM
74	I've had a idea ,since it's been winter and sometimes wet we can't go to the dog park. My idea is a partially covered dog park, would benefit a lot of dogs even when raining. So could be used all year round. Also some agility would be great as my dog uses it at the new ringwood dog park. A puppy/ quiet area is also good.	8/24/2018 12:24 AM
75	Supply poop bags and be vigilant in reprimanding people who don't pickup their dogs poop, and who can't control their dog. As a responsible dog owner myself I can't stand people who are irresponsible and think letting their dog shit anywhere I'd acceptable, or when off lead harass other dogs/people.	8/23/2018 7:03 PM

76	Before moving to Knox we took our pup to the local dog park everyday. We really hope Emerson is developed as she thoroughly misses the socialization.	8/23/2018 4:15 PM
77	It would be great if the fenced off area accounted for small dogs who can squeeze under them! Also a lot of street lights so that people can still walk dogs at night if they wish to.	8/23/2018 2:19 PM
78	I live near Llewellyn Reserve. The reserve is frequented by locals for walks and exercise, with the local school using it as a sports ground. My children go there often to train for their running and cross country. We have many times encountered dogs that are unleashed and chased after my children while they were running. This has caused them to fear dogs. I strongly oppose the reserve being turned into a dog park. Even though dog owners claim that their dogs are under control, there are many instances where their pets have threaten other users in the park. There are also many droppings left on the grass and pathways, including my front yard which is not fenced. While droppings are not life threatening, it has caused inconvenience for others when children or adults accidentally stepped on it. No dog parks at Llewellyn Reserve please. Please think of other users who are not dog owners.	8/23/2018 12:03 PM
79	We have a small dog and recently went to a park in Northcote where they had a section fenced off for small dogs only. We thought this a great idea as sometimes the big dogs without meaning to, bowl over the little ones and get a bit boisterous . Maybe this idea could be considered in the plans.	8/23/2018 11:20 AM
80	I would love the option to vote against locations	8/23/2018 9:35 AM
81	Wantirna reserve is the only okay option- the rest are too close to houses and is unfair to people living nearby	8/22/2018 10:33 PM
82	At this stage,the whole of Llewellyn reserve is open slather to dogs with owners, this much space is required as there can be many dogs at one time, and some dogs need to be segregated by distance so that family's playing with or training their dogs can be left in piece (this would apply to any park) fencing off one section would be costly and take way the atmosphere of the park, I personal would prefer the money go to the unfinished plan that was not completed in 2016, i.e. exercise structures,play equipment etc.	8/22/2018 8:16 PM
83	I believe that Wantirna Reserve is the best option. It is the only option that is far from residential housing. Any other location is extremely inconsiderate of the poor people who have to suffer with not only hearing dogs in the dog park barking, but neighbourhood dogs defending their property and barking. The proposed dog park at Llewellyn Reserve is insane. Not only is the already Norton's dog park just down the road from Llewellyn reserve (a great dog park), but it is RIGHT BEHIND houses! A dog park is a great addition- ONLY WHEN kept at a considerate distance from houses (consider smell, noise). A dog park should be in a quieter area such as the Wantirna Reserve, not off a busy street (Fonteyn Drive) such as Llewellyn Reserve.	8/22/2018 5:53 PM
84	The proposed dog park in Llewellyn Reserve is absolutely unacceptable. It is staggeringly close to resident houses, not only furthering the already busy traffic of Fonteyn Drive, but also disturbing all the neighbourhood dogs (who already bark all day due to people walking dogs). As a dog owner, you would think that this is what I'd want- but it is incredibly inconsiderate of the many people living DIRECTLY in front of the proposed dog park. Furthermore, the fact that you do not have a place for people to contest your proposal, that you only allow people to say what they want in the dog park you are enforcing, is completely unfair to the entire neighbourhood.	8/22/2018 5:47 PM
85	This is a fantastic idea! As a long time Rowville citizen we have been visiting outer suburb dog parks & they are always busy. The Rowville location will be a huge asset as its near cafes and parking already. This will boost the overall morale of Rowvillians & strengthen our growing community.	8/22/2018 5:30 PM
86	please make it for smaller dogs as too many big dogs attack small dogs at the dog parks	8/22/2018 11:59 AM
87	A dog park would be good here as I find the people that sometimes use the sports oval don't clean up after their dog. Ive picked up other dog poo so we don't lose the privilege of using it. Also it keeps our dogs safe in a fenced area and people who wish to socialise their dogs can so.	8/22/2018 9:37 AM
88	Yay. Will definitely be visiting this with my fur baby!	8/21/2018 11:12 PM

89	There needs to be an area set aside for timid dogs where they won't be 'rushed' by more aggressive dogs. This needs to be fenced so older dogs, timid dogs and puppies (maybe as they are a bit excitable) can safely enjoy the same experience Owners need to follow strict guidelines for dog obedience-most people who say 'oh my dogs friendly ' when it snaps at another are lying. Penalties to apply to those not abiding by the rules....rules should be VERY CLEARLY outlined Those using the park need to have dogs that respond to voice commands Am I being pedantic, hell's yeah. I've seen and experienced all the above which makes me reluctant to use a dog park.....my dog is very precious to me and other don't really care that much, as long as they don't have to walk and can stand there and do nothing while their dog 'plays', then they are happy	8/21/2018 8:55 PM
90	I think the area should have a restriction on some dog breeds that are not very good around kids and other dogs, and I think there should be high fences	8/21/2018 7:07 PM
91	If park is to be fenced higher fences would be good. Other dog parks in area have fences far too easily hopped by medium and large dogs.	8/21/2018 6:12 PM
92	Two areas in the dogs park one for small dogs and the other one for big dogs	8/20/2018 10:31 PM
93	Toilet facilities and undercover area as a priority too.	8/19/2018 10:31 AM
94	Hi team. Great idea! Perhaps model it similar to East field Dog Park in Croydon? They've for a great set up over there. I also would recommend adding a smaller sectioned off area for smaller dogs/less social dogs. This "quiet time" zone will allow dogs and their owners to still enjoy the park, with a more relaxed atmosphere.	8/19/2018 8:42 AM
95	Actual fencing and gates would be nice that can't be jumped or squeezed through.	8/19/2018 12:01 AM
96	Please please put one in this area my dog never gets off her lead due to safety cars etc I walk twice a day to give her exercise as we live in a unit with a small yard which has no grass I would use a dog area daily	8/18/2018 4:15 PM
97	If one is closer to Rowville we would attend more often.	8/18/2018 11:04 AM
98	Can you use all three sites for a dog park... you cant have too many. Its one way to keep the dogs off the streets from running away because they are bored from lack of exercise.	8/18/2018 9:50 AM
99	Seperate areas for large and small dogs would be necessary as well as double gated entrances.	8/18/2018 9:20 AM
100	Somehow less mud. I avoid park in winter as it's too muddy. A chill out zone would be great.... like the one they have on Eastfield rd Croydon.	8/18/2018 9:04 AM
101	Lighting is a crucial requirement for the safety of both the animals and people. Especially during the Winter months less people frequent the current park because they feel unsafe as there is no lighting. Consider separate areas within the dog park (like they have at the Eastfield Dog park) so that older, younger and less socialised dogs can play in a smaller area in a safe manner. It is also important for the Council to actually provide poop bags, not just to install a dispenser and leave if un-stocked (like you have at the know dog park). Drainage is also another critical factor. Drainage pits located in the tanbark garden beds at the Knox dog park were an epic fail. The mound which now runs through 2 sections of the park, due to recent pit installations, also causes pooling and a build up of excessive mud piddling the Winter.	8/18/2018 8:40 AM
102	I'm not a fan of uncontrolled dog parks. I want to be able to access an area that my dogs have no others access while they are in it and would be happy to pay a membership	8/18/2018 7:42 AM
103	All dogs need to be closely supervised in off leash parks at all times	8/18/2018 7:33 AM
104	Don't have seats as people sit doe. And don't monitor their dogs.. I would go as far as saying don't have gates like the park in chirnside park as again people have to actively monitor their dogs activities to be sure they don't get out.. lots of tree islands also is a good idea so dogs can separate, a seperate area for smaller dogs as we often use the training area at Aranga as a way to seperate small from big	8/18/2018 5:34 AM
105	Maybe a separate small dog and large dog fencing area	8/18/2018 1:54 AM
106	Many people currently use emerson Park for dog play and it is already a terrific space. There is plenty parking nearby, too. Fencing would be the biggest change, so dogs can run freely.	8/18/2018 12:44 AM
107	How soon are they proposed?	8/17/2018 11:17 PM
108	Secure fencing.	8/17/2018 10:57 PM
109	I wholeheartedly support this proposal and am very appreciative that you've identified this an important addition to our community. Keep up the great work!	8/17/2018 10:51 PM

110	The dog park in Scoresby is terrible. It is muddy and small and the owners don't take responsibility for their dogs. We travel to aranga reserve half an hr away instead	8/17/2018 10:50 PM
111	Making sure the park is secure is most important.	8/17/2018 10:49 PM
112	Drainage is EXTREMELY important and I would rate it as #1. This is because at the current dog park it gets very muddy and there are lots of puddles in the winter which leads to very unpleasant and unsafe conditions.	8/17/2018 10:38 PM
113	a closed section for puppies similar to the one at eastfield dog park.	8/17/2018 10:25 PM
114	I havent been to Knox dog for several years..too much dirt and congested and the amount of dogs that frequent to urinate puts my dogs senses into overdrive. Some people with dog cannot control and let them run freely with no supervision. I would just like to see people better control their dogs and council to give the dog park a 'rest/closure' to allow grassy areas to recover.	8/17/2018 10:19 PM
115	It would be good to have a seperate section for nervous, recovering or aggressive dogs where you don't have to walk through the main area to get to it. Seats in the shade and sun are important for older people especially trying to exercise there dogs.	8/17/2018 9:08 PM
116	As previously mentioned, make sure to view Aranga dog park in Donvale. We've been going there since it opened and is FAR superior to any other one we've visited. We have beagles who need fenced off lead. The new Eastfield Rd Croydon park has ALOT of issues and whatever research they did, they missed the mark. Only one water supply, no latch on gates (several dogs could open gates), fencing too low, awful pebbled surface dogs couldnt walk on, poor drainage. Please do as much consultation as you can with dog park users! Fantastic to see your plans! Thanks for supporting the doggy community!	8/17/2018 9:00 PM
117	The above question should not be ranked. I would expect a dog park to have all of these features	8/17/2018 6:21 PM
118	Need seperate spot for smaller dogs that is caged off from the large ones who can get too rough and aggressive	8/17/2018 6:02 PM
119	A surface that doesn't get muddy so you can still take your dog in the winter	8/17/2018 5:23 PM
120	Hi I live about 2 minutes from the proposed park. I would use this facility daily if it was available. I have spoken to a number of people with dogs that live around this area and we have all agreed that would be great to have a dog park in Rowville.	8/17/2018 2:29 PM
121	Hardy grass the one on knoxfield is like a mud pit and is over used so it gets ugly	8/17/2018 12:01 PM
122	This is an excellent idea, if possible do more than one dog park, have u seen how busy the one on Ferntree Gully road gets, please ensure you provide bags and a bin for the dog poop as this is important I think to all users	8/17/2018 10:57 AM
123	Fully fenced dog park would be great, especially near playground. Also maybe provide dog pop bags at bin?	8/17/2018 8:11 AM
124	It's also a priority that the area is secure so my dog can't escape.	8/17/2018 1:57 AM
125	Have a separated area for big dogs and small dogs please. Overseas dog parks have separated area for big and small dogs. As a small dog owner, I feel my dog is a lot safer when they're surrounded by same sized dogs especially in off leash areas.	8/16/2018 11:02 PM
126	What about tormore reserve, next to the shops and the medical centre, its also close to the vet, just in case. Has good parking and away from houses..back right cnr.	8/16/2018 8:29 PM
127	Fines for people who do not clean up after their dog poo	8/16/2018 7:42 PM
128	id like to see less developments with little to no gardens, older establishments seem to have been made to provide garden areas. Lots of new proposed developments have little to no greenery, I've looked at a few in Boronia in particular, there is poor planning schemes. Buses need to take animals, else how will those who cannot drive take their animals to these nice new dog parks you plan to build. We need more public transport and LESS road widening.	8/16/2018 5:15 PM
129	High fencing for larger dog breeds and a two phase gate to allow for entrance and exit without other dogs following.	8/16/2018 9:04 AM
130	A 24hr live feed camera so people can look it up and see if there are dogs there. (eg Mt Buller).	8/14/2018 8:37 PM
131	Everything listed is important! Please consider lighting, as lots of people go to the dog park at night. The current Knox one has no lighting at night and it's terrible for night goers. Additionally i'd like to recommend a fence area for small dogs!	8/13/2018 9:27 PM

132	Consider lighting for night use, particularly in winter. Also provision of toilets for owners to use and shelter for owners in case of rain	8/13/2018 8:26 PM
133	I could not select Option A in the Wantirna Reserve - this is my preference. I would chose Emerson Place Reserve Rowville over Option B at Wantirna Reserve.	8/13/2018 7:00 PM
134	I don't want to see Llewyn park developed to become a closed off dog area. Ive been taking my dogs there for years, the people that go there are respectful of the space and others. Closing off the area we have access to with our dogs off lead would discourage use of the facility, and encourage more aggressive or unbehaved dogs to take advantage of an enclosed area like the current dog park on fern tree gully road. The biggest way the area could be improved is to place a water fountain in the area and also if you were to put in a playground, to place in where the proposed dog park would be as it is easily accessible to the nearby houses.	8/13/2018 12:08 PM
135	Llewellyn Park would be an ideal location as the variation of flat ground commingled with hills and ponds makes for a great place to exercise, socialise and entertain dogs. I applaud and thank Knox Council for this initiative.	8/12/2018 5:11 PM
136	Do not do it at lewellyn reserve	8/12/2018 1:52 PM
137	I live just around the corner of Llewellyn Park but I dont think a dog park would be a good idea there as alot of people would park in Helpmann street and Fonteyn drive. Also the park is safe for dogs the way it is as there are no main roads nearby. We have never had a problem with the dogs in the area off the leash in this park.	8/11/2018 5:12 PM
138	maybe adding on the signage something about not being able to attend the park if your dog has fleas?	8/11/2018 2:56 PM
139	Please as soon as possible.	8/11/2018 2:29 PM
140	Why is there no lighting in the Knox City Dog Park on Ferntree Gully Road? All dog parks should have lighting as it is a hazard in the evenings and early mornings!	8/10/2018 1:44 PM
141	There will be enough distractions for dogs in a dog park without setting the park dangerously close to a major shopping complex (where dogs can escape to a car park and be involved in or cause accidents) or sporting area (where people running and yelling out load can excite and possibly aggravate some animals). I feel the Llewellyn reserve option WANTIRNA SOUTH is more central in Knox and poses the least dangers.	8/9/2018 4:58 PM
142	Better education is required of dog owners in relation to the use of these parks. Whether through signage at the parks themselves or through other means. Owners still need to supervise their dogs when in the dog park. Good drainage is required. The Knoxfield one gets very wet and muddy.	8/9/2018 11:29 AM
143	Needs to be big enough and not get too muddy. The reason I put water bowl last is because we can bring water but we can't bring parking or trees for shade. We don't use the current one-and-only dog park because it is too small, too muddy and very crowded. Thank you for the opportunity to comment.	8/9/2018 10:16 AM
144	Having a withdrawal area for over excited dogs is helpful	8/9/2018 7:47 AM
145	I suggest knox have a look at Croydon dog park , Eastfield road A separate area with it's own entrance for small dogs Move the sign to the first gate at the knox dog park - no one can see it Put sand in the sand pit instead of stones - the dogs use it as a litter box Install poo bag dispensers & regularly replace the bags Croydon is a much cleaner park because council maintains poo bags	8/9/2018 5:44 AM
146	A local park in Rowville would be amazing! It will also free up the sport ovals for there preferred use.	8/8/2018 10:41 PM
147	We would be very happy to have a dog park in Rowville and the proposed site is preferred as it is adjacent to a number of dog friendly cafés.	8/8/2018 4:45 PM
148	No fenced dog park please. They are bad for dogs and attract bad owners and untrained dogs. Just offleash area.	8/8/2018 4:40 PM
149	are these fenced off? what about the safety of kids who cross places like emerson park on their way to the primary school, some of these kids don't like dogs. what about the people who will park there who are going shopping at the local centre. and how about the rights of people who live close by and don't want the noise right on their door steps, don't they have more rights then dogs? not happy as a rate payer - not happy at all and im not interested in prioritising what is right or wrong for the dogs. kids first!!	8/8/2018 4:21 PM

150	Look at the donvale dog park. It has main area and separate area. The separate area is fantastic for dogs who maybe a puppy and requires training enclosed in or even for dog that doesn't play nice	8/8/2018 9:48 AM
151	Divide the space so there can be a quiet area	8/8/2018 6:52 AM
152	Such a great idea. Well done!	8/7/2018 11:09 PM
153	Secure fencing must be suitable for small and large dogs (no gaps under fence and high enough to prevent escape). Stimulation such as agility equipment would be a great addition to prevent boredom. Consideration for all weather conditions (i.e. good drainage in winter).	8/7/2018 9:56 PM
154	Some agility obstacles would be great also	8/7/2018 9:38 PM
155	Get it done!!!	8/7/2018 9:31 PM
156	Fenced area for smaller dogs	8/7/2018 9:28 PM
157	Agility equipment would be enjoyed	8/7/2018 9:23 PM
158	Area for smaller dogs (and owners) that feel unsure or intimidated by big dogs	8/7/2018 8:24 PM
159	separate fenced area for small dog breeds - bichons, miniature poodles, havanese, bichons, silky terriers, shitzus etc. The big dogs have a tendency to attack small ones when off leash	8/7/2018 7:23 PM
160	It needs to be fenced	8/7/2018 5:46 PM
161	Fully fenced dog park	8/7/2018 5:21 PM
162	Fencing would actually be my first priority	8/7/2018 12:54 PM
163	My dog loves water can a man made creek be considered?	8/7/2018 12:50 PM
164	Park needs to be of a decent size.	8/7/2018 12:43 PM
165	I would strongly recommend for the dog park to be fully fenced (as I believe is proposed), thank you for considering development of this dog park!!!!	8/7/2018 12:21 PM
166	Nil	8/7/2018 11:52 AM
167	Couldn't see the sizes of the park options , the bigger the better. Small dog parks are useless and a waste of money. Obstacles and climbing are great enrichment tools for dogs. A smaller fenced section to help train recall is good too. When there's lots to do and smell dogs don't get in everyone's face and the dog park works. So it needs lots of tree planting's, bushes, logs rocks and so on.	8/7/2018 10:23 AM
168	Should be patrolled by local laws to minimise dog attacks.	8/7/2018 10:18 AM
169	Please ensure adequate lighting is considered as many people work and come to the dog park after work & dinner. This is even more relevant during the darker winter months. It would also be sensible to provide a segregated area for small and big dogs so each can play safely without issues. I picked Wantirna Reserve as it looks like the biggest area that could be fenced up and is reasonably away from developments (shops and homes). Clearly developing a dog park in Rowville does also need to eventually be done considering the number of homes with a dog. It would be great if all 3 reserves eventually become dog parks over the next 3 years i.e. 1/year as this will reduce the overuse of any 1 park in particular and provides dogs and their owners with sufficient variety and options with the city they live in. 20,000 dogs spread over 4 dog parks with some room for growth seems very reasonable to me especially if access from mornings right thru to late evenings (lighting is key for this) can be guaranteed. Thanks very much for taking steps towards making a new dog park (s) a reality! Finally it would also be great if lighting is provided at the existing dog park off FTG Road as this would enable safe and regular use after work/dinner then. Thanks again!	8/7/2018 10:12 AM
170	Equiment for dogs to use: obstacles, tunnels etc	8/7/2018 9:43 AM
171	If it is near a cafe - bonus :)	8/7/2018 9:41 AM
172	As well as providing dog litter bin, providing dog poo bags would also be valuable.	8/7/2018 9:34 AM
173	I would prefer a fenced off leash area.	8/7/2018 9:33 AM
174	Absolutely must be double gated don't be stupid like YV council and leave it open and useless. A quiet zone for dogs that don't like to romp is awesome too	8/7/2018 9:15 AM

175	I think plan A is the better option as it has parking available and won't impact the other areas and I would like to see it fully fenced and not just boundary fencing.	8/7/2018 7:52 AM
176	Please do not put a dog park at Emerson place. You will ruin the area.	8/7/2018 5:12 AM
177	litter bins should also have bags provided. Owners need to be responsible for their pets.... its not a place to let your dogs off and have a chat!! This needs to be made very clear and enforced. It needs to have a good coverage and not a muddy pit and having separate areas would be nice for those dogs that dont do well with larger more robust dogs, a place for timid, shy, old or small dogs would be great.	8/6/2018 10:57 PM
178	Although Wantirna has fewer registrations than Rowville, we really need the largest dog park possible. The one at Knoxfield is terrifying for smaller or gentler dogs, we've had to stop going after our (large gentle) dog was attacked. They need space so they can stretch out and not only focus on other dogs but their other surroundings. Knoxfield is too penned in. So an oval sized park would probably only create a similar issue. Please make it as big as possible!	8/6/2018 10:48 PM
179	Thankyou for considering this!! My doggo is going to love it :)	8/6/2018 10:26 PM
180	https://www.bendigo.vic.gov.au/Things-To-Do/harcourt-park-crook-street-dog-park This place is brilliant!!! We do occasionally travel there to let our dog run and play in the dams. The current Knox dog park is very poor and we prefer the Eastfield Road park, even though its much further away, because the Knox dog park has sharp stones sticking out of the dirt which regularly cut the pads on my dog's feet.	8/6/2018 9:47 PM
181	We desperately need more dog spaces in the city of Knox. We travel big distances a few times a week to be able to take our dog to dogs parks, and off lead dog walks. Many other councils provide off leash walking trails: Knox has very little to offer, the best in the area being Liverpool Road in Boronia which is operated by Melbourne water. While having dog parks is important, trails to walk are even better. E.g Gardiners Creek reserve Burwood is fantastic, as is Ruffey lake park which are both supported by their council. Churchill park would be a good consideration	8/6/2018 9:47 PM
182	NA	8/6/2018 9:29 PM
183	Area to divide the big dogs from small dogs would be good. All the above should be in a dog park. Hard to list them in order of priority.	8/6/2018 8:36 PM
184	Keep playground and off leash dog area seperate	8/6/2018 8:19 PM
185	Another fully fenced dog park would be fantastic! Please provide a separate section for older/smaller dogs. Please consider lighting so that park usage is extended and safer.	8/6/2018 7:29 PM
186	Etiquette to cover aggressive dogs	8/6/2018 7:14 PM
187	A water feature for the dogs to paddle in or swim in summer. Up to 1m deep with a gradual slope.	8/6/2018 7:00 PM
188	Some internal segregation options for smaller dogs. We rarely visit dog park at present as my miniatures get overwhelmed by larger dogs	8/6/2018 6:46 PM
189	Feel that Rowville really could do with an off leash dog park given the amount of dogs being walked every day around Dandelion Drive. Emerson Reserve is a good walking distance for a fair area of Rowville so parking should not be a priority.	8/6/2018 6:23 PM
190	Rowville desperately needs a dog specific park, the closest being in Boronia is too far.	8/6/2018 6:18 PM
191	Long over due. Perhaps some night lighting water feature for the water dogs	8/6/2018 5:54 PM
192	In a small space dogs tend to have a pack mentality and play becomes a crazy frenzy which can create tension between dogs. As large a space as possible reduces this tension. Appropriate etiquette education for owners is also important as many don't read their dogs' behaviour when they become aggressive or stressed. Consideration of the care of the turf is essential to ensure it doesn't become a dustbowl in summer or mud field in winter like the dog park on Ferntree Gully Rd did.	8/6/2018 5:39 PM
193	more important than anything stated above is that it is away from any main roads. Wantirna reserve option a would be the most ideal for this point.	8/6/2018 5:19 PM
194	Also a smaller fenced area for dogs that can be aggressive or learning to interact with other dogs (similar to maroondah councils Eastfield Road dog park). Also drinking fountains either side of the park (or 2 locations within the park)	8/6/2018 5:15 PM

195	It's good to have agility aspects at the dog park for training purposes. Also the maintenance of these parks by the council is important. The current knox one is very neglected and there have been numerous dogs dumped there.	8/6/2018 5:10 PM
196	Having a kids playground nearby is very handy. Often parents have their kids with them and it can be unsafe for them to be around some dogs.	8/6/2018 5:09 PM
197	Young children (under 7s)should not be aloud to run around inside the park as i keep seeing! Its a dog park!	8/6/2018 5:07 PM

9 Community Services Officers' Reports for consideration

9.1 Municipal Disability Leadership Program Annual Report

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

The Knox Municipal Disability Leadership Plan 2017 – 2019 (the Plan) incorporates key actions that focus on advocacy, coordination and action to enhance access and inclusion for people with a disability in Knox.

This report provides Council with an update on the major progress of key priorities for Year 1 as articulated in the Plan. The report also identifies challenges and opportunities identified through the first year of implementation including the impacts of the National Disability Insurance Scheme (NDIS) rollout in Knox and has highlighted a range issues for people with disabilities, families and carers that require ongoing support through Council and disability services¹.

A gap in services and support for people with mental health issues and for people from Culturally and Linguistically Diverse (CALD) backgrounds accessing the NDIS is a significant community concern.

State Government funding for the Building Inclusive Communities (BIC)² role will end in June 2019. Council's capacity to transition and sustain current BIC programs in the long term is discussed in this report and will be a focus during the first half of 2019.

RECOMMENDATION

That Council note this report outlining progress of Year 1 activities in the Knox Municipal Disability Leadership Plan Outcomes, as provided in Attachment 2.

1. INTRODUCTION

Knox is a diverse community, with a population of 157,052 made up of people from many different cultures, beliefs, abilities and identities. For some people this difference has influenced an experience of discrimination, disadvantage and exclusion from community life.

In Knox 14.6 % of the population has a core activity limitation and the estimated prevalence of people diagnosed with a mental health condition is 12.5%.

Council has 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.

At the Strategic Planning Meeting on 14th June 2016 Council made a decision to not become an NDIS service provider and cease ECIS and NDIS eligible HACC under 65 years old services. With the implementation of the NDIS, Council identified their role will be a continued and strengthened municipal leadership role in planning, advocacy, coordination and action to enhance access and

¹ Disability within the context of NDIS - NDIS provides support to eligible people with intellectual, physical, sensory, cognitive and psychosocial disability who are under 65 and have a permanent and significant disability. Permanent and significant disability means that the disability is lifelong and has a substantial impact on the individual's ability to complete everyday activities.

² Previously known as MetroAccess

inclusion for people with disabilities across all life stages within Knox. It was agreed to develop a Municipal Disability Leadership Plan.

Council officers developed the plan following research, consultation and feedback from key stakeholder groups including Knox Disability Advisory Group, Early Years Advisory Committee and Active Ageing Advisory Committee and endorsed by Council in February 2017. The Plan provides an opportunity for Council to strengthen its municipal leadership role in planning, advocacy, coordination and action for people with disabilities across all life stages within Knox.

The Plan supports and provides specific benefits to people with disabilities that complement those that are to be delivered through the NDIS.

1.1 Municipal Disability Leadership Team

The Municipal Disability Leadership team (the team) coordinates the implementation of the Plan and includes the Municipal Disability Team Leader, Municipal Disability Project Officer – Parent Carer Support, and Municipal Disability Project Officer – Early Years Support. The purpose of the team is to lead the implementation, monitoring and evaluation of the Plan with a specific focus on parents and carers, and to build the capacity of early year’s educators for Council and the private sector to support children with additional learning needs.

The team also incorporates the Building Inclusive Communities role to support and enhance collaborative practice for people with disabilities, their families and carers.

1.2 Municipal Disability Steering Committee and Municipal Disability Working Group

The Municipal Disability Steering Committee is chaired by the Manager Community Wellbeing and includes the Manager Family and Children’s Services, Manager Active Aging and Disability Services and Coordinators who responsibilities and focus on disability aligned with the Environments for Health framework³. The role of the Steering Committee is to provide direction and feedback in relation to progress of the Plan’s implementation.

The Working Group includes the team and key council officers who are directly responsible for delivering actions within the Plan. The role of the working group is to report back on activities, share learnings and opportunities for collaboration with the community and allow for sharing of resources. The working group meets every six weeks and reports back to the Committee on progress at quarterly meetings.

The Steering Committee has further supported the Working Group to navigate the issues and complexities of the NDIS scheme rollout and to review the role of Council to effectively support the community and disability services.

In July 2018, the Steering Committee supported a recommendation from the Working Group to refresh the Plan’s focus areas and actions to ensure they complemented and supported the changes to the disability sector through the NDIS rollout. This Committee also supported merging the Building Inclusive Communities Plan within the Plan to support an enhanced and more coordinated approach to program delivery. (Refer Attachment 1).

³ Environments for Health, DHHS

2. DISCUSSION

2.1 Overview of Year 1 Activities including the NDIS Challenges

The implementation and review of activities during Year 1 has contributed to an increased understanding of the complexity associated with the rollout of the NDIS and its impact on vulnerable members of the community.

The NDIS is a major change to the way that support and care are provided to people with permanent and significant disability in Australia. As the largest social reform since the introduction of Medicare, it is complex and constantly evolving. Inevitably (given the size, speed and complexity of the reform) there have been some transition issues that includes difficulties accessing the NDIS, long waiting times for planning, dissatisfaction with the planning process and appropriate resources for plans.

In particular, there has been a number of issues that have emerged throughout the roll out of the Scheme for people with mental health issues including:

- Barriers to entry created by the access criteria for people with psychosocial⁴ disability; and
- The emerging gap in services for people who are not eligible for the NDIS.

Similarly, the key factors impacting CALD communities and engagement are:

- Cultural views of disability and stigma;
- Lack of understanding of the western healthcare systems; and
- Cultural expectation that the care of people with disabilities will be provided within community have created barriers to access the NDIS.

Council is well placed through the work of the Municipal Disability Leadership team, and more broadly across the organisation, to continue to advocate on behalf of and support people with a disability, families, carers and providers in Knox through this change. In particular, the team is supporting and linking people with a disability who are not eligible for the NDIS to access alternative services through the provision of information, building capacity of services to be more inclusive of people with a disability and building understanding of community and health service systems.

2.2 A Summary of Year 1 Key Achievements

Key achievements of the Plan to date include:

- Community consultation and mapping of services to identify service gaps, and areas for advocacy through the Knox Disability Advisory Committee (KDAC) and disability services in Knox;
- Ongoing NDIS information sessions held at community venues for community and disability services, including an NDIS Expo at the State Basketball Centre. CALD specific NDIS information sessions are also scheduled for the Knox Multicultural Advisory Committee (KMAC) and Knox Interfaith Network in December 2018.

⁴ Psychosocial disability is a term used to describe a disability that may arise from a mental health issue. A psychosocial disability can result in difficulties doing everyday things such as banking, shopping and personal care. Not everyone who has a mental health condition will have a disability.

- Two Enabling Women programs were delivered for women with a disability in Knox. The program is developed by Women with Disability Victoria. The objectives of the program are to build leadership skills, support community connections for participants and build understanding and knowledge.
- Increased social inclusion through the development of Access Keys (customised accessibility guides) for five Knox Neighbourhood Houses and Council's Civic Centre prescient.
- Building the skill and capacity of Early Years' staff through the provision of regular professional development sessions. Sessions have included information on the following:
 - Autism;
 - Sensory Impairments;
 - Learning difficulties;
 - Managing challenging conversation with parents; and
 - Creating visual supports for children.
- Funding secured for a Changing Places facility (toilet and change table) to be built at Wally Tew Reserve to meet the needs of people with severe and profound disabilities.
- A Link Early Childhood Early Intervention Outreach pilot project trialed at Knox Murrindal Children and Family Centre.
- Pathways for Carers walks now established in Knox that provide an opportunity for carers to socialise and exercise with professional support.

Overall, the Plan's activities have supported the development of key partnerships with current and emerging disability services and highlighted sectors of the community who are not eligible for the NDIS who therefore require specific and ongoing supports.

For further information regarding Year 1 activities and achievements refer to Attachment 2.

2.2 2019 Key Activities

Key activities scheduled for 2019 include:

- A Changing Places facility is scheduled to be incorporated in the development of the Westfield renovations for the Knox Library;
- The development of Access Keys will be supported through the BIC role for all libraries in Knox and further explore opportunities with other community services; and
- Council has an opportunity to work with community partners to seek funding for individual programs through the NDIS Information, Linkages and Capacity Building (ILC) Grants (schedule not finalised).

2.3 Building Inclusive Communities Officer Role Post June 2019

Council has been advised through the Department of Health and Human Services (DHHS) that post June 2019, BIC resources will be managed via the NDIA to commission the ILC grants for programs. Local Government, together with disability services, will have the opportunity to apply on a non-recurrent funding basis. This model of short term funding would not enable Council to continue the ongoing support of a full time officer position and may limit program resources.

There is no certainty at this stage when the ILC funding rounds will commence or what the criteria for these programs will include. Council is in the process of preparing a BIC program transition plan for DHHS in relation to Council's capacity to continue or cease current programs. A preliminary assessment indicates that main activities delivered through the BIC role could continue in some capacity through the Disability Leadership team. Ongoing advocacy by Eastern Regional Councils (including Knox) to the relevant State Government Minister for the continuation of the current BIC funding model is ongoing.

3. CONSULTATION

During implementation of Year 1 activities of the "Knox Municipal Disability Leadership Plan 2017-2019", key stakeholders contributed to, and were consulted with, to inform the content and framework for delivery of activities and programs. This has included partnerships with Council's facilities team, family and children's Services, Knox disability service providers, Knox community members, and NDIS program coordinators. Local community engagement on local issues is providing Council with quality data for planning and consideration for emerging community issues.

4. ENVIRONMENTAL/AMENITY ISSUES

The Municipal Disability Leadership Plan includes initiatives that impact environmental and amenity issues including access to the built environment and Council facilities.

The ongoing resources associated with the Capital Works Retrofitting Program will be required. Council will also need to consider the resources required for designing and building universally designed Council facilities that support a diverse community now and into the future.

5. FINANCIAL AND ECONOMIC IMPLICATIONS

In 2017, Council supported a reinvestment of Early Childhood Intervention Service funding to support the implementation of the Municipal Disability Leadership Plan. Council also recommended that 60% of the funding be allocated as follows:

- 2017/18 \$408,751
- 2108/19 \$326,058

Council requested a review of the Plan and investment be conducted prior to the 2019/20 budget process to ensure the model was supporting desired community outcomes. In October 2018, an assessment of the current budget established there are sufficient resources for operational and capital programs to continue the Plan's implementation until December 2019. This is due to delays in recruitment of staff and program implementation through the restructure process of the Community Wellbeing Department.

The Municipal Disability Leadership Plan will be evaluated, and a report prepared for Council's consideration in early 2019 that includes the proposed resourcing requirements to ensure sustainability of the Municipal Disability Leadership program into the future..

5.1 Changing Places Grant

In late 2017, Council secured a grant for \$100,000 through the DHHS Changing Places Grant funding round. Council also committed \$100,000 from its renewal program to support the delivery of this important community project. Community consultation supported the location of the facility at Wally Tew Reserve. Construction has commenced and is expected to be completed in early 2019.

6. SOCIAL IMPLICATIONS

The Plan enables a better understanding of issues impacting on the community in relation to the NDIS scheme and disability services. The Plan also assists the development of a holistic approach to issues and provide increased opportunity for the community to have input into solutions that include:

- People with disabilities and their families are informed and empowered to fully participate in the NDIS;
- Building community capacity by working with Early Years services and other community organisations 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;
- Mobilising and supporting people with disabilities to optimise participation in the life of their local community;
- Facilitating integrated local community planning and coordination which engages and involves people with a disability and their families, disability service providers and community organisations and
- Improved access to information about relevant services and community activities available to people with disabilities in their communities

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

Goal 6 - We are healthy, happy and well

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.

Strategy 6.2 - Support the community to enable positive physical and mental health.

Goal 6.2 – Support the community to enable positive physical and mental health

The Municipal Disability Leadership Plan contributes to the implementation of the guiding principles, goals and strategies and initiatives for the Knox Community and Council Plan 2017-21, specifically council initiative 6.2.4 'Implement the Municipal Strategic Disability Leadership Plan to support people with a disability, their families and carers with the implementation of the NDIS.'

The Municipal Disability Leadership Plan also responds to the Guiding Principle of inclusiveness “Council encourages broad engagement, shared contribution and collaboration in community decisions, incorporating an access and equity approach⁵.”

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author –Coordinator, Community Access, Equity and Safety, Lisette Pine PA. In providing this advice as the Author, I have no disclosable interests in this report.

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

9. CONCLUSION

The NDIS is major change to the way that support and care are provided to people with permanent and significant disability in Australia.

Overall, implementation of the Municipal Disability Leadership Action Plan has provided specific benefits to people with disabilities that complement those that are being delivered through the NDIS. The Plan has also enabled the delivery of support and capacity building activities for members of the community who are not eligible for NDIS services.

The refocus of the BIC funding post June 2019 and sustainability of municipal disability leadership programs will be a key focus over the next six months that includes seeking opportunities to apply for funding through the ILC grants to support community programs.

It is critical that a sustained collective community and council effort continues to support a flexible range of programs and activities for people with disabilities to complement the ever evolving and rapidly changing NDIS service system.

10. CONFIDENTIALITY

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

Report Prepared By: Municipal Disability Program Team Leader, Alison Treeby

Report Authorised by: Director, Community Services, Tanya Clark

Attachments

1. Attachment 1 - Knox City Council Municipal Disability Strategic Leadership Plan 2017-2019 [9.1.1]
2. Attachment 2 - Municipal Disability Leadership Plan Outcomes October 2018 [9.1.2]

⁵ Council and Community Plan 2017-2021



Knox Municipal Disability Leadership Plan

2017 – 2019

Purpose

The Municipal Disability Leadership 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;
- Building community capacity by working with Early Years services and other community organisations 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;
- Mobilising and supporting people with disabilities to optimise participation in the life of their local community;
- Facilitating integrated local community planning and coordination which engages and involves people with a disability and their families, disability service providers and community organisations.
- Improve access to information about relevant services and community activities available to people with disabilities in their communities.

Focus Areas

The following focus areas provide direction for Council actions to achieve outcomes for people with a disability, their families and carers and aligns and responds to the goals and strategies of the Community and Council Plan 2017-21.

Area 1 – Advocacy

Council will understand the key issues affecting Knox residents with a disability and their families and advocate on their behalf, partner with key disability organisations to build and strengthen disability awareness and build a more inclusive and supportive Knox community.

Area 2 – Community Engagement/ Education/ Awareness Raising

Council will provide information, education, resources to people with a disability, their families and carers that builds capacity and improves access to NDIS, disability services and the local community.

Area 3 – Community Capacity Building to Increase Social Inclusion

Council will build the capacity of local community groups, organisations and services to increase and enhance participation of people with a disability including universal Early Years services.

Area 4 – Increase Accessibility across the Municipality

Council will embed the needs of people with a disability in the development, design and delivery of community infrastructure, information and services.

Area 5 – Support and Capacity Building for People with Disabilities

Council will deliver, in partnership with relevant community organisations, capacity building programs for people with a disability.

Area 6 – Support and Capacity Building for Parents /Carers

Council will deliver, in partnership with relevant community organisations, programs and supports for families and carers that promote social connection, health and build capacity.

Area 7 – Partnerships

Council will take a leadership role in engaging with disability professionals, services and employers.

	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
Focus Area 1 – Advocacy Council will understand the key issues affecting Knox residents with a disability and their families and advocate on their behalf, partner with key disability organisations to build and strengthen disability awareness and build a more inclusive and supportive Knox community.						
1.1	Maintain relationships with key stakeholders including Latrobe Community Health and Link Health and Community, and advocate on key issues affecting vulnerable groups and individuals within the Knox community where appropriate.	Advocate Partner	National Disability Insurance Agency Latrobe Community Health Link Health and Community	1. Advocacy undertaken. 2. Regular meetings held with both NDIS partners. 3. Targeted Community Awareness June (2019-)	1 -2	All
1.2	Support each Council department to maintain and improve on its responsibilities to create an accessible, inclusive and supportive community for people with a disability.	Partner Plan Educate	Community Wellbeing All of Council	1. Municipal Disability Strategic Leadership Model Working Group meets 6 times per year. 2. Municipal Disability Leadership Plan Steering Committee meets 2 times per year. 3. Access and Inclusion training provided to all new Council staff. 4. Meetings with Family and Children's Services held regularly.	1 -2	All Metro Access Officer Municipal Disability Project Officer - Early Years Support
1.3	Identify opportunities for project funding through the Information, Linkages and Capacity Building grant component of the NDIS.	Plan	Community networks and organisations	1. Funding opportunities explored. 2. Funding application submitted, if appropriate.	2	Municipal Disability Program Lead Metro Access Officer
1.4	Apply economic modelling to develop a 'City of Knox NDIS Market Statement' that will identify new economic and employment opportunities within Knox municipality.	Research Advocate Educate	City Futures	1. Market Statement completed. 2. Market Statement promoted through communication and education strategy to investors, employers and businesses within Knox.	2	Municipal Disability Program Lead Project Manager Economic Development
1.5	Maintain up-to-date disability related community mapping to identify barriers, services gaps and community needs.	Research Partner	Disability support providers Community organisations KDPN KDAC MA EMR network RIDE meetings and expo Knox Youth Services Network Eastern Disability Housing Network Family & Children Services	1. Community consultations conducted with community groups and members, disability service providers, to identify existing barriers, gaps, needs and possible solutions. 2 Regular desktop mapping undertaken to track changes in NDIS service provision in Knox. 3. Respond to barriers, service gaps, community need and opportunities where appropriate.	1 -2	All
1.6	Promote disability awareness within Council and the wider Knox community through the Knox Disability Advisory Committee.	Partner Plan Advocate	Knox Disability Advisory Committee members including a Councillor representative	1. Meetings held bi-monthly. 2. New members recruited (2018 – 2020).	1 -2	Metro Access Officer

	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
1.7	Identify opportunities to advocate to State Government in relation to retaining and ongoing of the Metro Access positions located in Local Government.	Advocate	MAV KDAC Peak disability organisations	1. Advocacy opportunities explored 2. Advocacy campaign developed and delivered.	1 -2	Metro Access Officer Municipal Disability Program Lead
Focus Area 2 - Community Engagement / Education / Awareness Raising Council will provide information, education and resources to people with a disability, their families and carers that builds capacity and improves access to NDIS, disability services and the local community.						
2.1	Provide education sessions for the Knox community on the National Disability Insurance Scheme	Educate Partner	Link Health and Community Latrobe Community Health	1. At least 2 NDIS information and planning sessions hosted at Knox for community members	1 -2	All
2.2	Promote and update, where necessary, the <i>Guide to Disability and Aged Services</i> publication to facilitate better information sharing about services and supports for people with disability.	Educate	Active Ageing and Disability Services Community networks and organisations Knox businesses and business networks Knox community members.	1. <i>Guide to Disability and Aged Services</i> promoted. 2. <i>Guide to Disability and Aged Services</i> updated where necessary.	1 -2	Metro Access Officer
2.3	Promote and update, where necessary, the <i>People First</i> publication to assist with capacity building and positive culture change in community organisations to improve the inclusion of people with disability.	Educate	Community networks and organisations Knox businesses and business networks Knox community members Other Knox Council staff and departments	1. <i>People First</i> promoted. 2. <i>People First</i> updated where necessary.	2	Metro Access Officer
2.4	Provide disability related information through the <i>Knox Disability e-News</i> newsletter to share disability-related news and events and to empower people with a disability, their carers and families, disability service organisations and other relevant organisations.	Educate	Knox e-Services team Knox Strategic Communications team. Other Knox Council staff as appropriate	1. Undertake a review, evaluate and implement recommendations 2. At least 26 number of newsletters per year (subject to evaluation).	1 -2	Metro Access Officer
2.5	Develop a Communications Plan to communicate outcomes from the Municipal Strategic Disability Leadership Plan with internal and external stakeholders.	Educate	Corporate Communications	1. Communications Plan developed. 2. Project outcomes communicated both internally and externally.	1 -2	Municipal Disability Program Lead
Focus Area 3 - Community Capacity Building to Increase Social Inclusion Council will build the capacity of local community groups, organisations and services to increase and enhance participation of people with a disability including universal early years services.						

	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
3.1	Build the capacity of local community groups to increase and enhance participation of people of all ages with a disability.	Partner Plan Fund	Leisure and sporting groups in Knox Scouting groups in Knox Neighbourhood Houses	1. Groups assisted to develop a capacity building initiatives, if required. 2. Capacity building opportunities offered. 3. Assisted 5 neighbourhood houses in Knox to update their Disability Action Plans.	1 -2	Municipal Disability Project Officer - Early Years Support Metro Access Officer
3.2	Build the capacity of Early Years staff to increase and enhance the successful inclusion of children with a disability or developmental delay across all universal early years services.	Educate Partner Fund	Early years training providers 3 and 4 year old kindergarten educators Childcare educators Family day care educators	1. 5 professional development sessions offered to universal early years staff based on expressed need per year. 2. Early Years Educators Network established and convened 3 times per year.	1 -2	Municipal Disability Project Officer - Early Years Support
3.3	Assist Illoura ECIS Inc. to develop a future strategic direction.	Partner Provide	Illoura ECIS Inc.	1. Assistance provided to develop Strategic Plan.	1	Municipal Disability Program Lead
3.4	Property Management Team supported to conduct an expression of interest process for the Illoura commercial lease to an appropriate NDIS service provider.	Partner Provide	Property Management	1. NDIS provider selected for tenancy in Illoura building via Expression of Interest (EOI) process.	1	Property Management

Focus Area 4 - Increase Accessibility Across the Municipality

Council will embed the needs of people with a disability in the development, design and delivery of community infrastructure, information and services.

4.1	Construct Changing Places' facilities in Knox.	Provide	Victorian Government	1. One Changing Places facility constructed at Wally Tew Reserve. 2. Funding opportunities sought for a second Changing Places facility for Knox.	1 -2	Municipal Disability Program Lead
4.2	Embed needs of people with a disability in development, design and delivery of community infrastructure by conducting Access Audits on Knox Council building and associated infrastructure.	Plan	Facilities	1. Access audits undertaken (in line with Building Condition audits) conducted for Knox council buildings.	1 -2	Facilities
4.3	Ensure council information is accessible for people with a disability.	Plan Provide	Corporate Communications	1. 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.	1 -2	Municipal Disability Program Lead
4.4	Improve NDIS access for families and carers of children with a disability or development delay in Knox.	Partner Advocate	Link Health and Community Knox Family and Children's Services	1. Link Health and Community Early Childhood Early Intervention outreach trialled in a Knox City Council venue.	1 -2	Municipal Disability Program Lead Municipal Disability Project Officer - Early Years Support

Focus Area 5 -Support and Capacity Building for People with Disabilities





Council will deliver, in partnership with relevant community organisations, capacity building programs for people with a disability.





5.1	Develop and deliver two "Enabling Women" programs by June 2019 to improve their skills in leadership and advocacy. Tailor one	Educate Partner	Women with Disabilities Victoria	1. Enabling Women program delivered twice in 2018.	1 -2	Municipal Disability Program Lead
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Council Action		Role of Council	Partners	Performance Indicator	Year	Responsible Officer
	program for women across the life span, a program for young women and a program for CALD women with disabilities.		TBD			
5.2	Celebrate International Day of People with Disability including the Carols by Candlelight event.	Partner Plan	Vision Australia iDareU, Alkira e.Motion21, Knoxbrooke, Scope Neighbourhood Houses Other disability services Knox Cultural Planning and Development Echo Interpreting People with disabilities volunteering	1. Collaborated with Programs and Events team around Carols by Candlelight. 2. Review undertaken of Carols by Candlelight activities and changes made accordingly. 3. Social media campaign undertaken with positive messaging about people with a disability. 4. Launch of "Faces of Knox" campaign at Knox Carols by Candlelight	1 -2	Metro Access Officer Corporate Communications
5.3	Scope community need for capacity building programs for people with a disability.	Research Partner Fund	People with a disability	1. Community need scoped for a self-advocacy program 2. Community need scoped for Opening Doors community leadership program. 3. Implemented recommendations from scoping where appropriate.	1 -2	Metro Access Officer
Focus Area 6 - Support and Capacity Building for Parents / Carers Council will deliver, in partnership with relevant community organisations, programs and supports for families and carers that promote social connection, health and build capacity.						
6.1	Provide support to families and carers who have a child with a disability or developmental delay to promote health and social connections.	Partner Provide	Families and carers Parent / carer support groups Children and young people with a disability Community organisations UCLA/Carelink Knox Leisureworks Outer East Vietnam Veterans Association	1. Support provided to families to connect through opportunities including local playgroups, preschools, supported parent groups, family day care and childcare. 2. Developed and participated in Monash/Knox Pathways for Carers. 3. Commence a Knox based Pathways for Carers in 2018. 4. Fitness Connection for Carers Program offered for people caring for those over 65 and those under 65. 5. Scoped community need for Dance Family. 6. Parent to Parent Mentoring Support Program	1 -2	Municipal Disability Project Officer - Parent Carer Support
6.2	Hold carer information sessions to provide useful and topical information as well as promotion of key services, supports and publications aimed at assisting carers.	Provide	Carer organisations – eg Carers Victoria, Yooralla RIDE Uniting lifeAssist EACH Villa Maria	1. At least one event held in 2018 on topic such as autism or legal issues for carers.	1 -2	Municipal Disability Project Officer - Parent Carer Support
6.3	Provide education opportunities for parents and carers in Knox to increase parent and carer capacity.	Plan Provide	Parents and carers of people with a disability	1. 6-week parent / carer education program trialled.	2	Municipal Disability Project Officer - Parent Carer Support Municipal Disability Project Officer - Early Years Support


	Council Action	Role of Council	Partners	Performance Indicator	Year	Responsible Officer
6.4	Scope opportunities for new programs, workshops, forums, and collaborations which will deliver improvements for parents and carers in our community	Plan	Community organisations	1. Community need scoped. 2. Partners identified. 3. Recommendations implemented where appropriate.	1 -2	All
Focus Area 7 – Partnerships Council will take a leadership role in engaging with disability professionals, services and employers.						
7.1	Promote professional peer support through the Knox Disability Partnerships Network.	Partner	Knox disability support providers Knox City Council internal stakeholders Community organisations	1. Convened 4 Knox Disability Partnerships Network meetings.	1 -2	Metro Access Officer
7.2	Identify, explore and advocate for improved housing choices for people with a disability through the Eastern Disability Housing Network.	Partner Plan Advocate	People with a disability Family and carers Disability service providers Housing support services Active Ageing & Disability Housing Associations Other disability housing networks University of Melbourne	1. Opportunities explored to improve housing options for people with disabilities. 2. Bi-monthly network meetings held. 3. Monthly Steering Group meetings held. 4. Sustainability investigated and network becomes independent.	1 -2	Metro Access Officer
7.3	Engage with employers and service providers to increase employment opportunities for people with a disability, in partnership with the Building Equitable Employment Network.	Partner Plan Advocate	Building Equitable Employment Network	1. Attended network meetings. 2. Engaged with employers and service providers where appropriate.	1 -2	Metro Access Officer

Key






Not commenced	
Ongoing	
In progress	
Completed	

Council Action		Year	Status	Achievements	Future Work/ Next Steps
Focus Area 1 – Advocacy Council will understand the key issues affecting Knox residents with a disability and their families and advocate on their behalf, partner with key disability organisations to build and strengthen disability awareness and build a more inclusive and supportive Knox community.					
1.1	Maintain relationships with key stakeholders including Latrobe Community Health and Link Health and Community, and advocate on key issues affecting vulnerable groups and individuals within the Knox community where appropriate.	1 -2		<ul style="list-style-type: none"> Regular meetings held with NDIS partners, LINK Health and Latrobe Community Health, strengthening partnerships and advocating on issues affecting people with a disability in Knox. 	<ul style="list-style-type: none"> This action is ongoing.
1.2	Support each Council department to maintain and improve on its responsibilities to create an accessible, inclusive and supportive community for people with a disability.	1 -2		<ul style="list-style-type: none"> Municipal Disability Leadership Plan Working Group meets 6 times per year and Steering Committee quarterly providing direction, support and cross council approach to achieving actions in the plan. Access and Inclusion training provided to all new Council staff with an additional session booked for December 2018 to capture large number of new staff in 2018. Training builds staff skill and capacity to build inclusive accessible community. Meetings with Family and Children's Services held regularly to share information and learnings and identify future areas of work, gaps, barriers and opportunities . 	<ul style="list-style-type: none"> Review of internal Access & Inclusion training to be completed 2019.
1.3	Identify opportunities for project funding through the Information, Linkages and Capacity Building grant component of the NDIS.	2		<ul style="list-style-type: none"> Monitoring of timing of grants and exploring opportunities to partner with Knox providers. 	<ul style="list-style-type: none"> Funding application/s to be submitted, if appropriate. Partnering with Eastern Disability Housing Network to explore opportunities for an extended grant to enable the development of sustainable housing projects.
1.4	Apply economic modelling to develop a 'City of Knox NDIS Market Statement' that will identify new economic and employment opportunities within Knox municipality.	2		<ul style="list-style-type: none"> Economic benefits of the NDIS in Knox and Outer East explored, forecasting a boost in employment opportunities for people with a disability and the general community. 	<ul style="list-style-type: none"> Commission a consultant to develop market statement and implementation plan for Knox. Promote Market Statement through communication and education strategy to investors, employers and businesses within Knox.

Council Action		Year	Status	Achievements	Future Work/ Next Steps
1.5	Maintain up-to-date disability related community mapping to identify barriers, services gaps and community needs.	1 -2		<ul style="list-style-type: none"> Community consultations conducted with community members, groups, and providers, to identify existing barriers, gaps, needs and possible solutions. Regular desktop mapping undertaken to track changes in NDIS service provision in Knox. Responding to gaps and opportunities as appropriate. For example, approached service provider Knoxbrooke with identified service gap. Knoxbrooke responded by providing an independent living skills program for people with an intellectual disability. 	<ul style="list-style-type: none"> This action is ongoing Further work required to ensure tracking changes in NDIS service provision.
1.6	Promote disability awareness within Council and the wider Knox community through the Knox Disability Advisory Committee.	1 -2		<ul style="list-style-type: none"> KDAC meetings held bi-monthly, developing leadership, confidence and advocacy skills of the committee. Committee members are emerging advocates for inclusion. KDAC provides ongoing input and feedback regarding increasing access and inclusion in Knox. 	<ul style="list-style-type: none"> KDAC recruitment will be completed by 12/2018. Report to Council will be tabled at the December meeting.
1.7	Identify opportunities to advocate to State Government in relation to retaining and ongoing of the Metro Access positions located in Local Government.	1 -2		<ul style="list-style-type: none"> Advocacy opportunities explored with key stakeholders including Municipal Association of Victoria. 	<ul style="list-style-type: none"> Further consultation with Department of Health & Human Services.
Focus Area 2 - Community Engagement / Education / Awareness Raising Council will provide information, education and resources to people with a disability, their families and carers that builds capacity and improves access to NDIS, disability services and the local community.					
2.1	Provide education sessions for the Knox community on the National Disability Insurance Scheme	1 -2		<ul style="list-style-type: none"> NDIS information and planning sessions hosted in Knox for community members including events at Eastern Ranges School, Coonara Community House and NDIS Expo held at the State Basketball Centre increasing Knox community members' skill, knowledge and confidence engaging with NDIS. 	<ul style="list-style-type: none"> NDIS and CALD community session booked with KMAC and KIN for December 2018. Further sessions with CALD community to be arranged following this initial session with leaders. Future sessions planned to cover topics such as plan review and making the most of your plan.
2.2	Promote and update, where necessary, the <i>Guide to Disability and Aged Services</i> publication to facilitate better information sharing about services and supports for people with disability.	1 -2		<ul style="list-style-type: none"> <i>Guide to Disability and Aged Services</i> promoted and provided to Knox community members and services, 3000 copies have been distributed since November 2017. Knox Disability Information Services survey conducted and feedback was positive and in support of the guide. 	<ul style="list-style-type: none"> Review of the guide to commence in November 2018 with services and stakeholders. New edition to be printed and available for distribution in early 2019.
2.4	Provide disability related information through the <i>Knox Disability e-News</i> newsletter to share disability-related news and events and to empower people with a disability, their carers and families, disability service organisations and other relevant organisations.	1 -2		<ul style="list-style-type: none"> Provision of regular eNewsletter, providing disability related news and events bi-weekly to 1100 subscribers. Newsletter builds knowledge and understanding of disability services and issues. Survey conducted of Knox Disability information services including the eNewsletter, feedback received was positive. 	<ul style="list-style-type: none"> Current review of Community Wellbeing eNewsletters via the LEAN process. Business improvements to be implemented upon completion of the evaluation.
2.5	Develop a Communications Plan to communicate outcomes from the Municipal Strategic Disability Leadership Plan with internal and external stakeholders.	1 -2		<ul style="list-style-type: none"> Communications Plan developed by Corporate Communications promoting services and programs offered via social and other media. Key projects such as Carer's Week, Pathways for Carers and training provided promoted to Knox community. 	<ul style="list-style-type: none"> Project outcomes to be communicated both internally and externally.

Council Action		Year	Status	Achievements	Future Work/ Next Steps
				<ul style="list-style-type: none"> Carer's Week social media campaign and awareness raising with Knox Council staff and Knox Westfield community space. 	
Focus Area 3 - Community Capacity Building to Increase Social Inclusion Council will build the capacity of local community groups, organisations and services to increase and enhance participation of people with a disability including universal early years' services.					
3.1	Build the capacity of local community groups to increase and enhance participation of people of all ages with a disability.	1 -2		<ul style="list-style-type: none"> Assisted 5 Knox neighbourhood houses to develop a joint Disability Action Plan supporting inclusion and accessibility. Knox neighbourhood houses currently developing Access Keys and Communication boards for each site. Staff to be trained to use communication boards at each site. 	<ul style="list-style-type: none"> Further work to identify Knox community groups and services who would benefit from having an Access Key to increase inclusion such as libraries and sporting clubs.
3.2	Build the capacity of Early Years staff to increase and enhance the successful inclusion of children with a disability or developmental delay across all universal early years' services.	1 -2		<ul style="list-style-type: none"> 10 Professional development sessions offered to universal early years staff - building the skills of early years educators and supporting Knox Early Years services to build inclusive practice. Early Years Educators Network established to highlight best practice approaches, share learnings and provide support to educators working with children with a disability. 	<ul style="list-style-type: none"> This action is ongoing, future sessions to cover topics such as vision impairment, working with children with communication difficulties, ASD, managing challenging behaviours and challenging conversations with parents.
3.3	Assist Illoura ECIS Inc. to develop a future strategic direction.	1		<ul style="list-style-type: none"> Assistance provided to the Illoura Inc. group to develop a Strategic Plan to support the sustainability of the group. 	<ul style="list-style-type: none"> Ongoing support to be provided as required.
3.4	Council Building Services Team supported to conduct an expression of interest process for the Illoura building commercial lease to an Early Childhood Intervention Service NDIS provider.	1 -2		<ul style="list-style-type: none"> NDIS provider selected for tenancy in Illoura building via Expression of Interest (EOI) process. 	
Focus Area 4 - Increase Accessibility Across the Municipality Council will embed the needs of people with a disability in the development, design and delivery of community infrastructure, information and services.					
4.1	Construct Changing Places' facilities in Knox.	1 -2		<ul style="list-style-type: none"> Plans for Changing Places facility at Wally Tew Reserve completed and approved. Project will go to tender by late October 2018 and contractor appointed by end of November, 2018. Funding allocated from KCC facilities budget for second Changing Places facility in the new library to be located in Knox Westfield shopping centre. 	<ul style="list-style-type: none"> Changing Places facility included in plans for Knox Westfield Library development. Proposed to commence in 2019.
4.2	Embed needs of people with a disability in development, design and delivery of community infrastructure by conducting Access Audits on Knox Council building and associated infrastructure.	1 -2		<ul style="list-style-type: none"> Access audits undertaken (in line with Building Condition audits) conducted for Knox council buildings. 	<ul style="list-style-type: none"> Upgrades incorporated within Council program of works.
4.3	Ensure council information is accessible for people with a disability.	1 -2		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Seek advice from KDAC to identify opportunities to improve information accessibility.

Council Action		Year	Status	Achievements	Future Work/ Next Steps
4.4	Improve NDIS access for families and carers of children with a disability or development delay in Knox.	1 -2		<ul style="list-style-type: none"> Link Health and Community Early Childhood Early Intervention outreach trialled at Knox City Council Murrindal Children & Family Centre. 	<ul style="list-style-type: none"> Explore further options to improve NDIS access for children, families and carers in Knox.
Focus Area 5 -Support and Capacity Building for People with Disabilities Council will deliver, in partnership with relevant community organisations, capacity building programs for people with a disability.					
5.1	Develop and deliver two “Enabling Women” programs by June 2019 to improve their skills in leadership and advocacy. Tailor one program for women across the life span, a program for young women and a program for CALD women with disabilities.	1 -2		<ul style="list-style-type: none"> Enabling Women program 18 – 65 years delivered March – June 2018. Increasing skill, confidence and knowledge and connecting women with a disability to services and supports and reducing social isolation. Enabling Women program for young women with a disability in Knox & Yarra Ranges to commence 31 October 2018. 	<ul style="list-style-type: none"> Explore future opportunities to support Knox women with a disability to develop leadership and advocacy skills.
5.2	Celebrate International Day of People with Disability including the Carols by Candlelight event.	1 -2		<ul style="list-style-type: none"> Collaborated with Programs and Events team around Carols by Candlelight including accessible toilets parking and pathways, Access Key development, chillout space and Auslan interpreting. Carols song books provided in braille. 	<ul style="list-style-type: none"> Knox ‘This Is Me’ campaign to be launched at Knox Carols by Candlelight. ‘This is Me’ campaign will provide an opportunity for positive representation of people with a disability living in Knox. The campaign will highlight several people living with disability and all the roles they have in their lives.
5.3	Scope community need for capacity building programs for people with a disability.	1 -2		<ul style="list-style-type: none"> Eastern Disability Housing Network supported to advocate regarding developing individual capacity to secure appropriate housing and advocate for the development of and secure appropriate housing options. 	<ul style="list-style-type: none"> Opening Doors community leadership program to be delivered in conjunction with LINK Health and Community in 2019.
Focus Area 6 - Support and Capacity Building for Parents / Carers Council will deliver, in partnership with relevant community organisations, programs and supports for families and carers that promote social connection, health and build capacity.					
6.1	Provide support to families and carers who have a child with a disability or developmental delay to promote health and social connections.	1 -2		<ul style="list-style-type: none"> Support provided to families to connect through opportunities including local playgroups, preschools, supported parent groups, family day care and childcare. Knox Pathways for Carers commenced October 2018. This is a monthly walk and meeting that connects carers, decreases social isolation and provides information and support. Monash/Knox Pathways for Carers is well attended and contributes to decreasing social isolation Carers Vic Education sessions, Making the most of NDIS – 4 sessions to be held at Coonara Community House in November. Fitness Connection for Carers Program offered for people in caring role at Knox Leisureworks. 	<ul style="list-style-type: none"> Explore community need and potential partners for Dance Family program combining a dance group and opportunity for peer support and connection. Explore Parent to Parent Mentoring Support Program Exploring community partner to sponsor the Fitness Connection group when current sponsor withdraws in June 2019.
6.2	Hold carer information sessions to provide useful and topical information as well as promotion of key services, supports and publications aimed at assisting carers.	1 -2		<ul style="list-style-type: none"> Provision of information sessions including NDIS, Autism, Wills and Estates. 	<ul style="list-style-type: none"> Identify further information sessions for carers in consultation with carers.

Council Action					
	Year	Status	Achievements		Future Work/ Next Steps
6.3	Provide education opportunities for parents and carers in Knox to increase parent and carer capacity.	2		<ul style="list-style-type: none"> Parent / carer education program 'Making the most of the NDIA' to commence November 2018 at Coonara Community House. 	<ul style="list-style-type: none"> Identify further topics and develop parent and carer support options with community partners.
6.4	Scope opportunities for new programs, workshops, forums, and collaborations which will deliver improvements for parents and carers in our community	1 -2		<ul style="list-style-type: none"> Municipal Disability Leadership team in partnership with Knox providers and carers collect feedback (written & anecdotal) and suggestions regarding useful topics and need for information. 	<ul style="list-style-type: none"> This is an ongoing action.
Focus Area 7 – Partnerships Council will take a leadership role in engaging with disability professionals, services and employers.					
7.1	Promote professional peer support through the Knox Disability Partnerships Network.	1 -2		<ul style="list-style-type: none"> 4 Knox Disability Partnerships Network meetings delivered per year. Network provides peer support, capacity building and information sharing to Knox Disability professionals. 	<ul style="list-style-type: none"> Identification of guest speakers for future sessions.
7.2	Identify, explore and advocate for improved housing choices for people with a disability through the Eastern Disability Housing Network.	1 -2		<ul style="list-style-type: none"> Engaged with developers and disability housing providers to inform the network of opportunities and providing feedback to developers on appropriate design and other issues for consideration. Bi-monthly network meetings held. Monthly steering group meetings held. Capacity and leadership skills of community members developed to enable the sustainability of the network in the future. Strategic planning undertaken to inform future directions and sustainability of the network. 	<ul style="list-style-type: none"> Devolve ownership and control of Eastern Disability Housing network to members as capacity allows. Exploring option of securing longer term funding through ILC grants to deliver key actions on the EDHN strategic plan.
7.3	Engage with employers and service providers to increase employment opportunities for people with a disability, in partnership with the Building Equitable Employment Network.	1 -2		<ul style="list-style-type: none"> Collaboration with Manningham and Boroondara Councils to plan and deliver network meetings. Developed new connections amongst key disability employment stakeholders to identify and develop enhanced employment opportunities for people with a disability. 	<ul style="list-style-type: none"> Strategic planning to identify future projects and network sustainability.

9.2 Recreation and Leisure Liaison Group Annual Report

SUMMARY: Acting Leisure Services Officer, Suranga Dissakarunaratne

Council's Recreation and Leisure Committee provides valuable information and advice on sport and leisure issues to support the decision making of Council.

This report outlines the outcomes from the review of the Recreation and Leisure Committee and recommends that Council approves its continuation for a further two years.

RECOMMENDATION

That Council:

- 1. Approve the continuation of the Recreation and Leisure Committee as an Advisory Committee to Council until 31 December 2020; and**
- 2. Approve the amended Recreation and Leisure Terms of Reference and the recruitment of new members in accordance with those Terms of Reference.**

1. INTRODUCTION

At Council's Strategic Planning Committee meeting of 13 December 2016, Council adopted the re-establishment of the Recreation and Leisure Committee (RLC). As a result, 16 community representatives were appointed to the RLC for a two-year period commencing 1 January 2017 and concluding 31 December 2018.

The RLC provides valuable information, advice, feedback and recommendations to Council on a variety of sport and leisure issues within the City of Knox to support the decision making of Council.

This report highlights the achievements of the RLC over the last 24 months and recommends that Council approves the continuation of the RLC for a further two-year period. The continuation of the RLC supports Council's commitment to engage with its community and to acknowledge the critical role sport and leisure plays in the wellbeing of the community.

The current members of the RLC were thanked for their efforts and participation at its last meeting on 17 October 2018. Community members serving on the current RLC are:

- Bob McLachlan (Upper Ferntree Gully Junior Football Club Club);
- Murray Newham (Victoria Rugby League);
- Kevin O'Byrne (Football Federation Victoria);
- Daryl Barrett (Wantirna Tennis Club);
- John Souness (Wantirna Squash);
- John Kerley (General Community Member);
- Phillip Lovell (General Community);
- Sue Westaway (Gymnastics);
- Jason Stone (Wantirna South Junior Football Club/Templeton Cricket Club);

- Liza Kell (SCOPE);
- Patrick Boyd (YMCA);
- Stephen Walter (Knox Basketball Incorporated) (Resigned);
- Max Haysom (Victorian Association of Radio Model Soaring);
- Timothy de Graaf (Knox Churches Soccer Club);
- Fiona Carroll (Wantirna South Cricket Club); and
- Wayne Bennett (Mountain District Netball Association).

The current RLC members recorded a high attendance rate to meetings, averaging an 76% attendance rate throughout the Group's term.

There will be up to 15 vacancies for the RLC in line with section 3 of the RLC Terms of Reference. Council officers will conduct a recruitment process between November – March 2019 to determine new membership for this committee.

2. DISCUSSION

A review of the RLC has been undertaken to determine the effectiveness of, and the value of the group. Issues that were considered in the review included relevance of the group, diversity in the group, term length, size of the group and the role of the group members in the sporting and leisure community.

2.1 Synergies with Existing Committees

The RLC is the only Council Advisory Committee that deals with broad based sport, recreation and leisure issues within the City of Knox. Given the specific function of the RLLG, the amalgamation with an existing committee is not recommended or considered appropriate. It is however noted that other committees may have input into key issues (e.g., Community Safety, Health and Wellbeing, Disability Advisory Committee, Youth Advisory Committee, etc.)

It is also acknowledged that the RLC forms part of the Inclusive, Active and Creative Communities Group of Committees, which are due to meet on a six monthly basis.

2.2 Role of the Committee

The objectives of the RLC is to:

- Provide strategic advice and input relating to the development of Council's leisure policies and procedures;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to Sport and Recreation Victoria grant programs.

2.3 Annual Update

A major function of the RLC is to provide advice regarding the development and review of Council policies and plans. During the past 24 months, the RLC has provided advice concerning the development and review of the following Knox City Council policies, plans, strategies and guidelines:

- Breach of Seasonal Tenancy Agreements for Sporting Clubs Policy;
- Leisure Minor Capital Works Grant Scheme Policy;
- Capital Works Grant Scheme;
- Use of Synthetic Turf on Council's Active Reserves;
- Sporting Reserve Facility Development Guidelines Policy;
- Knox Basketball Plan;
- Sporting Club Financial Contributions Towards Reserve Developments Policy;
- Sporting Reserve Facility Usage Policy; and
- Storm Water Harvesting.

In addition, the RLC has been involved in the discussion of special interest sport, leisure and recreation topics including:

- Capital Works Projects;
- Community Sports Infrastructure Position;
- Increased female participation in sport;
- Leisure Minor Capital Works projects;
- Knox Sport and Leisure Awards;
- HV Jones Reserve Masterplan;
- Knox Aquatic Plan;
- Knox Regional Netball Centre Masterplan;
- Club Development and Sport Education Program;
- Knox Regional Sports Park Masterplan;
- Creating inclusive clubs;
- Installation of Modular Buildings; and
- Youth Resilience Survey.

Advice and information and approaches that assisted the development of the above Council policies, plans and projects included specialist advice, benchmarking information, knowledge sharing, and the exploration and testing of ideas.

The RLC also assists with the on-going development of a strong network and continued capacity building between Council and key stakeholders within the sport and recreation sector. This has

included input into complimentary projects, such as the Knox Sports Awards and the Gender Equity Club Development Session.

2.4 Efficiency and Effectiveness of the Committee

Council's Leisure Services unit coordinates the administration of the RLC, including the preparation of meeting agendas and minutes for a maximum of four meetings per year. Councillor representatives during 2017-18 were Cr Jake Keogh, Cr Jackson Taylor and Cr Tony Holland.

It is estimated that approximately 20 hours of the Leisure Services Officer's time, including meeting administration and presentation of meeting topics, is required to support each meeting of the RLC.

When reviewing the RLC, the outgoing members agreed that the RLC is extremely valuable in addressing issues which will directly affect the community and praised the networking opportunities that the RLC provides.

Throughout this review it was also noted that the frequency of four meetings per year was appropriate; however, the composition of the RLC would benefit from an increased level of female representation and members with diverse interests and background.

Council officers involved in administering the RLC consider that it functions effectively, and the feedback provided by RLC members on various topics is valuable.

2.5 Group Feedback

Further feedback was sought from the RLC members, including:

2.5.1 What are the Positives of the RLC

It was noted that the RLC provides an opportunity for members to network and gain valuable insights into Council. Information the RLC members gather from meetings is then passed on to their club members to assist with education of Council processes, and the activities Council and the community undertakes within community sport and leisure.

2.5.2 What can be Improved

RLC members noted that the composition of the Group can be improved. This is included in section 2.4.

2.5.3 How Do They Feel About the Composition of the RLC

The RLC members recommended a more diverse membership, including increasing female representation and representation from under represented leisure groups and to consider the appointment of young people to the RLC.

2.5.4 Whether the Regularity of Meetings was Adequate?

The RLC members agreed that the current regularity of meetings (four per annum) is adequate as it provides sufficient meetings to discuss important matters whilst not burdening the volunteers with commitments.

2.5.5 Should the RLC Continue

The RLC members unanimously agreed that the RLC is a valuable resource for Council and the Community and should continue.

2.6 Timeframe for the Recreation and Leisure Committee 2018-2019

Given the feedback provided by the current members of the RLC, a proposed timeframe has been developed to appoint community members to the RLC for a further term (the timeline is detailed below). The application process would be undertaken in line with the RLC Terms of Reference. The updated Terms of Reference has been attached to this report at Attachment A for Council approval.

Date	Task
26 November 2018	Council report Annual Review and seeking approval to renew group and Terms of Reference update
27 November 2018	Applications for Group membership open and advertise vacant positions.
28 December 2018	Applications Close
2-4 January 2019	Assessment of Applications
11 February 2019	Council meeting seeking approval of recommended group members
6 March 2019	First meeting of new RLC

3. CONSULTATION

RLC members were surveyed to gain their feedback on the effectiveness of, and value added by the RLC, with the results of this survey discussed in section 2.4 of this report.

4. ENVIRONMENTAL/AMENITY ISSUES

The RLC considers matters that may affect the health and wellbeing of the Knox community and assist in the progression of key environmental and amenity improvements facing Council (e.g. sustainability of sporting facilities).

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost to Council to support the RLC was approximately \$3,774 and is funded within Council's annual budget. This sum consists of labour to support meetings, costs for catering for the RLC meetings and end of the term recognition gifts for the volunteer members:

- Officer hours - \$1,350.
- Catering for the RLC meetings - \$2,191.
- End of the term recognition gifts for the volunteer members - \$233.

6. SOCIAL IMPLICATIONS

The RLC provides advice to Council concerning the social implications associated with the development of leisure, sport and recreational policies and strategic plans. Following the review of this Committee, it is proposed that this Committee continues to provide this advice.

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

Goal 6 - We are healthy, happy and well.

Strategy 6.2 - Support the community to enable positive physical and mental health.

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

Strategy 7.3 - Strengthen community connections.

Goal 8 - We have confidence in decision making.

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

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Leisure Services Officer, Suranga Dissakarunaratne - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Co-Manager, Youth Leisure and Cultural Services, Peter Gore - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The RLC is an effective mechanism for community consultation and enables Council to achieve a positive collaboration with the community. This collaboration enables and informs the development of strategic plans and policies which are particularly relevant to sport, recreation and leisure programs and facilities in Knox.

The proposed renewal of the RLC highlights Council's progressive approach towards public participation and engagement and will enable Council to be effectively advised on various sports, recreation and leisure matters from community group representatives, sports association representatives and community members.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Leisure Services Officer, Suranga Dissakarunaratne

Report Authorised By: Co-Manager, Youth Leisure and Cultural Services, Nicole Columbine

Report Approved By: Director Community Services, Tanya Clark

Attachments

1. Terms of Reference - Recreation & Leisure Committee **[9.2.1]**

Terms of Reference



Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Leisure Services Co-ordinator
Approval Date:	26 November 2018	Version Number:	
Review Date:	<i>Two Years from Meeting Date</i>		

1. Purpose

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Committee exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

2. Objectives

The objectives of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to Sport & Recreation Victoria grant programs.

Advisory committees, when established under this Policy, will be aligned to one of the following groups:

- Life Stages Group
- Sustainable Development Group
- Inclusive, Active and Creative Community Groups
- Grants Evaluation Group

Whilst the individual committees will meet at the designated times within its Terms of Reference, each 'group' will meet once annually. This will generally be between October and December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.

In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April and May each year, and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

3. Membership, Period of Membership and Method of Appointment

The Committee will comprise of up to, but no greater than 15 members and no less than 12 members, including the following:

- Councillor representatives (three);
- General Community representatives;
- Sporting Association representatives; and
- Sector representatives.

Membership representation is described below:

- Councillor representatives –Appointed annually;
- General Community representatives – These representatives are enthusiastic about sport and leisure. They may or may not be affiliated with a specific sporting or leisure group;
- Sporting Association representatives – Actively support a sporting code within the City; and
- Sector representatives – Represent special interest groups i.e. youth, access and inclusion and/or the broader sporting and leisure sector.

It is expected that each member will attend a minimum of 70% of meetings annually. If a member attends less than 70% of meetings annually, Council has the ability to appoint a replacement member if deemed necessary.

Applications

Applications for membership to the Committee will be assessed by officers, before a recommendation is provided to Council. Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Leisure, sporting and health and fitness trends;
- Sporting and leisure networks;
- A working knowledge of sport and leisure within Knox; and
- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the Committee, a written letter of resignation should be made to the Chairperson. Council reserves its right to truncate the term of the Committee.

Substitute

Should a member of the Committee be unable to attend a meeting, the said member has the ability to send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager - Youth, Leisure and Cultural Services prior to the meeting. Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.

Casual Vacancies

Casual vacancies which occur due to Committee members being unable to complete their appointments, and not sending a substitute, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term.

The selection panel will make a recommendation to the Chief Executive Officer, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Should there be no suitable alternative candidate from the previous selection process; the position will remain unfilled unless the total membership of the Committee has reached a level below the minimum membership requirements.

Where there are no suitable candidates identified and the minimum membership requirements are not met, a formal expression of interest and selection process is required. The outcome of the formal expression of interest process will be presented to Council for determination.

Term

Non-Councillor members on the Committee will be appointed for a maximum term of two years. At the conclusion of each term, pending Council approval, new Committee members will be appointed via the aforementioned application process.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of sport and leisure in Knox.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community. A diverse make-up of age, gender, ability, health, culture, religion, sexuality and background will be encouraged.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.



Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

The Committee may invite observers to meetings from time to time. This is at the discretion of the committee.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the committee.

3.2 Councillors

Council will appoint Councillor representation annually.

Unless otherwise appointed to the committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

3.3 Council Officers

Council officers will be nominated to support the committee by the CEO as required to provide advice and administrative support to the committee.

4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The Committee may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the Committee.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Synergies with existing committees

The Committee is the only Council committee that deals with broad based sport, recreation and leisure issues within the City of Knox. Given the specific function of the Committee, the amalgamation with an existing committee is not recommended or considered appropriate. However, it must be noted that the other committees may have input in to key issues (e.g Community Safety, Health and Wellbeing, Disability Advisory Committee, Youth Advisory Committee, etc).

The Committee forms part of the Inclusive, Active and Creative Communities Group of Committees, which meets twice annually.

6. Quorum

A quorum will be fifty per cent (50%) of the Committee membership plus one.

7. Meeting Procedures

The Committee will meet four times per calendar year and additional meetings may be scheduled if required.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

The Committee will meet on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The Committee will also participate in the six-monthly group meetings and the annual Advisory Committee Forum.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

At the commencement of each financial year the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

8. Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to the Committee.

Where there is one Councillor representative on the Recreation & Leisure Committee that Councillor stands as Chairperson. Where there is more than one Councillor representative the Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

9. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a Committee meeting must:

- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Minutes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agendas and Minutes of the Committee will be made available on Council's intranet.

Agendas and Minutes of the Committee will be made available to the public through the Council's website, with the exception of reports and attachments that may be confidential in nature

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than four days before the time fixed for the holding of the meeting.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

Agendas and notes from meetings are not required to be made available to the public.

10. Voting

All representatives appointed to the Committee have equal voting rights and in the event of a tie, the Chairperson will possess a deciding vote.

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

11. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

A Committee member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within five working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on Council's website

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

12. Reporting

The Committee will prepare a Council report on an annual basis in line with their stated objectives. The report must be adopted by the Committee and should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference. Once adopted by the committee the report will be presented to Council.

13. Administration Support

Administration support will be provided by the Youth, Leisure & Cultural Services Department.



14. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the relevant Councillor and staff media policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

15. Review Date

The Committee will sunset after two years. If the Committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the Committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

16. Meals

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

10 Corporate Services Officers' Reports for consideration

10.1 Lease of 72 Francis Crescent, Ferntree Gully - 2018-11-26

SUMMARY: Coordinator Property Management, Angela Mitchell

This report is presented following the completion of the statutory process for the lease of 72 Francis Crescent, Ferntree Gully (known as Illoura House) to EACH.

RECOMMENDATION

That Council, having completed the statutory process in accordance with section 190 and 223 of the Local Government Act 1989:

- 1. Lease 72 Francis Crescent, Ferntree Gully to EACH (ABN 46 197 549 317) in accordance with the following terms:**
 - a. Rental of \$45,000 per annum (plus GST), indexed annually by CPI;**
 - b. Lease term of ten (10) years; and**
 - c. Service from this site will provide a disability focused centre to support children, families, carers and people with disabilities in Knox; and**
- 2. Authorise the Chief Executive Officer to finalise all documentation relating to the lease of 72 Francis Crescent, Ferntree Gully.**

1. INTRODUCTION

Council, at its meeting on 24 September 2018 resolved as follows:

"That Council:

1. Following an Expression of Interest process, appoint EACH as the preferred lessee of the premises at 72 Francis Crescent, Ferntree Gully;
2. Initiate the process specified under section 190 of the Local Government Act 1989 to lease 72 Francis Crescent, Ferntree Gully to EACH and that public notice on the proposed lease be given in the Knox Leader. This proposed lease is to include the following conditions:
 - a. The rent be \$45,000 per annum, indexed annually with CPI;
 - b. The term of the lease will be ten (10) years;
 - c. The service from this site will provide a disability focused centre to support children, families, carers and people with disabilities in Knox.
3. Hear submissions in accordance with section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Keogh, Cr Mortimore and Cr Pearce to consider submissions on Monday 12 November 2018 at 5.00pm in the Council offices, Knox Civic Centre, 511 Burwood Highway, Wantirna South;
4. Authorise the Chief Executive Officer to carry out the administrative procedures required by section 223(3) of the Local Government Act 1989; and
5. Receive a further report on the outcome and associated recommendations of the sections 190 and 223 process."

At the conclusion of the submission period, no submissions were received.

2. DISCUSSION

Council determined to close the Illoura Early Childhood Intervention Service (ECIS) at 72 Francis Crescent, Ferntree Gully on 24 February 2017 due to changes in the disability service system associated with the impending National Disability Insurance Scheme (NDIS) roll out.

Following this decision, Council undertook an Expression of Interest (EOI) process to lease 72 Francis Crescent, Ferntree Gully to an NDIS service provider to support children, families, carers and people with disabilities ensuring the continuing availability of support services to the Knox community. An EOI process was undertaken with Council resolving on 24 September 2018 to commence the process of its Intention to lease to EACH (ABN 46 197 549 317).

EACH is a registered NDIS provider of Early Childhood Supports and has a long standing history delivering Early Childhood Intervention Services (ECIS) in the east of Melbourne. EACH has successfully demonstrated a record in providing evidence-based, quality early childhood practice, with family-centred practice at the core of service delivery in its ECIS program.

3. CONSULTATION

A public notice was published in the Knox Leader on 2 October 2018. At the conclusion of the submissions period no submissions were received.

4. ENVIRONMENTAL/AMENITY ISSUES

72 Francis Crescent Ferntree Gully (Illoura House) is one of 264 community facilities owned by Council on behalf of the Knox community. Council's Community Facilities Planning Policy identified the importance of these facilities to be utilised and adapted to meet the current and future community needs.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Council allocated funding in the 2016/17 financial year to transition out of ECIS at 72 Francis Crescent, Ferntree Gully and to lease the property for a term of ten years at a commercial rental, increasing annually by CPI. A proportion of the rental income will offset resourcing required for Council to manage the tenancy into the future.

6. SOCIAL IMPLICATIONS

The NDIS is a new way of providing individualised support for eligible people with disabilities. It intends to provide an all of life approach for people with disabilities where they can make decisions on the support they need to enable them to participate in their community and achieve their goals. Extending the use of Illoura House to an NDIS provider demonstrates Council's continued support to people with disabilities and the broader Knox community.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Coordinator Property Management, Angela Mitchell - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

Having completed the statutory processes to lease the Council facility at 72 Francis Crescent Ferntree Gully (Illoura House), it is now recommended that this property be leased to EACH in accordance with the conditions outlined in this report.

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Property Management, Angela Mitchell

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

Nil

10.2 Proposed Sale of Lot 1 within 3 The Avenue, Ferntree Gully

SUMMARY: Coordinator Property Management, Angela Mitchell

This report presents a recommendation for the proposed sale of the Council land (Lot 1) within 3 The Avenue, Ferntree Gully following the conclusion of the statutory process and to proceed with the sale.

RECOMMENDATION

That Council, having completed the statutory process in accordance with the Local Government Act 1989:

- 1. Proceed with the sale of the parcel of land within 3 The Avenue, Ferntree Gully, known as Lot 1 on Title Plan 257548B identified in Certificate of Title Volume 8094 Folio 204, together with the sale of Lot 3 on Plan of Subdivision 20631 identified in Certificate of Title Volume 7527 Folio 110, and Lot 17 on Plan of Subdivision 10154 identified in Certificate of Title Volume 7090 Folio 816; and**
- 2. Authorise the Chief Executive Officer to finalise the sale of this property and sign all documentation pertaining to this sale.**

1. INTRODUCTION

One of Council's core responsibilities is to manage its assets in order to optimise their value to the community. Part of this responsibility involves evaluating any unused or redundant assets and releasing the funds tied up in these assets in order to acquire, develop or improve other assets. The subject land (refer Appendix A) is an example of resources tied up in an asset which Council can deploy in other areas of priority.

Another role of Council is to consider how Council assets can be used in the best interests of the community and to progress achievement of the Community and Council Plan. A key goal of the Community and Council Plan is Goal 2: We have housing to meet our changing needs.

2. DISCUSSION

Council at its meeting held on 24 September 2018 resolved as follows:

"That Council, being of the opinion that a parcel of land within 3 The Avenue, Ferntree Gully is surplus to Council's requirements:

- 1. Commence the statutory process under section 189 of the Local Government Act 1989, to sell the parcel of land within 3 The Avenue, Ferntree Gully known as Lot 1 on Title Plan 257548B, identified in Certificate of Title Volume 8094 Folio 204 (refer Appendix A) by way of private treaty to EACH (ABN 46 197 549 317) for no additional consideration.**
- 2. Hear submissions in accordance with section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Holland, Cr Keogh and**
- 3. Cr Pearce to consider submissions on Monday 12 November 2018 at 5.30pm.**

4. That a further report be presented to Council following the conclusion of the statutory process.
5. Directs that the sale of Lot 3 on Plan of Subdivision 20631 and contained in Certificate of Title Volume 7527 Folio 110, and Lot 17 on Plan of Subdivision 10154 and contained in Certificate of Title Volume 7090 Folio 816, known as 3 The Avenue, Ferntree Gully pursuant to Council's resolution dated 23 July 2018, proceed once a further report has been presented to Council in respect of the proposed sale of Lot 1 in accordance with recommendation 3 above."

Appendix B provides an assessment of the property against Council's Sale of Land and Building Policy principles. These principles were considered as part of the entire property, 3 The Avenue, Ferntree Gully.

Following Council's resolution, the administrative procedures associated with the proposed sale were commenced, including publication of a public notice declaring Council's intent to sell the property. The notice also outlined the process for people to make a submission about the proposed sale.

At the conclusion of the submission period, no submissions were received.

EACH, which has been a long term tenant of this property, had previously indicated interest in acquiring this property for Specialist Disability Accommodation. EACH has confirmed its agreement to acquire 3 The Avenue, Ferntree Gully, comprising Lot 1, Lot 3 and Lot 17, for \$1.1 million plus GST. A valuation obtained by certified valuers indicates the market value for this property is \$1.1 million plus GST.

3. CONSULTATION

A public consultation program has been undertaken to fulfil both statutory and community engagement obligations.

No submissions were received at the conclusion of the submissions period.

4. ENVIRONMENTAL/AMENITY ISSUES

Vegetation Protection Overlay Schedule 3 (VP03) of the Knox Planning Scheme affects the site. This overlay seeks to protect remnant overstorey vegetation. As indicated in the assessment (refer Appendix B), there are three trees identified to have 'retention' value and afforded planning protection. The outcome is a slightly reduced developable site area.

Amenity issues such as impact on neighbouring properties and landscaping will be considered as part of any future planning process when the property is proposed to be redeveloped.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed sale of 3 The Avenue, Ferntree Gully at the market value of \$1.1 million plus GST, will meet Council's financial objectives and provide significant proceeds from the asset. A valuation dated 4 September 2018 has been obtained.

6. SOCIAL IMPLICATIONS

The EACH proposal for 3 The Avenue, Ferntree Gully could assist to address a significant lack of social housing for people with disabilities in Knox. It would also continue a long association of this site with support services for people with disabilities.

Disposal of the asset would provide resources for Council to invest in various projects identified in the Council and Community Plan.

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

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

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

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

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

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

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Coordinator Property Management, Angela Mitchell - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

Lot 1 on TP 257548B identified in Certificate of Title Volume 8094 Folio 204 within 3 The Avenue, Ferntree Gully has been identified as surplus to Council's requirements. The sale of this Lot, together with the sale of Lot 3 on Plan of Subdivision 20631 and Lot 17 on Plan of Subdivision 10154, by private treaty to EACH for market value for the construction of SDA's, would assist in the current undersupply of social housing within Knox and support Council's objectives within the Knox Affordable Housing Action Plan and Community and Council Plan.

10. CONFIDENTIALITY

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

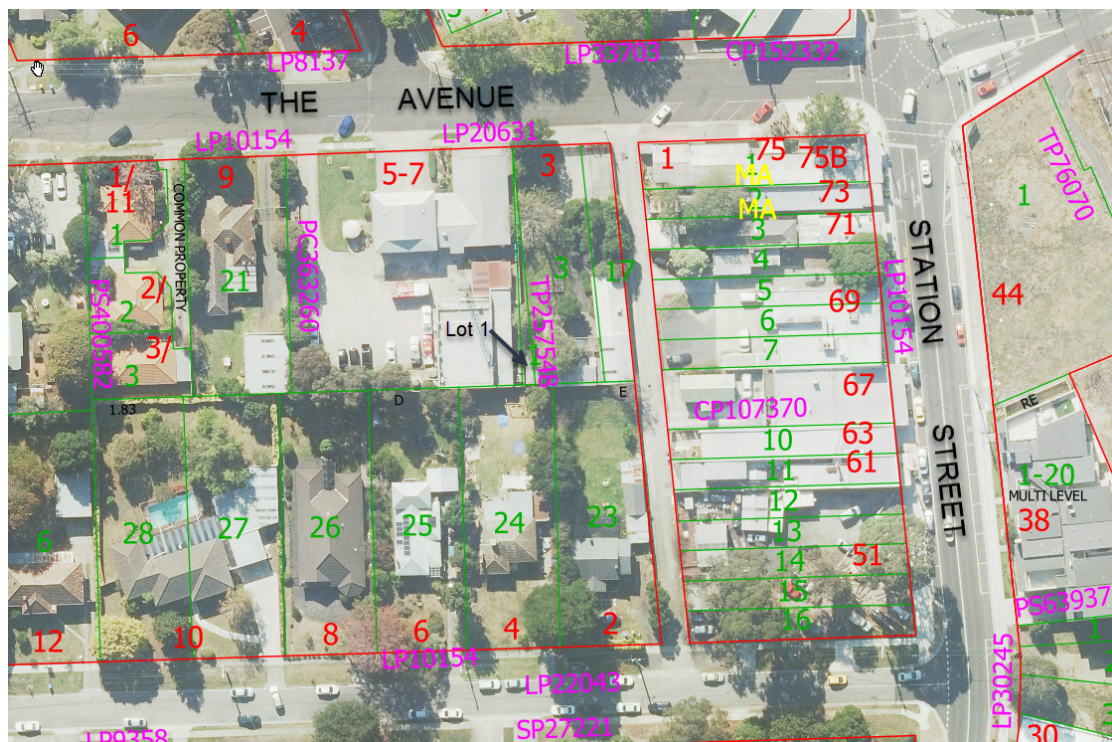
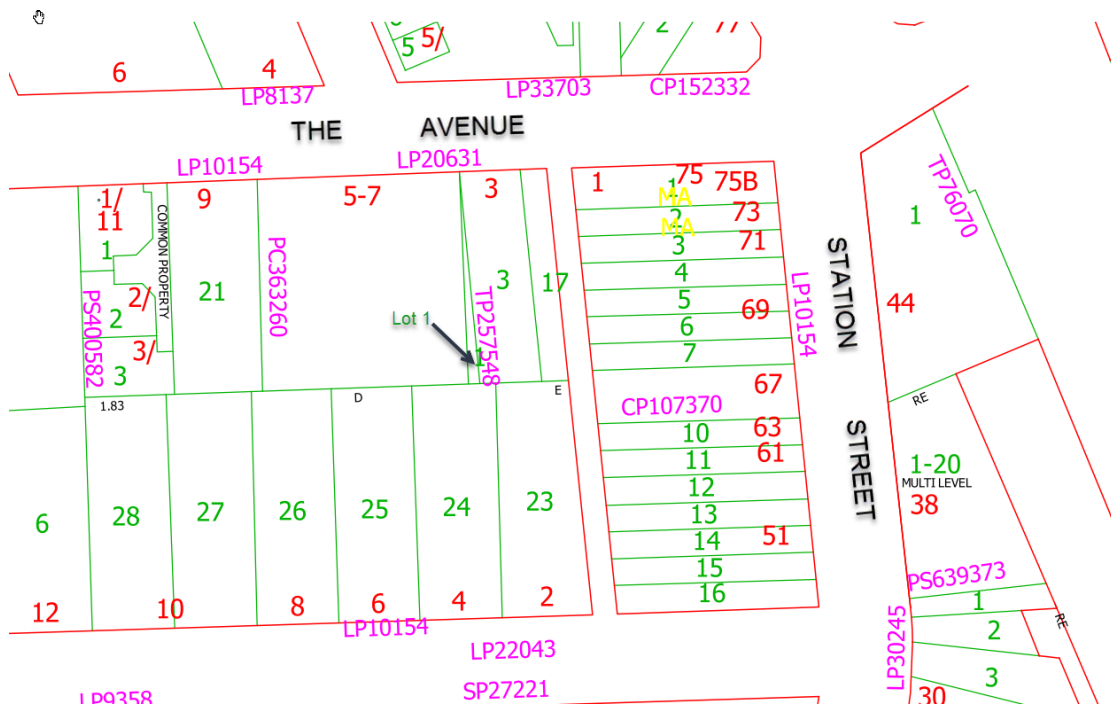
Report Prepared By: Coordinator Property Management, Angela Mitchell

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Appendix A - Site Map of Lot 1 within 3 The Avenue, Ferntree Gully **[10.2.1]**
2. Appendix B - Assessment Criteria **[10.2.2]**

APPENDIX A



APPENDIX B

ASSESSMENT CRITERIA**ECONOMIC**

Principle:	Council evaluation of surplus property will consider the value the land as well as the cost of retaining the land; ongoing maintenance, utilities and any foregone revenue; as well as any potential return available from use for alternative purposes.
Assessment:	There is currently no revenue from this site as the buildings have been assessed as unusable. The cost to undertake repairs is not feasible, particularly that this site has been assessed as surplus to Council's requirements.

ENVIRONMENT

Principle:	Council will sell surplus land where retention will not enhance or protect its environmental value.
Assessment:	There is no objection from Biodiversity to the sale. However, a tree audit of the site has been undertaken (refer Appendix B). The outcome is that three trees are identified to have medium retention value and should be considered within any future land development project.

PHYSICAL WORKS

Principle:	Council will sell surplus land where it is not required in the foreseeable future for the development of new assets or the improvements of existing assets.
Assessment:	<p>Traffic - There are no issues relating to traffic for this property.</p> <p>Stormwater - There are no flood management issues/needs for this parcel. The existing drainage is located within a declared easement.</p> <p>Buildings - Building inspection on 29 August 2017 identified a number of building compliance issues that present a medium to high risk for the service staff and clients. Continued occupancy presents a considerable risk to Council, as the buildings on the site are well past their lifecycle and are becoming increasingly unsafe.</p>

RECREATION

Principle:	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
Assessment:	The site is not required for Open Space or for other specific recreational use.

LAND USE PLANNING

Principle:	Council will sell surplus land where there are not compelling land use planning grounds for retention.
Assessment:	There are no compelling land use planning reasons that would obstruct the sale of the land.

SOCIAL

Principle:	Council will sell surplus land where alternative social uses have not been identified.
Assessment:	<p>The Council and Community Plan identifies a need for increasing social housing and supporting vulnerable people and people with disabilities.</p> <p>A report (2018) prepared by SGS Economics and Planning Pty Ltd into the demand of Specialist Disability Accommodation (SDA) under the NDIS identifies Knox as an area with high potential demand with low relative supply of SDA's.</p> <p>The Knox Disability Housing Network has also endorsed that there is an undersupply of Specialist Disability Accommodation within Knox.</p> <p>The site has the potential to accommodate specialist disability accommodation and social housing.</p> <p>It could also accommodate other community services, however Council's purchase of land in Ferntree Gully Village may make this unnecessary.</p>

10.3 Minor Grants Program Applications 2018-19

SUMMARY: Governance Officer, Damian Watson

This report summarises the recommended grants from the Minor Grants Program. All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.

RECOMMENDATION

That Council:

1. Approve the twelve (12) recommended Minor Grants Program application for a total of \$13,159.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Bayswater Junior Football Club	Funding a sport and life training program for players and their families.	\$2,200.00	\$1,500.00
Ferntree Gully Fire Brigade	Funding for variable message board hire to advise of community safety sessions for bushfire awareness.	\$1,200.00	\$1,200.00
Rowville Baptist Care	Funding for the community Christmas Lunch on Christmas Day.	\$2,000.00	\$1,500.00
East City Sound	Funding for the chorus to compete at the Sweet Adelines Region 34 Convention in Hobart.	\$3,000.00	\$1,500.00
Rowville Lysterfield Community News	Funding to purchase a new laptop and printer for the production of the newspaper.	\$1,650.00	\$1,500.00
Knoxfield Cricket and Sporting Club	Funding to purchase a barbeque for the Cricket Club.	\$500.00	\$500.00
Knoxfield Cricket and Sporting Club	Funding to purchase a television for the Cricket Club	\$500.00	\$500.00
Knoxfield Cricket and Sporting Club	Funding for the installation of security cameras at the Cricket Club	\$500.00	\$500.00

Knoxfield Cricket and Sporting Club	Funding for the installation of a refrigerator at the Cricket Club	\$459.00	\$459.00
The Basin Backyard	Funding to purchase a storage container and pergola.	\$2,800.00	\$1,500.00
One Hope Community Church	Funding for the staging of a Carols by Candlelight event.	\$1,000.00	\$1,000.00
Knoxfield Tennis Club	Funding for a memorial set dedicated to Eric Beeston.	\$1,500.00	\$1,500.00
	TOTAL	\$17,309.00	\$13,159.00

2. Refuse the one (1) Minor Grants Program Application for a total of \$3,000.00, as detailed below:

Applicant Name	Project Title	Amount Requested
The Pyjama Foundation	Funding for this Mornington Peninsula-based organisation to hold a Christmas Party for foster children, carers and volunteers.	\$3,000.00

3. Note that inclusive of the above grants, a total of \$94,924.81 has been awarded under the Minor Grants Program in 2018-19 in support of a variety of community based organisations and their programs.

1.INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy (the Policy), effective from 25 July 2017. The maximum limit for Minor Grants Program applications was amended by Council at the Strategic Planning Committee Meeting held on 8 October 2018 to \$1,500.00.

Minor Grant applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$1,500.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;
- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);

- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

This report presents to Council recommended grant applications in accordance with the Policy.

2.DISCUSSION

Council established the Minor Grants Program to ensure that funding could be provided to community groups who request ad hoc, incidental, community based, one-off grants.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the *Local Government Act 1989*.

In accordance with the Policy, applications for funding up to \$500 are assessed and determined under delegation by the Chief Executive Officer, or delegate. Applications for funding between \$501 and \$1,500 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 22 October 2018 Ordinary Council meeting. It recommends twelve grants for Council's approval and one grant for refusal.

Applications under the Minor Grants Policy are now limited to a maximum of \$1,500.00 until a review of the Policy is completed. This change has been adopted as a measure of controlling the annual budget following a decision by Council Strategic Planning Committee Meeting on October 8 2018.

The Minor Grants Application recommended for refusal does not comply with the requirements of section 6.27 of the Policy. This section states that an application may be refused if funding is sought for a state-wide or regional project without a clearly defined local Knox Community focus. The Pyjama Foundation is based on the Mornington Peninsula and while some families from Knox and others from around the state use this service, the Foundation primarily caters for families residing in the Mornington Peninsula area, as stated in their application.

Changes to the Community Development Fund have led to the referral of seven applications to the Minor Grants Program. Five of these applications have already been assessed and recommended for approval by Council under the Minor Grants Program. The other two applicants are currently liaising with Community Services to organise the appropriate documentation and alterations with the view to making a formal application under the Minor Grants Program. These two applicants are River Arts Inc. for funding to hold a Chinese Spring Music event in Knox and Our Lady of Lourdes Catholic Church in Bayswater for funding to hold a health and safety education event. A list of the referred applications can be found in the confidential attachments..

3. CONSULTATION

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of minor grants is managed within Council's adopted budget.

6. SOCIAL IMPLICATIONS

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

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

Goal 6 - We are healthy, happy and well

Strategy 6.2 - Support the community to enable positive physical and mental health

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

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Governance Officer, Damian Watson - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

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

10. CONFIDENTIALITY

This report contains items of a confidential nature.

Report Prepared By: Governance Officer, Damian Watson

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

A confidential appendix has been circulated under separate cover

10.3 Minor Grants Applications 2018-19

Confidential Attachment A – Minor Grants Applications – has been circulated under separate cover.

10.4 Internal Audit Services 2018 - 2021 Tender - Contract No. 2382

SUMMARY: Manager Governance and Strategy, Phil McQue

This report considers the outcome of the Internal Audit Services Tender and recommends the appointment of Crowe Horwath as Council's Internal Auditor for the period 2018–2021, with the option to extend for a further two years at the discretion of Council.

RECOMMENDATION

That Council:

1. **Accept the tender submitted by Crowe Horwath for the lump sum price of \$150,000 per annum (exc GST) and 'Schedule of Rates' and 'Fee for Specific Projects', for a period of three years commencing 1 December 2018 to 30 November 2021, with the option of a further two year extension at the discretion of Council, for Contract No. 2382 Internal Audit Services 2018–2021;**
2. **Authorises the Chief Executive Officer to formalise and execute the contract documentation;**
3. **Advises all tenderers accordingly; and**
4. **Acknowledge the contribution of Council's previous internal auditor, DFK Kidsons.**

1. INTRODUCTION

The Audit Committee resolved in June 2018 that it:

1. *Note that the Internal Audit Services Contract 2018 -21 will be advertised at the end of June/early July 2018;*
2. *Receive a copy of the audit scoping for the proposed tender in 1 above;*
3. *Recommend to Council that a panel comprising the Mayor (or the Mayor's nominee), Chairperson of the Audit Committee (or the Chairperson's Nominee) and the Chief Executive Officer (or the Chief Executive Officer's nominee) be appointed to assess tenders submitted for the Internal Audit Services Contract 2018–21;*
4. *Note that Council will award the Internal Audit Services Contract 2018–21.*

2. DISCUSSION

Tender Process

A draft specification was developed reflective of the current internal audit contract and benchmarked against recent internal audit tenders completed across the local government sector. The draft specification was circulated to all Audit Committee Members for feedback.

Contract No. 2382 Internal Audit Services 2018–2021 was advertised in *The Age* on Saturday

18 August, with tenders closing Wednesday 5 September 2018. Council's eTendering portal was utilised for this tender process.

Tender Objective

The objective of the internal audit tender is to assist Council in maintaining effective controls by evaluating their effectiveness and efficiency and promoting continuous improvement. The internal audit activity must evaluate the adequacy and effectiveness of controls in responding to risks within the organisation's governance, operations, and information systems regarding the:

- achievement of the Council's strategic objectives;
- reliability and integrity of financial and operational information;
- effectiveness and efficiency of operations and programs;
- safeguarding of assets; and
- compliance with laws, regulation, policies, procedures and contracts

Tender Evaluation Panel

The Tender Evaluation Panel comprised the Chairperson's nominee Ms Lisa Tripodi (external member), Cr John Mortimore in his capacity as the former Mayor, the Chief Executive Officer and the Director Corporate Services. The Panel was advised by the Manager Governance and Strategy and the Contracts and Probity Advisor during this process.

All Tender Evaluation Panel members signed the Conflict of Interest and Confidentiality Agreements, indicating that they had no conflict of interest or association with the submitted tenderers.

Tenders Received

The following tenders were received:

- Crowe Horwath
- DFK Kidsons
- Grant Thornton
- HLB Mann Judd
- O'Connor Marsden

Evaluation Criteria

Tenders were assessed against the evaluation criteria and weightings in accordance with the approved Procurement Plan:

- | | |
|--|-----|
| • Financial Benefit | 30% |
| • Compliance with Specification | 30% |
| • Capability | 20% |
| • Relevant Experience and Past Performance | 20% |

Tender Evaluation Result

The Tender Evaluation Panel met on 17 September 2018 to assess and shortlisted to two preferred tenderers, Crowe Horwath and HLB Mann Judd.

Referee checks were undertaken on the two shortlisted tenderers and in-person interviews were held with the Tender Evaluation Panel and shortlisted tenderers on 16 October 2018. A further

Tender Evaluation Panel meeting was held via teleconference on 30 October 2018 to determine the preferred final tenderer for recommendation to Council.

The Tender Evaluation Panel arrived at the following overall summary results:

1. Crowe Horwath
2. DFK Kidsons
3. Grant Thornton
4. HLB Mann Judd
5. O'Connor Marsden

Crowe Horwath is the recommended tenderer, with the Tender Evaluation Panel of the view that they would provide Council with a strong, contemporary, value proposition, strategically focused internal audit function for the Audit Committee and Council.

The final evaluation matrix and detailed description of the evaluation process is included in the attached Confidential Procurement Report.

3. CONSULTATION

Nil.

4. ENVIRONMENTAL/AMENITY ISSUES

Nil.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The recommended tenderer's lump sum price per annum is \$150,000 exc. GST, excluding any out of scope audits such as forensic and investigative services, probity services and specialist IT/ICT strategic audits that the Council may wish to utilise during the contract period. The Council allocates approximately \$165,000 per annum for the provision of internal audit services.

6. SOCIAL IMPLICATIONS

Nil.

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

Goal 8 - We have confidence in decision making

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

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Manager Governance and Strategy, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The Tender Evaluation Panel established by the Audit Committee, have undertaken a thorough assessment of the tenders and recommends that Council appoint Crowe Horwath as its Internal Auditor for a period of three years commencing 1 December 2018 to 30 November 2021, with the option of a further two year extension at the discretion of Council.

10. CONFIDENTIALITY

This report refers to items of a confidential nature under the Local Government Act 1989.

Report Prepared By: **Manager Governance and Strategy, Phil McQue**

Report Authorised By: **Director Corporate Services, Michael Fromberg**

Attachments

A confidential attachment has been circulated under separate cover.

10.4 Internal Audit Services 2018-2021 Tender – Contract No. 2382

Confidential Attachment A – Internal Audit Services Tender Contract – has been circulated under separate cover.

10.5 Financial Performance Report for the Quarter Ended 30 September 2018

SUMMARY: Acting Manager Business and Financial Services, James Morris

The Financial Performance Report for the quarter ended 30 September 2018 is presented for consideration.

RECOMMENDATION

That Council:

1. That Council receive and note the Financial Performance Report for the quarter ended 30 September 2018.
2. That Council alters the declared 2018-19 rates in the dollar for the following differentials:
 - a. Vacant or Derelict Land \$0.0047168
 - b. Retirement Village Land \$0.0013694
 - c. Commercial Land \$0.0045646
 - d. Industrial Land \$0.0044125
 - e. Residential Land \$0.0015215
 - f. Recreational Land \$0.0015215

1. INTRODUCTION

The provision of the 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 2018-19 annual budget at its Ordinary Council Meeting held 25 June 2018.

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 2018-19 Forecast includes the following details:

- The 2018-19 Adopted Budget;
- Carry forward funding from 2017-18 into 2018-19 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects; and

- Adjustments as a result of officers periodically assessing Council's budgetary performance taking into account 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 Report

The overall financial position at 30 September 2018 is satisfactory and indicates that Council, after taking into consideration carry forward funding requirements from 2017-18 into 2018-19, is on track to complete the current financial year within the targets established in the 2018-19 Adopted Budget.

For the quarter ended 30 September 2018, Council has achieved an operating surplus of \$96.836 million. This is \$5.529 million favourable to the year to date (YTD) Adopted Budget. Council's forecast year end position is an operating surplus of \$7.973 million, which is \$7.245 million less than the Adopted Budget primarily due to carry forward expenditure from 2017-18 into 2018-19.

The total capital works expenditure for the quarter ended 30 September 2018 is \$11.650 million. This is \$1.162 million less than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$107.836 million and includes \$45.219 million in carry forward funding requirements from 2017-18 into 2018-19.

Further detail and discussion of the financial performance of Council for the quarter ended 30 September 2018 is provided in the attached Financial Performance Report (Appendix A).

5.2 Rate Cap Compliance

Victorian Councils are required to limit the annual average rate increase to no more than the annual rate cap that is set by State Government. In the 2018-19 financial year the cap was set at 2.25%. This rate cap system is administered and monitored by the Essential Services Commission (ESC) and Council is required to report to the ESC each year to confirm compliance with the cap.

In the process of reporting the annual compliance data to the ESC, a small error in the annual rates calculation was discovered resulting in an average rate increase that is marginally higher than the annual cap. This was immediately reported to, and confirmed by, the ESC.

The result was a 0.06% error in the rate cap, leading to an average rate increase of 2.31% rather than the 2.25% cap. The total amount raised by this additional 0.06% was \$57,407, an average of 86 cents per rateable property.

To rectify it is proposed that the differential rates in the dollar be reduced. This will bring the annual rate increase in alignment with the rate cap and return Knox City Council to a compliant position. The ESC supports this approach. This correction will be reflected in the forecast figures for the December 2018 Financial Performance Report.

The credit will be applied to either the third quarterly rates instalment, the December monthly direct debit, or against the payment in full due in February. Any ratepayer that has already paid their rates in full will have the credit applied to their account and this will reduce the rates amount payable for the 2019-20 financial year.

6. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Acting Manager, Business and Financial Services, James Morris - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

Council has achieved an operating surplus of \$96.836 million for the quarter ended 30 September 2018, which compares favourably with the year to date Adopted Budget operating surplus of \$91.307 million. An operating surplus of \$7.973 million is forecast for 2018-19.

10. CONFIDENTIALITY

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

Report Prepared By: Acting Manager, Business and Financial Services, James Morris

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Financial Performance Report - Council Meeting - 2018-09 **[10.5.1]**



Financial Performance Report

For year to date ended 30 September 2018

Contents

Financial Performance Report for year to date ended 30 September 2018



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Executive Summary

Financial Performance Report for the year to date ended 30 September 2018



Introduction and Purpose

The Financial Performance Report for the year to date ended 30 September 2018 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 2018-19 Annual Budget at its Ordinary Council Meeting held 25 June 2018.

The full year Adopted Budget is compared against the full year projected position as reflected by the Forecast. The 2018-19 Forecast includes the following details:

- Carry forward funding from 2017-18 into 2018-19 for both operational and capital works expenditure items. These funds are required 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 2018-19 Forecast includes the following adjustments:

Income

- \$0.092M net decrease in the final 2018-19 financial assistance grant income allocation received from the Victoria Grants Commission (general purpose and local roads funding); and
- \$0.179M increase in capital grants and contributions carried forward from 2017-18 into 2018-19.

Expenses (Operating and Capital Works)

- \$15.787M in additional carry forward funding from 2017-18 into 2018-19 for both operational expenditure (\$2.950M) and capital works expenditure (\$12.837M). \$0.997M of this carry forward funding for capital works expenditure is operational in nature. These funds are required for the successful completion and delivery of key outcomes and projects;
- The above carry forward of capital works expenditure is in addition to the \$32.382M of carry forward capital works expenditure included in the Adopted Budget (making a total capital carry forward expenditure of \$45.219M);
- Forecast depreciation has been increased by \$0.615M primarily due to the impact of carry forward capital works expenditure; and
- \$0.209M increase in the WorkCover insurance premium for 2018-19.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2018



Year-to-Date 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	131,010	133,888	2,878	174,521	174,700	179
Expense	39,703	37,052	2,651	159,304	166,728	(7,424)
Surplus (Deficit)	91,307	96,836	5,529	15,217	7,973	(7,245)

Full year Forecast for Operating Results includes \$2.950M in carry forward net expenditure from 2017-18 into 2018-19, together with \$0.997M in additional carry forward expenditure for capital works that is operational in nature.

Overall there is a \$5.529M favourable variance between the YTD actual figures and the Adopted Budget. The major variances include:

Income

- \$1.000M favourable timing variance due to the invoicing for milestone one for the Henderson Road Bridge;
- \$0.378M favourable timing variance with the Roads to Recovery grant – the full year's entitlement has already been received;
- \$0.343M favourable variance for Stamford Park Upgrade contributions for capital work carried out by Council; and
- \$0.336M favourable variance from Public Open Space Contributions.

Expenses (Operating and Capital Works)

- \$1.023M unfavourable timing variance in the library contribution due to the second quarter contribution to Eastern Regional Libraries Corporation being budgeted for October 2018 but being paid in September 2018;
- \$0.209M unfavourable permanent variance in the WorkCover insurance premium for 2018-19 due to an increase in the WorkCover rate from 1.0935% to 1.4118%;
- Favourable variance of \$0.500M in Waste Management materials and services due to the timing of activities in waste collection and transport of green waste, together with a delay in the receipt of invoices;
- Favourable variance of \$0.405M in Open Space Maintenance materials and services mainly attributable to adverse weather conditions affecting the timing of scheduled works, together with a delay in the receipt of invoices; and
- Favourable variance of \$0.177M in Tree Maintenance materials and services mainly attributable to adverse weather conditions affecting the timing of scheduled works, together with a delay in the receipt of invoices.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2018



Capital Works Program

Capital Works Expenditure	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Property	7,451	7,592	(141)	46,381	52,664	(6,283)
Plant and Equipment	0	447	(447)	12,342	14,798	(2,456)
Infrastructure	5,361	3,611	1,749	36,276	40,375	(4,099)
Total Capital Works Expenditure	12,812	11,650	1,162	94,999	107,836	(12,837)

Full year Forecast for Capital Works Expenditure includes \$45.219M in carryforward expenditure from 2017-18 into 2018-19, while no carry forward expenditure from 2018-19 into 2019-20 has been identified at this stage.

The performance of the Capital Works Program including details of variances is reported in the Statement of Capital Works.

For the quarter ended 30 September 2018 the Capital Works Program shows an expenditure of \$11.650M – this is \$1.162M less than the expected YTD Adopted Budget position. This is a timing variance and at this stage no capital works has been identified to be carried forward into 2019-20. After taking into consideration the capital works projects carried forward from 2017-18 into 2018-19, the forecast Capital Works Expenditure for the year is \$107.836M.

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	146,123	165,547	19,425	63,651	61,039	(2,612)
Non-Current Assets	1,738,831	1,989,474	250,643	1,783,916	2,057,015	273,099
Total Assets	1,884,953	2,155,021	270,068	1,847,567	2,118,054	270,487
Current Liabilities	32,478	28,196	4,282	37,240	35,977	1,263
Non-Current Liabilities	5,850	4,735	1,115	38,453	37,358	1,095
Total Liabilities	38,328	32,930	5,397	75,693	73,335	2,358
Net Assets	1,846,626	2,122,090	275,465	1,771,874	2,044,719	272,845
Accumulated Surplus	740,242	746,870	6,628	676,494	684,445	7,951
Asset Revaluation Reserve	1,072,093	1,335,986	263,893	1,072,093	1,335,986	263,893
Other Reserves	34,291	39,235	4,945	23,287	24,288	1,001
Total Equity	1,846,626	2,122,090	275,465	1,771,874	2,044,719	272,845
Working Capital Ratio	4.50	5.87		1.71	1.70	

The Balance Sheet as at 30 September 2018 continues to indicate a sustainable result. A comparison of total Current Assets of \$165.547M with total Current Liabilities of \$28.196M continues to depict a sustainable financial position (Working Capital Ratio of 5.87 to 1). The Working Capital Ratio for the same period last year was 5.25. Current Assets primarily comprises Cash and Cash Equivalents (\$35.416M), Other Financial Assets (\$13.100M) and Trade and Other Receivables (\$115.099M). Trade and Other Receivables includes \$110.186M of rates debtors (of which \$6.974M relates to arrears pre July 2018) and \$4.304M in other debtors.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2018



Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	103,212	0	0	6,974	110,186
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	106	88	70	293	557
Other Debtors	3,511	228	230	335	4,304
Total Trade and Other Receivables	106,829	316	300	7,654	115,099

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 10.0% per annum also applies. The due date for rates being paid in full is 15 February 2019, while the first instalment due date was 30 September 2018.

The majority of outstanding parking and infringement debtors outstanding for more than 90 days are on payment plans after being to either the Magistrates Court or Perin Court.

Other debtors outstanding for more than 90 days include:

- \$0.182M outstanding from SKM Recycling – originally \$0.313M was outstanding, with the amount being credited against amounts owing to SKM on a monthly basis in twelve equal instalments
- \$0.041M outstanding for Home Care Debtors
- \$0.045M outstanding for Preschool Debtors

Trade and Other Payables are \$7.839M as at 30 September 2018, which is \$0.039 unfavourable to the Adopted Budget. Trade and Other Payables has decreased from \$14.690M as at 30 June 2018.

The working capital ratio of 5.87 compares favourably to the Adopted Budget working capital ratio of 4.50. 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 1.70 at year end. This is slightly less than the Adopted Budget working capital ratio of 1.71 as a result of the carry forward of capital and operational expenditure from 2017-18.

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	35,779	35,416	(363)	51,215	25,279	(25,936)
Other Financial Assets	0	13,100	13,100	0	20,600	20,600
Total Funds Invested	35,779	48,516	12,737	51,215	45,879	(5,336)
Earnings on Investments	322	282	(41)	1,293	1,293	0

There was \$48.516M invested with various financial institutions as at 30 September 2018 – this includes Cash and Cash Equivalents (\$35.416M) and Other Financial Assets (\$13.100M). These funds include monies from trust funds and deposits and specific purpose reserves.

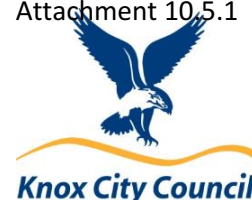
Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2018



There are currently thirteen specific purpose reserves totalling \$39.235M as at 30 September 2018. These reserves are cash-backed, but do not usually have an allocated individual bank account.

The earnings on investments for the period ended 30 September 2018 was \$0.282M and is \$0.041M unfavourable to the YTD Adopted Budget as a result of current holdings of Cash and Cash Equivalents and Other Financial Assets.



Comprehensive Income Statement

for year to date ended 30 September 2018

Description	Notes	Year-to-Date				Full Year		
		Adopted	Actual	Variance		Adopted	Forecast	Variance
		Budget		Fav/(Unfav)		Budget		Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Income								
Rates and Charges		113,131	113,577	446	0.39%	113,584	113,584	0
Statutory Fees and Fines		736	905	169	22.91%	3,022	3,022	0
User Fees		7,793	7,858	65	0.83%	15,837	15,837	0
Grants - Operating		5,586	5,580	(6)	(0.11%)	20,202	20,202	0
Grants - Capital	1	1,256	2,605	1,349	107.39%	9,105	9,113	7
Contributions - Monetary	2	1,894	2,655	761	40.19%	8,405	8,577	172
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		613	707	94	15.34%	2,365	2,365	0
Total Income		131,010	133,888	2,878	2.20%	174,521	174,700	179
Expenses								
Employee Costs		17,986	17,400	587	3.26%	69,569	69,878	(309)
Materials and Services	3	13,374	11,170	2,203	16.48%	65,610	72,080	(6,470)
Depreciation and Amortisation		5,624	5,595	29	0.52%	22,497	23,142	(645)
Contributions and Donations	4	2,015	2,638	(623)	(30.91%)	5,860	5,860	0
Borrowing Costs		0	0	0	0.00%	0	0	0
Bad and Doubtful Debts		16	49	(32)	(197.28%)	65	65	0
Other Expenses		329	179	149	45.41%	1,394	1,394	0
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		359	22	338	93.97%	(5,692)	(5,692)	0
Total Expenses		39,703	37,052	2,651	6.68%	159,304	166,728	(7,424)
Surplus (Deficit)		91,307	96,836	5,529	6.06%	15,217	7,973	(7,245)
Total Comprehensive Income for the Year		91,307	96,836	5,529	6.06%	15,217	7,973	(7,245)

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%.

Comprehensive Income Statement

for year to date ended 30 September 2018



Notes:

1	Timing Variance: - \$1.000M favourable variance due to the invoicing for milestone one for the Henderson Road Bridge - \$0.378M favourable variance for the Roads to Recovery capital funding; the full years funding has been received
2	Permanent Variance: - \$0.343M favourable variance for Stamford Park Upgrade contributions for capital work carried out by Council Timing Variance: - \$0.336M favourable variance for Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality
3	Timing Variance: - \$0.500M favourable variance in Waste Management contractors and services costs, mainly due to small variances, seasonal demand and the timing of incoming invoices - \$0.299M favourable variance in the mowing contracts within Open Space Maintenance due to a delay in the receipt of invoices from the new contractor - \$0.114M favourable variance in Open Space Maintenance contractors and services due to seasonal demand and the timing of incoming invoices - \$0.229M favourable variance in Building Maintenance Services contractors and services - \$0.176M favourable variance in Tree Maintenance due to a delay in the receipt of invoices from the new contractor - \$0.123M favourable variance with Stormwater Management's flood mapping project
4	Timing Variance: - \$1.023M unfavourable variance in the Library Contribution due to the second quarter contribution to Eastern Regional Libraries Corporation being budgeted for October 2018 but being paid in September 2018

The 2018-19 Forecast includes \$2.950M in carry forward expenditure from 2017-18 into 2018-19 required for the completion and delivery of key operational projects. Also included is \$0.997M in carry forward expenditure for capital works that is operational in nature.

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2018



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
Rates								
Rates and Valuation		(100,408)	(100,980)	573	0.57% ✓	(100,554)	(100,554)	0
Net (Income) / Expense - Rates		(100,408)	(100,980)	573	0.57%	(100,554)	(100,554)	0
CEO and Council								
Chief Executive Officer		146	100	46	31.54% ✓	583	583	0
Councillors		173	150	23	13.20% ✓	690	690	0
People & Culture	1	1,728	1,623	105	6.06% ✓	4,034	4,179	(145)
Net (Income) / Expense - CEO and Council		2,046	1,873	174	8.48%	5,307	5,451	(145)
City Development								
Directorate City Development		121	128	(7)	(5.98%) ✗	482	482	0
City Planning & Building	2	(1,186)	(1,571)	385	32.46% ✓	(4,725)	(4,725)	0
City Safety and Health	3	438	146	292	66.61% ✓	2,601	2,760	(159)
City Futures		732	688	44	6.01% ✓	3,701	4,294	(593)
Net (Income) / Expense - City Development		104	(609)	713	685.81%	2,059	2,812	(753)
Knox Central								
Knox Central	4	208	94	113	54.54% ✓	831	831	0
Net (Income) / Expense - Knox Central		208	94	113	54.54%	831	831	0
Community Services								
Directorate Community Services		153	124	29	18.94% ✓	617	617	0
Community Wellbeing	5	1,131	558	574	50.70% ✓	3,386	3,582	(196)
Family and Children's Services	6	1,719	1,268	452	26.28% ✓	5,259	5,629	(370)
Active Ageing and Disability Services	7	428	293	135	31.54% ✓	1,906	1,917	(11)
Youth, Leisure and Cultural Services	8	2,013	2,946	(933)	(46.36%) ✗	8,180	8,528	(348)
Net (Income) / Expense - Community Services		5,445	5,189	256	4.71%	19,349	20,273	(925)
Corporate Development								
Directorate Corporate Services		103	96	7	6.64% ✓	410	410	0
Business & Financial Services	9	253	405	(152)	(59.88%) ✗	(350)	7	(357)
Governance and Strategy		651	612	38	5.90% ✓	2,603	2,626	(23)
Information Technology	10	2,190	2,041	149	6.79% ✓	5,982	6,051	(68)
Transformation	11	791	564	227	28.70% ✓	2,751	3,135	(384)
Communications		400	404	(5)	(1.20%) !	1,611	1,662	(51)
Net (Income) / Expense - Corporate Development		4,387	4,123	264	6.02%	13,009	13,890	(882)
Engineering and Infrastructure								
Directorate Engineering and Infrastructure	12	168	303	(135)	(80.41%) ✗	672	672	0
Sustainable Infrastructure		(13,137)	(13,639)	502	3.82% ✓	2,486	2,629	(143)
Community Infrastructure	13	1,539	1,236	304	19.72% ✓	6,328	6,779	(451)
Operations	14	3,613	2,978	635	17.58% ✓	14,472	14,477	(5)
Net (Income) / Expense - Engineering and Infrastructure		(7,817)	(9,123)	1,306	16.71%	23,958	24,557	(600)

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2018



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%.

Notes:

1	Timing Variance: - \$45K favourable variance in the Claims Management Annual Service Fee after going out to tender - \$65K favourable variance in contracts across the department including Leadership Development (\$37K) and the Cultural Program (\$10K)
2	Permanent Variance: - \$97K favourable variance for Supervision Fees and Plan Checking Fees, directly related to the Stamford Park development Timing Variance: - \$336K favourable variance for Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality - \$57K unfavourable variance for consultants required for town planning services and VCAT hearings
3	Permanent Variance: - \$72K favourable variance for a one-off reimbursement received from the Victorian Department of Treasury and Finance for Natural Disaster Funding Assistance (NDFA) for the emergency work costs incurred for the storm event in September/October 2016 Timing Variance: - \$86K favourable variance in parking enforcement fine income due to the employment of an additional parking enforcement officer on a fixed term in 2018, together with the receipt of an increased number of parking fines issued late in the 2018 financial year which have been paid early in the 2019 financial year - \$78K favourable variance due to invoices pending for the September animal pound and Pets in the Park instalment payments - \$48K favourable variance in net debtors includes an estimated accrued movement for the Infringements Court due to the unavailability of actual information from the Court for September reporting
4	Timing Variance: - \$84K favourable variance in contract costs due to the timing of the program's activities
5	Permanent Variance: - \$79K favourable variance in Eastern Affordable Housing Alliance due to an increase in the membership fees from \$8K to \$15K, together with the timing of the receipt of these fees Timing Variance: - \$426K favourable variance in Operational Grants due to the receipt of acquittals impacting payment - \$63K favourable variance in Municipal Leadership Disability due to delays in recruitment impacting the implementation of this program
6	Timing Variance: - \$310K favourable variance in preschool confirmation fees due to the timing of when confirmation fees were raised - \$60K favourable variance in Early Years Strategy, Planning and Evaluation due to the timing of activities
7	Timing Variance: - \$141K favourable variance in employee costs and on costs across the department due to staff movements and position vacancies, particularly in Active Ageing and Disability Services Management (\$64K) and Active Living (\$61K) - Partially offset by lower than projected service delivery levels with income showing an unfavourable variance of \$29K in client fees and \$10K in grants revenue across the department
8	Timing Variance: - \$1.023M unfavourable variance in the Library Contribution due to the second quarter contribution to Eastern Regional Libraries Corporation being budgeted for October 2018 but being paid in September 2018
9	Permanent Variance: - \$209K unfavourable variance with the WorkCover premium due to an increase in the WorkCover rate from 1.0935% to 1.4118%
10	Timing Variance: - \$141K favourable variance for IT operating leases due to a delay in the receipt of invoices (received in October 2018)

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2018



Notes (continued):

11	Timing Variance: - \$49K favourable variance for Lean contracts due to timing of invoices and \$40K favourable variance for Lean funding due to timing of Business Cases for EMT – these are expected to be resolved this quarter - \$79K favourable variance for Customer Service employee costs and on costs due to permanent staff leaving positions and not being backfilled on a like-for-like basis; agency costs have increased and will continue to do so over the next quarter while we recruit and stabilise the team
12	Timing Variance: - \$121K unfavourable variance in the capitalisation of labour within the Major Initiatives Unit
13	Timing Variance: - \$123K favourable variance with Stormwater Management's flood mapping project - \$229K favourable variance in Building Maintenance Services contractors and services - \$57K favourable variance in Biodiversity Management grants revenue due to grants received for Gardens for Wildlife (\$39K) and the Regional Pest Control program (\$23K) - \$47K favourable variance in Biodiversity Management contractors and services due to the timing of activities - \$55K favourable variance in Landscaping contractors and services due to the timing of activities - \$152K unfavourable variance in employee costs and on costs across the Department due to the delay in capitalising labour costs for the September quarter
14	Permanent Variance: - \$143K favourable variance in employee costs across the department mainly due to employees on long-term WorkCover and extended leave, as well as some staff vacancies Timing Variance: - \$299K favourable variance in the mowing contracts within Open Space Maintenance due to a delay in the receipt of invoices from the new contractor - \$176K favourable variance in Tree Maintenance due to a delay in the receipt of invoices from the new contractor - \$84K favourable variance in Fuel costs due to the timing of invoices and the lower use of diesel due to limited use of machinery in weather conditions - \$98K unfavourable variance in Drainage Maintenance Works due to more repair works required following recent weather events - \$82K unfavourable variance in Unsealed Roads Grading Maintenance due to the purchase of crushed rock for resurfacing gravel roads after recent weather events - \$53K unfavourable variance in Fire Hydrant Maintenance due to the invoicing by South East Water for 2016-17 Council hydrant maintenance



Statement of Capital Works

for year to date ended 30 September 2018

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
Expenditure - Capital Works Program								
Property								
Land		0	0	0	0.00%	8,153	8,235	(82)
Buildings		7,451	7,592	(141)	(1.89%)	38,228	44,429	(6,200)
Total Property		7,451	7,592	141	1.89%	46,381	52,664	(6,283)
Plant and Equipment								
Artworks		0	0	0	0.00%	212	216	(4)
Plant, Machinery and Equipment		0	330	(330)	(100.00%)	2,084	2,984	(900)
Fixtures, Fittings and Furniture		0	0	0	0.00%	664	664	0
Computers and Telecommunications		0	117	(117)	(100.00%)	9,381	10,933	(1,552)
Total Plant and Equipment		0	447	447	100.00%	12,342	14,798	(2,456)
Infrastructure								
Roads (including Kerb and Channel)		1,104	930	174	15.74%	8,753	9,598	(845)
Drainage		472	363	109	23.07%	3,001	3,271	(270)
Bridges		26	96	(70)	(267.80%)	7,246	7,273	(27)
Footpaths and Cycleways	1	203	759	(556)	(274.13%)	4,355	4,437	(82)
Off Street Car Parks	2	700	25	675	96.43%	708	708	0
Recreation, Leisure, Parks and Playgrounds	3	2,658	1,248	1,410	53.06%	11,655	14,266	(2,611)
Other Infrastructure		198	191	7	3.46%	559	822	(263)
Total Infrastructure		5,361	3,611	(1,749)	(32.63%)	36,276	40,375	(4,099)
Total Expenditure - Capital Works Program		12,812	11,650	1,162	9.07%	94,999	107,836	(12,837)
Represented by:								
Extension / Expansion		2,038	3,338	(1,300)	(63.81%)	8,070	9,127	(1,057)
Legal Requirements		0	30	(30)	(100.00%)	0	0	0
New		4,590	3,410	1,181	25.72%	33,114	36,072	(2,958)
Renewal		3,239	3,816	(577)	(17.83%)	29,040	35,976	(6,936)
Upgrade		2,945	1,056	1,889	64.13%	24,775	26,662	(1,887)
Total Expenditure - Capital Works Program		12,812	11,650	1,162	9.07%	94,999	107,836	(12,837)
Funding Source for Capital Works Program								
External Funding								
Contributions - Monetary - Capital		0	413	413	100.00%	1,190	1,362	172
Grants - Capital	4	1,256	2,605	1,349	107.39%	9,105	9,113	7
User Fees - Capital		0	0	0	0.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	34,241	34,241	0
Other Income - Capital		0	70	70	100.00%	0	0	0
Total External Funding		1,256	3,089	1,832	145.86%	44,536	44,716	179
Internal Funding								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		292	27	(265)	(90.90%)	12,257	12,257	0
Reserves	5	3,072	2,072	(1,000)	(32.56%)	18,911	21,996	3,084
Rate Funding	6	8,192	6,463	(1,729)	(21.10%)	19,294	28,868	9,574
Total Internal Funding		11,556	8,561	(2,994)	(25.91%)	50,463	63,121	12,658
Total Funding Source for Capital Works Program		12,812	11,650	(1,162)	(9.07%)	94,999	107,836	12,837
Carry forward expenditure from 2017-18							45,219	
Carry forward expenditure to 2019-20							-	
Movement in carry forward expenditure							45,219	



Statement of Capital Works

for year to date ended 30 September 2018

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.

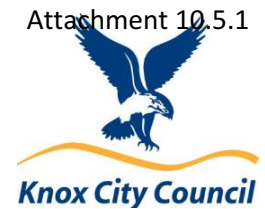
Notes have been provided for the following variances:

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	Timing Variance: - \$0.671M unfavourable variance with the Footpath Renewal Program - budget profiling for this program has all expenditure in May 2019
2	Timing Variance: - \$0.675M favourable variance with the Car Parks Renewal Program - budget profiling for this program has all expenditure in September 2018; the scope of works for this program is currently being finalised
3	Timing Variance: - \$1.324M favourable variance due to delay in commencement of the Marie Wallace Reserve, Fairpark Reserve, Quarry Reserve and Llewelyn Reserve masterplans
4	Timing Variance: - \$1.000M favourable variance due to the invoicing for milestone one for the Henderson Road Bridge - \$0.378M favourable variance for the Roads to Recovery capital funding; the full years funding has been received
5	Permanent Variance: - \$0.561M favourable variance for the transfer from reserves of the early payment of the VGC local roads funding Timing Variance: - \$1.324M unfavourable variance due to delay in commencement of the Marie Wallace Reserve, Fairpark Reserve, Quarry Reserve and Llewelyn Reserve masterplans
6	Timing Variance: - Council generates cash from its operating activities which is used as a funding source for the capital works program - It is forecast that \$28.868M will be generated from operations to fund the 2018-19 capital works program (inclusive of projects carried forward into 2018-19)

The 2018-19 Forecast includes \$45.219M in carry forward expenditure from 2017-18 into 2018-19 required for the successful completion and delivery of key capital works projects (including \$0.997M in carry forward expenditure for capital works that is operational in nature). As at 30 September 2018, no approved capital works projects for 2018-19 have been identified as being required to be carried forward into 2019-20.



Balance Sheet

as at 30 September 2018

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
Current Assets								
Cash and Cash Equivalents		34,082	35,416	1,334	3.91% ✓	51,215	25,279	(25,936)
Other Financial Assets	1	0	13,100	13,100	100.00% ✓	0	20,600	20,600
Trade and Other Receivables		110,706	115,099	4,393	3.97% ✓	11,102	13,554	2,452
Other Current Assets	2	1,329	205	(1,124)	(84.58%) ✗	1,329	1,599	270
Non-Current Assets classified as Held for Sale	3	0	1,718	1,718	100.00% ✓	0	0	0
Inventories		5	8	3	69.64% ✓	5	7	2
Total Current Assets		146,123	165,547	19,425	13.29%	63,651	61,039	(2,612)
Non-Current Assets								
Investment in Associates		3,981	4,422	441	11.08% ✓	3,981	4,422	441
Property, Infrastructure, Plant and Equipment	4	1,732,992	1,983,728	250,736	14.47% ✓	1,778,077	2,051,151	273,074
Intangible Assets		1,858	1,323	(535)	(28.77%) ✗	1,858	1,441	(417)
Total Non-Current Assets		1,738,831	1,989,474	250,643	14.41%	1,783,916	2,057,015	273,099
Total Assets		1,884,953	2,155,021	270,068	14.33%	1,847,567	2,118,054	270,487
Current Liabilities								
Trade and Other Payables		7,800	7,839	(39)	(0.50%) ⚠	10,475	14,894	(4,419)
Trust Funds and Deposits	5	7,490	4,749	2,741	36.59% ✓	7,490	3,830	3,660
Provisions - Employee Costs		15,889	15,076	814	5.12% ✓	16,339	15,610	729
Defined Benefits Superannuation		0	0	0	0.00% ✓	0	0	0
Provision - Landfill Rehabilitation		1,155	532	623	53.93% ✓	1,155	532	623
Interest-Bearing Loans and Borrowings		0	0	0	0.00% ✓	1,638	1,638	0
Other Provisions		143	0	143	100.00% ✓	143	(527)	670
Total Current Liabilities		32,478	28,196	4,282	13.18%	37,240	35,977	1,263
Non-Current Liabilities								
Provisions - Employee Costs		895	772	123	13.79% ✓	895	792	103
Interest-Bearing Loans and Borrowings		0	0	0	0.00% ✓	32,603	32,603	0
Provision - Landfill Rehabilitation		4,955	3,963	992	20.02% ✓	4,955	3,963	992
Defined Benefits Superannuation		0	0	0	0.00% ✓	0	0	0
Other Provisions		0	0	0	0.00% ✓	0	0	0
Total Non-Current Liabilities		5,850	4,735	1,115	19.07%	38,453	37,358	1,095
Total Liabilities		38,328	32,930	5,397	14.08%	75,693	73,335	2,358
Net Assets		1,846,626	2,122,090	275,465	14.92%	1,771,874	2,044,719	272,845
Equity								
Accumulated Surplus		740,242	746,870	6,628	0.90% ✓	676,494	684,445	7,951
Asset Revaluation Reserve	6	1,072,093	1,335,986	263,893	24.61% ✓	1,072,093	1,335,986	263,893
Other Reserves	7	34,291	39,235	4,945	14.42% ✓	23,287	24,288	1,001
Total Equity		1,846,626	2,122,090	275,465	14.92%	1,771,874	2,044,719	272,845

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 items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M 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 \$1M and equal to or less than negative 10%.



Balance Sheet

as at 30 September 2018

Notes:

1	Timing Variance: - \$12.737M variance in the cash and cash equivalents balance (including other financial assets) in part due to the actual balance as at 30 June 2018 being \$10.625M higher than the forecast figure used for the adopted budget - Other financial assets are term deposits currently held with an original maturity date of more than 90 days
2	Timing Variance: - Prepayments are taken up at financial year end
3	Timing Variance: - \$1.718M favourable variance for land and buildings that have been agreed to sell
4	Permanent Variance: - \$255.060M increase in the value of land after revaluation - \$13.593M increase in the value of buildings after revaluation
5	Timing Variance: - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$1.632M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th October 2018
6	Permanent Variance: - \$255.060M increase in the value of land after revaluation - \$13.593M increase in the value of buildings after revaluation
7	Timing Variance: - \$4.945M variance in Other Reserves in part due to the actual balance as at 30 June 2018 being \$4.085M higher than the forecast figure used for the adopted budget - \$1.324M favourable variance due to delay in commencement of the Marie Wallace Reserve, Fairpark Reserve, Quarry Reserve and Llewelyn Reserve masterplans - \$0.336M favourable variance for transfers to the Open Space Reserve from Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality



Cash Flow Statement

for year to date ended 30 September 2018

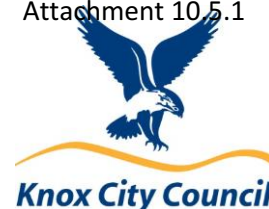
Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	\$000'S	
Cash Flows from Operating Activities									
Receipts									
Rates and Charges		17,102	15,684	(1,417)	(8.29%)	🟡	113,201	113,201	0
Statutory Fees and Fines		736	905	169	22.91%	🟢	3,022	3,022	0
User Fees		6,007	6,574	567	9.44%	🟢	15,789	15,789	0
Grants - Operating		3,866	4,356	490	12.69%	🟢	20,185	20,185	0
Grants - Capital	1	1,016	2,483	1,467	144.34%	🟢	9,103	9,111	7
Contributions - Monetary	2	1,614	2,574	960	59.46%	🟢	8,403	8,575	172
Interest Received		322	282	(41)	(12.70%)	🔴	1,293	1,293	0
Other Receipts		291	426	135	46.46%	🟢	1,072	1,072	0
Net Movement in Trust Deposits	3	147	1,066	919	625.22%	🟢	147	147	0
Employee Costs		(18,056)	(17,575)	481	2.67%	🟢	(69,189)	(69,498)	(309)
Materials and Services		(17,231)	(16,699)	532	3.09%	🟢	(66,038)	(72,508)	(6,470)
Contributions and Donations	4	(2,509)	(4,008)	(1,499)	(59.73%)	🔴	(5,819)	(5,819)	0
Other Payments		(329)	(179)	149	45.41%	🟢	(1,394)	(1,394)	0
Net Cash Provided by /(Used in) Operating Activities		(7,023)	(4,112)	2,912	41.46%		29,775	23,175	(6,600)
Cash Flows from Investing Activities									
Payments for Property, Infrastructure, Plant and Equipment		(12,812)	(11,650)	1,162	9.07%	🟢	(78,684)	(88,045)	(9,361)
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		292	27	(265)	(90.81%)	🔴	12,257	12,257	0
Payments for investments	5	0	(13,100)	(13,100)	(100.00%)	🔴	0	(20,600)	(20,600)
Proceeds from sale of investments	6	39,100	46,600	7,500	19.18%	🟢	39,100	46,600	7,500
Net Cash Used in Investing Activities		26,580	21,877	(4,703)	(17.69%)		(27,327)	(49,788)	(22,461)
Cash Flows from Financing Activities									
Proceeds of Borrowings		0	0	0	0.00%	🟢	34,241	34,241	0
Repayment of Borrowings		0	0	0	0.00%	🟢	0	0	0
Finance costs		0	0	0	0.00%	🟢	0	0	0
Net Cash Provided by/(Used in) Financing Activities		0	0	0	0.00%		34,241	34,241	0
Net increase / (decrease) in Cash and Cash Equivalents		19,556	17,765	1,791	9.16%		36,689	7,628	(29,061)
Cash and Cash Equivalents at the Beginning of the Financial Year		14,526	17,651	3,125	21.51%		14,526	17,651	3,125
Cash at the End of the Year		34,082	35,416	1,334	3.91%		51,215	25,279	(25,936)

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 items with 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%.



Cash Flow Statement

for year to date ended 30 September 2018







Notes:	
1	Timing Variance: - \$1.000M favourable variance due to the invoicing for milestone one for the Henderson Road Bridge - \$0.378M favourable variance for the Roads to Recovery capital funding; the full years funding has been received
2	Permanent Variance: - \$0.343M favourable variance for Stamford Park Upgrade contributions for capital work carried out by Council Timing Variance: - \$0.336M favourable variance for Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality
3	Timing Variance: - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - Trust Deposits includes \$1.632M collected for the fire services levy; this is payable to the State Revenue Office by the 28th October 2018
4	Timing Variance: - \$1.023M unfavourable variance in the Library Contribution due to the second quarter contribution to Eastern Regional Libraries Corporation being budgeted for October 2018 but being paid in September 2018
5	Timing Variance: - Payments for investments are term deposits with a maturity of greater than 90 days that have been invested during the 2018-19 financial year and have yet to mature
6	Timing Variance: - Proceeds from the sale of investments are term deposits held at 30 June 2018 with a maturity of greater than 90 days that have matured during the 2018-19 financial year

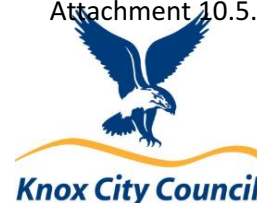


Financial Performance Indicators

as at 30 September 2018

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.

		Full Year			
Indicator	Calculation of Measure	Expected Bands	Adopted Budget	Forecast	Notes
Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.					
Adjusted Underlying Result					
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%	2.44%	(2.10%) 	1
Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.					
Working Capital					
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%	170.92%	169.66% 	2
Unrestricted Cash					
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%	86.91%	83.33% 	3
Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.					
Loans and Borrowings					
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%	30.15%	30.15% 	4
Debt Commitments					
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%	0.00%	0.00% 	5
Indebtedness					
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%	27.37%	26.59% 	6



Financial Performance Indicators

as at 30 September 2018

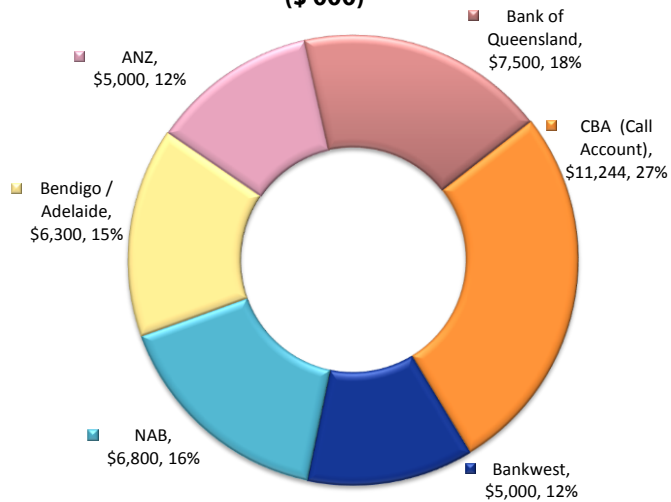
Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	105.27%	122.45%	7
Stability - Measures whether a council is able to generate revenue from a range of sources. Rates Concentration 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%	69.56%	69.56%	8
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	Timing Variance: - The adjusted underlying result ratio is within expected bands - The decrease in the ratio is due to the carry forward of operational expenses and capital works projects from 2017-18 into 2018-19				
2	Timing Variance: - The working capital ratio is within expected bands				
3	Timing Variance: - The unrestricted cash ratio is within expected bands - The decrease in the ratio is due to the increase in restricted reserves, particularly the Open Space Reserve				
4	No Variance: - The loans and borrowings ratio is within expected bands				
5	No Variance: - The debt commitments ratio is within expected bands				
6	Timing Variance: - The indebtedness ratio is within expected bands				
7	Timing Variance: - Forecast asset renewal is within the expected band - The anticipated increase in the ratio is due to the carry forward of capital works from 2017-18 in to 2018-19				
8	No Variance: - The rates concentration ratio is within the expected bands				

Investment Analysis

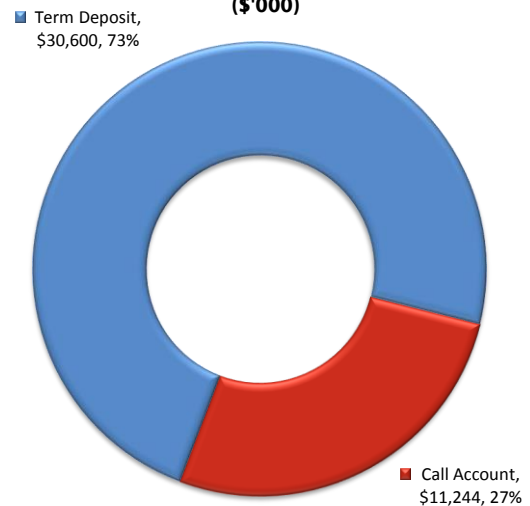
as at 30 September 2018

A total amount of \$41.844 million in funds were invested with various financial institutions as at 30 September 2018.

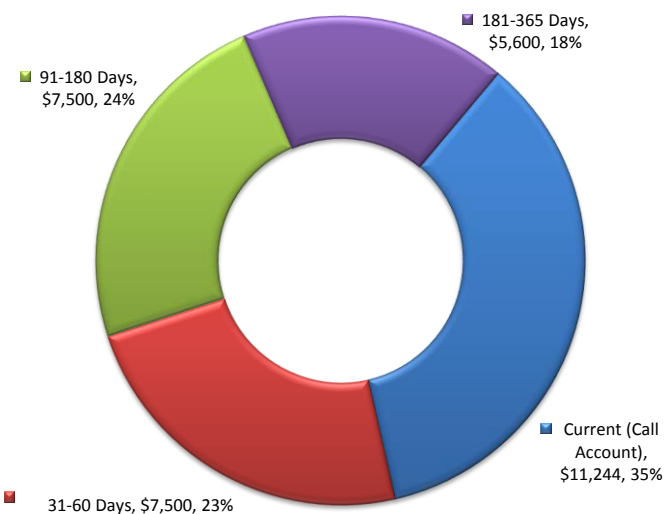
Investment Institutions (\$'000)



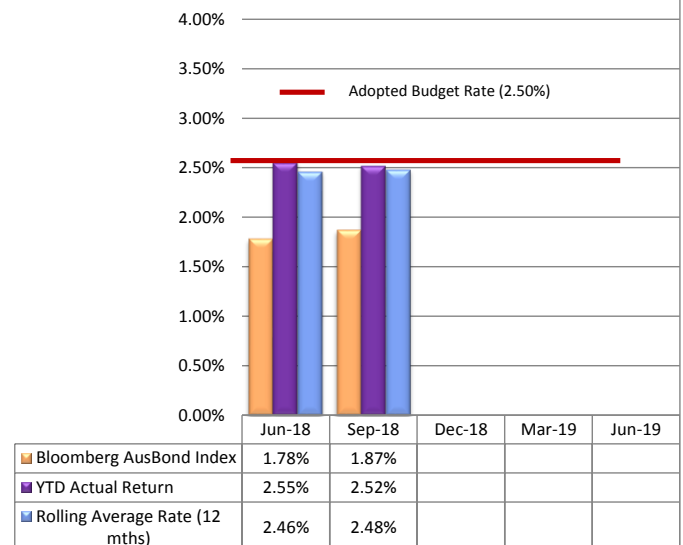
Investment Products (\$'000)



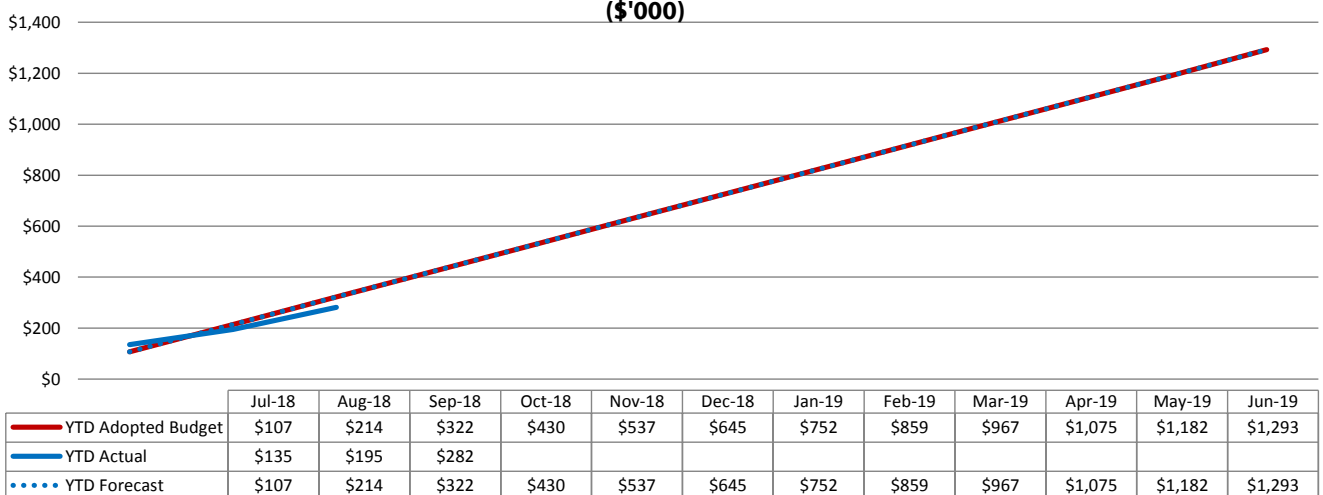
Investment Term (\$'000)



Investment Benchmark Indicator



Investment Income (\$'000)



10.6 Amendment to 2019 Council Meeting Schedule

SUMMARY: Manager Governance and Strategy, Phil McQue

This report recommends an amendment to the adopted 2019 Council meeting schedule, with the March Council meeting proposed to be rescheduled to 7.00pm Tuesday 26 March 2019.

RECOMMENDATION

That Council:

- 1. Amend the March 2019 Ordinary Meeting of Council from 7.00pm Monday 25 March 2019 to 7.00pm Tuesday 26 March 2019; and**
- 2. Authorise the Chief Executive Officer to undertake the relevant statutory notification requirements.**

1. INTRODUCTION

The Council adopted the 2019 Council Meeting schedule at the 8 October 2018 Strategic Planning Committee, in accordance with Council Policy 2003/26 Council Meeting Structure.

2. DISCUSSION

Since the adoption of the 2019 Council meeting schedule, it has become necessary to amend the March 2019 Meeting date from Monday 25 March 2019 to Tuesday 26 March 2019.

3. CONSULTATION

Councillors have been consulted in relation to this amendment.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications associated with this report.

6. SOCIAL IMPLICATIONS

Council meetings provide interested people within the community an opportunity to participate in local democracy. Participation provides a greater understanding of Council's decision making process and promotes open, transparent and accountable government.

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

Goal 8 - We have confidence in decision making

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

8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Manager, Governance and Strategy, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

This report formalises proposed changes to the March 2019 Ordinary Meeting of Council.

10. CONFIDENTIALITY

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

Report Prepared By: Manager Governance and Strategy, Phil McQue

Report Authorised By: Director Corporate Services, Michael Fromberg

Attachments

Nil

11 Items for Information

11.1 Assemblies of Councillors

SUMMARY: Manager, Governance and Strategy, Phil McQue

This report provides details of Assembly of Councillors for the period 8 October 2018 to 7 November 2018, as required under section 80A(2) of the Local Government Act.

RECOMMENDATION

That Council:

- 1. Note the written record of Assemblies of Councillors as attached to this report.**
- 2. Incorporate the records of the Assemblies into the minutes of the meeting.**

1.INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Report Prepared By: Manager, Governance and Strategy, Phil McQue

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Appendix A - Assemblies of Councillors **[11.1.1]**



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 8/10/2018

Name of Committee or Group (if applicable): Special Issues Briefing

Time Meeting Commenced: 7.33pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Cr Tony Holland

Cr Jake Keogh, Deputy Mayor

Cr Lisa Cooper

Cr Peter Lockwood

Cr Darren Pearce

Cr Jackson Taylor

Cr Nicole Seymour

Cr Adam Gill

Name of Members of Council Staff Attending:

Tony Doyle

Peter Gore (Item 1)

Michael Fromberg

Tanya Clark (Item 2)

Ian Bell

Yvonne Rust (Item 2)

Julia Oxley

David Yeouart (Item 2)

Kerry Stubbings

Kathy Parton (Item 2)

Paige Kennett

Phil McQue

Matters Considered:

1. Melbourne Outer East Hockey Feasibility Study
2. Draft Boronia Renewal Strategy for Consultation

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Paige Kennett

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 9/10/2018

Name of Committee or Group (if applicable): Knox Disability Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Nicole Seymour

Name of Members of Council Staff Attending:

Peter Johnston

Andrea Szymanski

Joy Temple

John Salter

Matters Considered:

1. Presentation from Open Space and Landscape Design Coordinator re Lewis Park Redevelopment
2. Knox Emergency Management Overview

Any conflict of interest disclosures made by a Councillor attending: *Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No
			Yes/No

Name of Person Completing Record: Peter Johnston

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 10/10/2018

Name of Committee or Group (if applicable): Knox Arts and Culture Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Peter Lockwood

Cr Jackson Taylor

Name of Members of Council Staff Attending:

Elissa Pachacz

Jeannie Mueller

Matters Considered:

1. Cultural Hubs Working Group Presentation (Immerse and Pop Up Events)
2. Festivals and Events 2018-19 Season Overview and Ideas Sharing

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Elissa Pachacz

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 17/10/2018

Name of Committee or Group (if applicable): Recreation and Leisure Liaison Group

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Deputy Mayor

Cr Jackson Taylor

Cr Tony Holland

Name of Members of Council Staff Attending:

Peter Gore

Bronwyn Commandeur

Daniel Clark

Matters Considered:

1. Community Sports Infrastructure Position
2. Staff/Role Changes Update
3. Contracts Update
4. Capital Works Update
5. Recruitment of the 2019-20 Group

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Suranga Dissakarunaratne

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 18/10/2018

Name of Committee or Group (if applicable): Knox Community Safety, Health & Wellbeing Advisory Committee

Time Meeting Commenced: 9.00am

Name of Councillors Attending:

Cr John Mortimore

Name of Members of Council Staff Attending:

Sam Spooner

Lisette Pine

Rosie Tuck

Matters Considered:

1. Mental Health Workshop Feedback

2. Member Updates

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Lisette Pine

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 18/10/2018

Name of Committee or Group (if applicable): Early Years Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Lisa Cooper

Name of Members of Council Staff Attending:

Vicki Kindilien

Robyn Renkema

Caroline Meier

Matters Considered:

1. Confirmation of Minutes from Previous Meeting
2. Early Years Management Update
3. Summary of Topics and Key Themes 2018
4. Proposed Meeting Dates for 2019
5. Topics and Themes for 2019 Work Plan

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Robyn Renkema

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 18/10/2018

Name of Committee or Group (if applicable): Environment Advisory Committee

Time Meeting Commenced: 7.00pm

Name of Councillors Attending:

Cr John Mortimore, Mayor

Name of Members of Council Staff Attending:

Julia Oxley

Winchelle Chuson

Barbara Jordan

Sam Sampanthar

Matters Considered:

1. Introduction to the Environment Advisory Committee
2. Setting the Agenda, Context and Overview of Community & Council Plan
3. Developing the Annual Work Plan
4. Future Meeting Schedule

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Sam Sampanthar

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 23/10/2018

Name of Committee or Group (if applicable): Knox Multicultural Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh (until 7.30pm)

Cr Peter Lockwood

Name of Members of Council Staff Attending:

Joan Pepi

Lisette Pine

Joy Temple

Matters Considered:

1. End of Life Care – Eastern Health
2. Community Wellbeing Department Structure
3. Cultural Diversity Week 2019
4. Reports from Knox Multicultural Advisory Committee
5. Knox City Council Community Access and Equity Implementation Plan Report

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Joan Pepi

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 23/10/2018

Name of Committee or Group (if applicable): Youth Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Deputy Mayor

Cr Jackson Taylor

Name of Members of Council Staff Attending:

Katie Scott

Tony Justice

Caroline Meier

Samuel Mepham

Nicole Columbine

Matters Considered:

Discussion on the Youth Consultation Plan of the Boronia Renewal Strategy

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Katie Scott

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

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Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 25/10/2018

Name of Committee or Group (if applicable): City Futures Advisory Committee

Time Meeting Commenced: 4.35pm

Name of Councillors Attending:

Cr Darren Pearce

Name of Members of Council Staff Attending:

Julia Oxley

Lou Zarro

Paul Dickie

Kate Harris

Pip Smith

Matters Considered:

1. Introduction all Committee Members
2. Terms of Reference
3. Setting the Context – Community & Council Plan and Melbourne's Planning Context
4. Priorities and Work Plan
5. Group Discussion

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Pip Smith

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 29/10/2018

Name of Committee or Group (if applicable): Mayoral Discussion

Time Meeting Commenced: 6.00pm

Name of Councillors Attending:	Cr Adam Gill
Cr John Mortimore, Mayor	Cr Tony Holland
Cr Jake Keogh, Deputy Mayor	Cr Lisa Cooper
Cr Peter Lockwood	Cr Darren Pearce
Cr Jackson Taylor	Cr Nicole Seymour

Name of Members of Council Staff Attending:

Tony Doyle

Matters Considered:

Statutory meeting

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No
			Yes/No

Name of Person Completing Record: Andrew Dowling

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 7/11/2018

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Jake Keogh, Mayor

Cr Peter Lockwood

Cr John Mortimore

Cr Darren Pearce

Name of Members of Council Staff Attending:

Tony Doyle

Andrea Szymanski (Items 1 & 2)

Ian Bell

Nicole Columbine (Item 1)

Michael Fromberg

David Yeouart (Item 2)

Kathy Parton

Tanya Clark (Items 3 & 4)

Andrew Dowling

Ingo Kumic (Item 3)

Phil McQue

Matters Considered:

1. Knox Regional Netball Centre
2. Upper Ferntree Gully Streetscape Improvements
3. Resilient Melbourne
4. Kingston Links Link Road
5. Council Report Template
6. Councillor Requirements for Managing Electronic Documents
7. Forward Report Schedule
8. Quarterly Financial Performance Update September 2018 Quarter
9. Food for Schools Program

Any conflict of interest disclosures made by a Councillor attending: * Nil

Name	Disclosure (refer front of form)	Relevant Matter	Left Assembly **
			Yes/No

Name of Person Completing Record: Andrew Dowling

* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

** Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

11.2 Capital Works Program Works Report

SUMMARY: Coordinator, Capital Works, Gene Chiron

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 31 October 2018.

RECOMMENDATION

That Council receive and note the Works Report, as at 31 October 2018.

1.INTRODUCTION

This report summarises Council's Capital Works Program for the 2018/2019 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 31 October, is attached as Appendix 1.

Highlights of the Works Report as at 31 October include:

- Modular Building Program – Batterham Reserve and Knox Gardens Reserve – Works complete.
- Tim Neville Arboretum Memorial Pathway – Commemorative path completed with remaining works (seats and poppies) to follow.
- Playground Renewal Program – Picketts Reserve, Ainsdale Reserve, Templeton Reserve and Segarta Reserve are now complete and open.
- Stamford Park Redevelopment – Homestead – Works completed and ready for the next development stage.
- Burwood Highway Shared Path – Traydal Close to Knox School – Works complete.
- Boronia Activity Centre and Station Precinct Renewal Project – New project added following \$90,000 funding awarded from the Victorian Planning Authority (State Government) as part of the 'Streamlining for Growth' 2018/19 July funding round; scoping currently in process.

Report Prepared By: Coordinator, Capital Works, Gene Chiron

Report Authorised By: Director, Engineering and Infrastructure, Ian Bell

Attachments

1. Works Report as at 2018-10-31

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1	Bridges Renewal Program	\$312,314
All Wards	Works to rebuild the Blind Creek bridge (destroyed by fire) beside the Knox Transfer Station are expected to commence by the end of October. Designs for the rehabilitation of the Burwood Highway-Ferntree Gully Community Arts and Library bridge are nearing completion.	
4	High Risk Road Failures	\$500,000
All Wards	Several streets have been programmed for major patching works to address road failures and these works are expected to be undertaken in the coming months.	
7	Road Surface Renewal Program	\$4,250,000
All Wards	Concrete kerb and channel renewal works are progressing well with many streets now ready for asphalt resurfacing.	
8	Drainage Pit and Pipe Renewal Program	\$2,000,000
All Wards	A key focus of the current program is to address the major issues highlighted in the 2017 drainage condition audits. Many of the major defects have since been rectified with more projects scheduled to occur over the coming months.	
9	Footpath Renewal Program	\$2,200,000
All Wards	The footpath renewal program is progressing ahead of schedule with more than 40% of the program delivered for 2018/19.	
10	Bicycle / Shared Path Renewal Program	\$540,000
All Wards	The shared path renewal program is well underway with the first few projects for 2018/19 already completed.	
16	Building Renewal Program	\$5,468,310
All Wards	Program is 30% committed/expended. Works commencing or nearing completion over October/November include Civic Centre - structural rectification works; Lewis Park Pavilion - kitchen upgrading works; Walker Reserve Pavilion - floor coating; Knox Sports Park Soccer Pavilion - internal painting and carpet replacement; Carrington Park Pavilion - hot water service replacement; Carrington Park Leisure Centre Gym - heating system; H.V Jones Meeting Hall - lighting replacement; Knox Community Arts Centre - accessible toilet improvement works.	
17	Playground Renewal Program	\$1,767,181
All Wards	Picketts Reserve, Ainsdale Reserve, Templeton Reserve and Segarta Reserve are now complete and open. Army Reserve and Philipdale Reserve are 90% complete. Westburn Reserve and Tabilk Reserve are 60% complete. Peregrine Reserve is out for quotation and Agora Reserve is to follow.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
22	Fire Hydrant Replacement Program	\$130,000
All Wards	First payment due in December.	
24	Car Park Renewal	\$700,000
All Wards	Preliminary works expected to commence in the coming months.	
25	Plant & Machinery Replacement Program	\$2,984,000
All Wards	Fleet Renewal Program 50% of funding committed.	
26	Street Tree Replacement Program	\$653,457
All Wards	In planning stage for street tree replacement program.	
31	Stamford Park Redevelopment	\$7,734,149
Tirhatuan	Homestead – works to be complete and handed over by 31 October.	
	Homestead Gardens - works well progressed. Expect completion end of November.	
	Parklands - progressing with design works and planning process. Expect majority of design to be finalised by end of 2018.	
104	Roadside Furniture Renewal Program	\$100,000
All Wards	Program on schedule with a number of retaining wall rehabilitation projects in progress.	
147	Energy & Greenhouse Program for Council Facilities	\$101,327
All Wards	Scoping is underway for projects to be completed in 2018/19, including lighting replacement works at Knox Basketball Stadium.	
229	Building Code Australia Compliance	\$100,000
All Wards	Program of works for 2018/19 being finalised using Building Condition Audit data and recent inspection data. Installation/rectification works have commenced.	
345	Asbestos Removal	\$100,000
All Wards	Program for asbestos removal being finalised with removal works planned from December to April.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$250,000
All Wards	Kerb and channel renewal works have commenced at various industrial roads in preparation for asphalt overlay.	
409	Parks Furniture Renewal	\$67,000
All Wards	Scoping in final stages, furniture orders to be completed in November.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
410	Parks Signage Renewal	\$20,000
All Wards	Ongoing audits and renewals of signage in progress and on schedule.	
412	Water Sensitive Urban Design Renewal	\$432,663
All Wards	(1) Waterford Valley Golf Course - water deepthing survey of lakes has been completed. Detailed design underway. (2) Maryville GPT sluice gate - contractor has been appointed. Works to be completed January.	
441	Tim Neville Arboretum Renewal	\$360,000
Dobson	Scoping of works in accordance with the Tim Neville Arboretum Masterplan currently underway.	
443	Reserves Paths Renewal	\$50,000
All Wards	In scoping phase in consultation with Knox Construction Services.	
492	Food Act Compliance - Kitchen Retrofitting	\$50,000
All Wards	Program for 2018/19 is being finalised with installations planned from December to April.	
494	Cathies Lane - Landfill Rehabilitation Works	\$175,000
Scott	EPA post closure pollution abatement notice governs the management of the site. In accordance with this an Environmental audit report for 2017/18 was completed in October 2018. There is no current requirement to lower leachate levels at the site further. Initial investigations are underway on the stability of the embankment near the leachate pond. Future recommendations being prepared. Auditor recommendation is to develop the site specific trigger levels for carbon dioxide at all landfill gas monitoring bores, as it is believed the source is from the landfill. Once developed, if the triggers are exceeded it will require further work to be implemented on-site. Auditor recommends initial testing for PFAS (emerging contaminant of concern) in groundwater is conducted at the site.	
516	Rumann and Benedikt Reserves - Open Space Upgrade	\$410,489
Tirhatuan	Contract awarded and construction has commenced. Expect construction to continue through to February.	
536	Parkland Asset Renewal	\$65,000
All Wards	Identified renewal works in final quotation stages and progressing as scheduled.	
537	Bush Boulevard Renewal	\$61,506
All Wards	Scoping of works currently underway, obtaining quotations for works.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
543	Llewellyn Park - Landfill Rehabilitation Works	\$175,000
Scott	<p>EPA post closure pollution abatement notice governs the management of the site. Environmental auditor preparing audit report for 2017/18.</p> <p>Landfill gas readings in excess of the EPA guidance concentrations consistently detected, and investigations were underway to determine if a landfill gas extraction system was required. At a meeting held between Council, the Auditor and EPA in August 2018 based upon the findings of a number of investigations EPA has recommended Council develop a set of site specific triggers, and investigate contingency plans. Should these triggers be exceeded the contingency plans would need to be implemented.</p>	
566	Artwork Renewal	\$33,749
All Wards	<p>(1) A meeting with a conservationist is planned for 29 October to discuss a 6 month plan of Placemaker Legacy and Public Art collection restoration works.</p> <p>(2) In addition, the following projects have been planned for this financial year:</p> <ul style="list-style-type: none"> - repairing the Marie Wallace mural artworks - framing and exhibition infrastructure - art collection management software 	
	576Emergency Warning Systems in Early Years Facilities	\$50,000
All Wards	Riddell Road and Parkridge Preschools are complete with remaining installations scheduled for January holidays.	
587	Upper Ferntree Gully Neighbourhood Activity Centre - Design	\$472,867
Dobson	Site analysis undertaken. Sketch concept options to be drawn up for consideration by Council at November Issues Briefing.	
593	Marie Wallace Reserve - Masterplan Implementation	\$952,383
Dinsdale	<p>(1) Construction of bike training area and upgraded bbq and picnic facilities is about to commence.</p> <p>(2) Consultants are working on detailed design of area around oval 1.</p> <p>(3) Contractor appointed for pedestrian bridge. Minor delays to construction of pedestrian bridge due to submission of Cultural Heritage Management Plan assessment. Expect response/approval by late November.</p>	
607	Ashton Road, FTG - Reconstruction	\$245,000
Friberg	Annual renewal program packaged as one contract. Contractor anticipates commencing works at Ashton Road early in the New Year.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
630	Early Years Hubs - Bayswater	\$8,529,851
Dinsdale	(1) Early Years Hub - External cladding and roofing completed. Internal fitout well advanced and painting has commenced. Landscaping has also commenced. Expected completion early February. (2) Hub Carpark - Carpark works to commence February 11.	
649	Scoresby (Exner) Reserve - Masterplan Implementation	\$10,000
Tirhatuan	Project completed (2018/19).	
660	Mountain Highway, Bayswater - Drainage Improvements	\$20,000
Dinsdale	Report to VicRoads underway. The detail design is planned for completion by June 2019.	
664	Stormwater Harvesting Program Development	\$74,925
All Wards	Functional design is now complete for Fairpark Reserve. Following Council review this will be progressed to construction specifications. Functional design for Batterham, Eildon and Knox Gardens Reserves was delayed due to a gap in survey details but is expected to be completed in November.	
667	Dobson Creek Catchment - Streetscape Water Sensitive Urban Design	\$78,467
Chandler	Wicks Road water sensitive urban design to be constructed by January.	
675	Public Art Project	\$166,081
All Wards	Scoping for 2018/19 projects in accordance with Public Art Plan. Confirmed projects include Cinema Lane Light-boxes, Knox Skate Park Billboard and Stamford Park Bunya Bunya Pine seat.	
689	Lewis Park, Wantirna South Oval 1 Renewal	\$26,229
Dinsdale	Goal posts will be installed in November. Coaches boxes installation did not go ahead as planned due to wet weather. Coaches boxes installation re-scheduled to late November.	
708	Cricket Run Up and Goal Square Renewal Works	\$48,000
All Wards	Egan Lee Reserve and Walker Reserve works are complete. Fairpark Reserve identified for work around coaches boxes.	
716	Early Years Hubs - Wantirna South	\$5,365,973
Scott	(1) Community Hub - Works 90% complete. External cladding to front façade to be completed by the end of October. Internal fitout 75% complete, including painting. Landscaping and play areas 75% complete. Expected practical completion November 25, with Family & Children's Services fitout commencing November 12, and I.T. fitout commencing November 19. (2) Design of school crossing scheduled to commence in November. The Major Initiative Unit has advised construction works need to take place the week starting 21st January and completed that week.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
717	Knox Central Package	\$8,235,000
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue, with conclusion expected in this financial year. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
724	Knox (Interim) Library	\$664,205
Dinsdale	Detailed design completed. Awaiting confirmed start date from Westfield.	
725	Placemakers Site	\$195,903
Dobson	Tender assessment expected to be completed by early November with a report to be presented to Council mid-November.	
727	Knox Community Arts Centre - Outdoor Furniture	\$9,517
Dinsdale	Funds to be used for various furniture items for theatre patrons and up-lighting for large trees. To be purchased and installed in January.	
733	Preschool Office/Storage - Minor Works	\$50,000
All Wards	Program of works 2018/19 currently being finalized. Works expected to be undertaken over January and April school holidays.	
737	Meals on Wheels site reconfiguration - Stage 2	\$50,000
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months.	
746	Revegetation Plan	\$100,000
All Wards	Scoping and planning of project has commenced. Plant list being prepared.	
751	Tim Neville Arboretum - Lake Structure Upgrade	\$27,800
Dobson	Project completed.	
752	Mountain Gate Shopping Centre Reserve - Implementation	\$240,894
Friberg	Landscape works have been completed. Seeking quotes for pedestrian lighting in the reserve.	
755	Talaskia Reserve, Upper Ferntree Gully - Masterplan	\$582,500
Dobson	Site establishment and demolition completed. Site subgrade works are nearing completion.	
761	Dandenong Creek Gateways - Strategic Road Corridors Revegetation	\$145,795
All Wards	Currently preparing site specific design responses.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
809	Bayswater Activity Centre Streetscape Improvements	\$741,536
Dinsdale	Project completed.	
833	Knox Gardens Reserve, Wantirna South - Tennis Court Renewal	\$282,157
Scott	Works nearing completion with asphaltting completed on 8 October. Fencing planned to be completed by late October and acrylic surfacing anticipated to commence early November. Works approximately 75% complete.	
834	Oversowing of Sports Fields	\$40,000
All Wards	Further grounds are being considered for oversowing. Seed selection to occur by January.	
837	Westfield (Permanent) Library - Design	\$200,000
Dinsdale	Awaiting outcomes of discussions with Westfield.	
838	Bayswater Community Hub - Scoping	\$120,000
Dinsdale	Following engagement and negotiations with the LXRA and VicRoads, Council, at its meeting of 22 October, 2018, has resolved to purchase a parcel of land at 750 Mountain Highway, Bayswater - subject to a number of requirements and conditions. Work to further progress service demand/needs analysis and functional space requirements for a community hub facility is progressing. This work is to be followed by a strategic site assessment.	
842	Knox Athletics - Hammer Throw Cage Upgrade	\$105,728
Friberg	Project packaged with discus cage. Construction essentially completed and practical completion inspection arranged. Table install delayed until late October.	
844	Score Boards - Design and Installation	\$396,194
All Wards	Currently seeking management approval to fund recommended applicants.	
849	Repurposing Scoping of Facilities from Hub Projects.	\$56,454
All Wards	Scoping the future use of Family and Children's Services Child Care Centres is tracking late with low impact due to other early years priorities. Once scoping is complete, information will go to Council for further advice November.	
853	Aimee Seebeck Hall, Amenities Upgrade	\$242,000
Taylor	Detailed design is complete. Project to be tendered in early November.	
862	Burwood Highway Shared Path - Traydal Close to Knox School	\$52,162
Collier	Project completed.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
867	Knox Regional Netball Centre, Ferntree Gully - Masterplan	\$110,984
Dobson	The draft feasibility study has been prepared and is to be presented to the Council Issues Briefing in November.	
868	H V Jones, Ferntree Gully - Masterplan Implementation	\$181,560
Friberg	Masterplan endorsed by Council at September Council meeting. Currently seeking quotes for stage 1 detailed design and documentation.	
869	Gilbert Park, Knoxfield - Masterplan	\$249,722
Friberg	Masterplan endorsed by Council at September Council meeting. Currently seeking quotes for stage 1 detailed design and documentation.	
871	Energy Performance Audit for Community Buildings	\$1,149,291
All Wards	Finalising the Detailed Facility Report for consideration by EMT and Council. Scheduled for November-December 2018.	
875	Parkhurst Drive, Knoxfield Reconstruction	\$1,250,000
Dinsdale	Annual renewal program packaged as one contract. Works commenced 10 September and approximately 10% complete. Anticipate completion by mid-December.	
876	Eastgate Court, Wantirna South Reconstruction	\$162,904
Dinsdale	Practical Completion inspection will occur once thermoplastic line-marking is completed.	
889	Wally Tew Reserve Floodlighting Upgrade	\$54,265
Dobson	Currently liaising with Federal Government to seek approval to expend surplus funds on other projects at the reserve.	
891	Henderson Road Bridge, Rowville	\$6,960,625
Friberg	(1) Bridge works - Draft detailed design is complete. Looking to tender the construction in November. (2) Valleyview Drive LATM: Detailed design nearing completion with minor addition to scope following feedback. Expect to finalise design late October.	
907	JW Manson Reserve WSUD - Construction	\$326,001
Collier	Impact planning process is underway to finalise the acquisition of VicRoads land for a required easement. Surveying has been completed. Functional detailed design to commence in December.	
924	Cherrington Square, Wantirna Resconstruction	\$235,000
Collier	Annual renewal program packaged as one contract. Works commenced 5 September and are now around 40% complete. Likely to be completed by late October/early November. All concrete works completed with asphaltting imminent.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
927	Selman Avenue, Ferntree Gully Reconstruction	\$265,000
Dobson	Annual renewal program packaged as one contract. Possession of site provided from 16 October with works now underway and approximately 10% complete.	
929	Albert Avenue, Boronia Stage 1 Reconstruction	\$505,000
Chandler	Annual renewal program packaged as one contract. Asphaltting completed on 19 September and works now around 95% complete. Minor clean up works and thermoplastic line-marking remaining with practical completion inspection to follow.	
930	Forest Road, Ferntree Gully - Design	\$40,000
Dobson	Geotechnical investigation underway. Detailed design has commenced and is approximately 20% complete.	
931	Underwood Road, Ferntree Gully Reconstruction	\$380,000
Dobson	Annual renewal program packaged as one contract and contract works now well underway. Kerb and channel and concrete infill works completed with asphaltting nearing completion with final thermoplastic line-marking to follow.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$200,650
Tirhatuan	Contract works nearing completion with tennis court surface now asphalted and new fencing erected. Final acrylic surfacing recently completed and netting installation and gates to follow.	
936	Carrington Park Reserve - Tennis Court Renewals	\$75,000
Friberg	Project completed.	
937	Kings Park Baseball Diamond - Safety Fencing	\$31,979
Dobson	Batting shed has been erected. Cage work underway.	
939	Millers Reserve, Boronia Oval Renewal	\$850,000
Chandler	Drainage works are underway, surface has been removed.	
940	Wally Tew Reserve, FTG - Cricket Net Renewals	\$225,000
Dobson	Slab has been poured and cage work has commenced.	
941	Knox Regional Netball Centre - Court Renewals	\$80,000
Dobson	Asphalt has been removed from court 17. Root barrier works to commence on 23 October. Asphalt to be laid after root barrier work has been completed.	
942	Tree Management	\$99,321
All Wards	Works undertaken as required in conjunction with Council initiatives.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
944	Knox Central (Operations Centre Relocation)	\$8,077,040
Dinsdale	(1) Operations Centre - Construction tender has closed. Recommendation to Council has been submitted. Planning permit has been received and awaiting endorsed drawings. Remediation works at the current Operations Centre are progressing well.	
	(2) Mulch area - Clarification of scope to be resolved before progressing further with design.	
946	Boronia Precinct Planning	\$498,693
Baird	Council has endorsed the draft Boronia Renewal Strategy 2018 for community consultation to be held in November. Work on preparing a planning scheme amendment has commenced.	
947	Knox Skate & BMX Park - New Youth Pavilion	\$75,000
Friberg	Preparation of design and cost plan for SRV application, seeking 50% of anticipated construction cost (\$300k).	
948	Modular Building Program (Modern Construction Systems)	\$3,013,459
All Wards	Batterham and Knox Gardens are now complete with final inspections and certificate of occupancy provided 23 October. Colchester detailed design is near complete with tender expected to be issued mid-November. Lakesfield is currently on hold pending referral to Council.	
949	The Basin Neighbourhood House Redevelopment	\$500,000
Chandler	Awaiting signing of lease between Department and Council for install and moving of fittings, furniture and equipment from priority list.	
951	Community Toilet Replacement Program	\$365,732
All Wards	Stud Park toilet block is complete. Wicks and Wally Tew are currently being scoped with design process to commence in December.	
952	HV Jones Reserve Floodlighting Upgrade	\$11,080
Friberg	Project completed.	
954	Knox BMX Track - New Storage & Start Gate Structure	\$229,365
Friberg	Tender documents are nearing completion. Project will be tendered early to mid-November.	
956	Knox Athletics Track - Discus Cage Upgrade	\$92,000
Friberg	Project packaged with Hammer-Throw cage. Construction completed.	
957	Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2)	\$250,000
Dobson	Currently being tendered.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
958	Liberty Avenue Reserve, Rowville - New Floodlighting	\$250,000
Taylor	Currently being tendered.	
959	Rowville Community Centre - Lighting Upgrade	\$19,656
Taylor	Project completed.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$198,130
Dobson	The project is on hold pending revised masterplan direction.	
962	Knox Regional Sports Park Signage	\$124,973
Scott	Project on hold pending future Knox Regional Sports Park development outcomes.	
963	Family & Children Services - Site Master Plans - Stages 1 & 2	\$50,000
All Wards	Programmed Family & Children Services feature site plans have been undertaken over the September school holidays. Remaining plans will be undertaken over the January school holidays.	
964	Relocate Preschool Bag Lockers	\$19,000
All Wards	Project completed.	
965	Biloo Park Preschool - Toilet and Storage Upgrade Design	\$10,000
Collier	Project completed (design).	
966	Alexander Magit Preschool - Verandah Replacement	\$82,200
Friberg	Contract has been awarded with works expected to commence early to mid-December.	
969	Orana Neighbourhood House Kitchen Upgrade	\$25,000
Dinsdale	Delivery to be scheduled over January.	
982	Anne Road, Knoxfield LATM Stage 1	\$166,140
Friberg	Awaiting responses from notification letter with plan.	
983	Stewart Street, Boronia LATM	\$55,000
Chandler	Threshold treatments at the intersections with Dorset Road are currently under construction.	
984	Napoleon Road, Lysterfield Shared Path	\$11,712
Dobson	Project completed.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
994	Picketts Reserve, Ferntree Gully Masterplan Implementation	\$30,000
Baird	Currently seeking quotes for stage 1 detailed design and documentation.	
995	Peregrine Reserve, Rowville - Masterplan Implementation	\$123,804
Taylor	Quotes for detailed design of the basketball court and social space currently being sought.	
996	Arcadia Reserve, Rowville - Masterplan Implementation Stage 3	\$100,000
Tirhatuan	Detailed design of stage 3 works - skate elements, site drainage improvements and tree planting to commence in the coming months.	
997	Llewellyn Reserve, Wantirna South - Masterplan Implementation	\$128,000
Scott	Liaising with Facilities regarding renewal works to existing pavilion.	
998	Templeton Reserve, Wantirna - Masterplan Implementation	\$400,000
Collier	Consultants are working on detailed design documentation.	
999	Lewis Park, Wantirna South - Masterplan	\$142,379
Dinsdale	Consultants working on final masterplan.	
1000	Stud Park Reserve, Rowville - Masterplan	\$390,000
Tirhatuan	Project is currently out to quotation.	
1001	Scoresby Village Reserve - Masterplan	\$32,500
Tirhatuan	Consultants engaged to undertake detailed documentation.	
1002	RD Egan Lee Reserve, Knoxfield - Masterplan	\$16,433
Scott	Council Report currently being prepared.	
1003	Wantirna Reserve - Masterplan	\$26,944
Collier	This project is on hold until Council have a resolution with Parks Victoria regarding future land use agreements.	
1005	Neighbourhood Green Streets	\$100,000
All Wards	Open Space team to undertake site specific plans.	
1006	Bush Boulevards	\$100,000
All Wards	Open Space team to undertake site specific plans.	
1007	Koolunga Reserve (Catchment 910) - Feasibility	\$12,100

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Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
Dobson	Detailed design is being conducted under Project 1180 Forest Rd to Koolunga Reserve, FTG Integrated Stormwater Solution.	
1008	Mont Albert to Forest Road, Ferntree Gully - Drainage improvements	\$80,194
Dobson	Consultant appointed and investigating the feasibility and impact of the project scope within the area delineated in principle by Parks Victoria.	
1009	Talking Tanks Initiative - Flood Protection	\$179,568
All Wards	Stage 3 modelling now underway in partnership with South East Water to ensure the combination of solutions are feasible and practical.	
1016	Kings Park Solar Panel Installation	\$9,091
Dobson	Finalising scope of works. Additional works required to renew the old switchboard within Council's building.	
1040	Dandenong Creek Amenity Improvements	\$36,196
All Wards	Installation of works including new drinking water fountain underway.	
1045	Egan Lee Reserve - Pavilion Upgrades (Female Friendly)	\$250,000
Scott	Detailed design has been delayed due to extra requirements for accessibility after application for building permit submitted. Project now likely to be tendered early to mid-November.	
1054	Knox Regional Sports Park - Stages 2 and 3	\$57,387
Scott	Victorian Association of Radio Model Soaring (VARMS) feature survey at Rowville Recreation Reserve has been completed and a geotechnical investigation has been commenced to determine if the site is viable.	
1068	Rowville Recreation Reserve - Multipurpose Community Workshop	\$346,528
Taylor	Currently seeking the services of an architect to develop the design for the Workshop at Rowville Recreation Reserve.	
1097	Wally Tew Reserve - Changing Places Facility	\$200,000
Dobson	Draft design underway.	
1098	Batterham Reseve, The Basin Oval 2 - Floodlighting Relocation	\$75,000
Chandler	Construction/installation is nearing completion and is expected by the end of October.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1100	Albert Avenue, Boronia - Design (Chandler Road to Bambury Street)	\$30,000
Chandler	Geotechnical investigation underway and detailed design around 10% complete. Design works delayed due to an urgent request for alternative project.	
1101	Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Design	\$27,000
Collier	Geotechnical investigation underway - detailed design due to commence in late April.	
1102	Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Design	\$28,000
Friberg	Geotechnical investigation underway - survey completed and detailed design planned to commence in December.	
1103	Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Design	\$30,000
Tirhatuan	Geotechnical investigation underway. Survey planned for early December.	
1104	Boronia CCTV System Installation	\$39,200
Baird	Project completed.	
1105	Batterham Reserve, The Basin - Cricket Nets Replacement	\$251,500
Chandler	Design underway and approximately 15% complete. Tree protection zone issues to be investigated further before confirming design. Consultation taking place with abutting residents.	
1106	Batterham Reserve - Pavilion Extension for Female Change Facility	\$220,000
Chandler	Detailed design is nearing completion with the expectation to go to tender in early November.	
1107	Batterham Reserve, The Basin - All Ability Footpath Network	\$235,000
Chandler	Detailed design nearing completion with review to follow.	
1112	Selman Avenue (2), Ferntree Gully (Spring St to Station St) - Design	\$25,000
Dobson	Awaiting presentation of final plans.	
1113	Barry Street, Bayswater (60 Barry St to Holloway Dve) - Design	\$20,000
Baird	Geotechnical investigation underway with detailed design due to commence in New Year.	
1114	Studfield Shopping Centre Renewal	\$35,000
Dinsdale	Internal stakeholders met on site to discuss scope of pedestrian paving. Consultation with traders to follow.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1115	Windermere Reserve, F'tree Gully - Oval Renewal - Design	\$15,000
Friberg	Contractor will survey the site by the end of October.	
1116	Guy Turner Reserve, Bayswater - Drainage Renewal	\$150,000
Dinsdale	Successful contractor has been advised - works to commence in December.	
1117	Batterham Reserve, The Basin - Tennis Court Renewals	\$100,000
Chandler	Initial scoping discussions held with Leisure, Parks & Tennis Club which is likely to lead to scoping change - waiting on confirmation of this from club & Leisure.	
1118	Wantirna Reserve, Wantirna - Cricket Net Renewals	\$30,000
Collier	Currently awaiting approval from Parks Victoria.	
1119	Wantirna Reserve, Wantirna - Tennis Court Renewals	\$200,000
Collier	Scoping discussions held with Leisure & Tennis Club. Anticipate design to commence in November.	
1120	Templeton Reserve, Wantirna - Tennis Court Renewals	\$250,000
Collier	Survey complete and scope discussions held with Leisure & Club. Ready to commence design. Anticipate design to be completed by late November to enable pre-Christmas tendering.	
1121	Eildon Park, Rowville - Cricket Net Renewal	\$10,000
Taylor	Scoping to take place in late November.	
1122	Knox Regional Sports Park - Soccer Cages Renewal	\$20,000
Scott	New boards are ready for installation in January and February.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$150,000
All Wards	We have experienced a minor delay obtaining quotes, now expected to commence works in November.	
1124	Sporting Oval Fencing Renewals	\$100,000
All Wards	Work has commenced at Park Ridge. Work expected to be completed by early November.	
1125	Stormwater Harvesting Infrastructure Renewal	\$50,000
All Wards	Project is underway. Central controllers will be installed to irrigation systems on stormwater harvesting infrastructure.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1126	Knox Skate & BMX Park – New Youth Pavilion (Design)	\$75,000
Friberg	Project scoping to commence in the coming months, with a detailed design to follow.	
1128	Gilbert Park Reserve, Knoxfield - New Drainage	\$100,000
Friberg	Successful contractor notified in October.	
1129	Picketts Reserve, F'tree Gully - Floodlighting Upgrade	\$0
Baird	Concept design only for 2019/20 SRV grant application.	
1130	Wantirna Reserve, Wantirna - Floodlighting and Security Lighting	\$0
Collier	Concept design only for 2019/20 SRV grant application.	
1131	Carrington Park Reserve, Knoxfield - Floodlighting Upgrade	\$0
Friberg	Awaiting outcome of SRV grant funding application.	
1132	Arcadia Reserve (Scouts), Rowville - Carpark Design	\$8,000
Tirhatuan	Leisure have sought feedback from Scout Group to inform scope of works - awaiting feedback. Due to commence design in May.	
1133	Arts Facility Planning Documentation	\$50,000
All Wards	Council engineers have visited Knox Community Arts Centre to discuss the rigging audit with the head technician. The next step involves the engagement of a theatre auditor to work with Council engineers and head technician to undertake the full rigging safety and functionality assessment as per 5 year industry auditing requirements for public theatres.	
1134	Ferntree Gully Arts Centre & Library Deck Enclosure	\$50,000
Dobson	Scope of works being finalized on site with expectation to proceed to quotation in late November.	
1135	Knox Community Arts Centre - Theatre Lighting Upgrade	\$30,000
Dinsdale	Request for quotations expected mid to late November with installation forecast for January.	
1136	Arts Facility Upgrades	\$80,000
All Wards	Priority has been given to the internal functionality of the Knox Community Arts Centre (KCAC) box office and candy bar area to improve customer access and service, as well as improved use of this area by the theatre hirers at KCAC.	
1137	Knox Leisureworks UV for 50m Indoor Pool	\$60,000
Baird	Project completed.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1138	Knox Regional Sporting Centre Funnel and Overhead Fencing	\$110,000
Scott	Project not going ahead due to masterplan of Knox Regional Sports Park.	
1140	Community Facility Signage Upgrade	\$2,500
All Wards	Project is being scoped with view to commence template design from November.	
1141	Stud Road, Scoresby (786 to 804 Stud Road) - Footpath 1	\$65,000
Tirhatuan	Expected commencement in early 2019.	
1142	Albert Street, UFTG (Ferndale Rd to 14-18 Albert St) - Footpath 1	\$68,000
Dobson	Being assessed in conjunction with other works.	
1143	Burwood Hwy, UFTG (opposite Dawson St) - Footpath 3	\$47,000
Dobson	Undertaken design and scoping. Due to the location and sensitivity of the trees, the footpath will be constructed in granitic sand.	
1144	Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath 1 - Design	\$10,000
Dinsdale	Currently reviewing concept design.	
1145	Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath	\$85,000
Dobson	Site scoping inspection completed. Detailed design due to commence in November.	
1146	Wellington Road, Rowville (Straughan Cl to Napoleon Rd) - Footpath - Design	\$5,000
Taylor	Project currently being scoped.	
1147	Wantirna Road, Wantirna (Ashley St to 699 Boronia Rd) - Footpath	\$40,000
Collier	Works expected to commence in early 2019.	
1148	Montana Avenue, Boronia - Footpath	\$85,000
Chandler	Consultation with community and local school completed. Draft plan being undertaken.	
1149	London Drive, Bayswater (southern side) - Footpath	\$51,000
Baird	Investigating landownership. Scoping of site commenced.	
1150	Knoxfield LATM Stage 2 - Kathryn Road	\$20,000
Scott	Initial consultation letters have been sent to residents.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1151	Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program	\$125,000
Dobson	Project currently being scoped.	
1152	Burwood Hwy, Upper Ferntree Gully Shared Path Link 1	\$20,000
Dobson	Concept design prepared and presented for feedback. Traffic and Transport team have commenced consultation - awaiting scoping clarification.	
1153	Napoleon Rd, Lysterfield (Kelletts Rd to Anthony Dr) - Shared Path 1 Design	\$23,000
Dobson	Survey completed along with site inspection with key internal stakeholders.	
1154	Mountain Highway, Wantirna (Pedestrian Crossing to Eastlink) - Shared Path 1	\$182,000
Collier	Project scope discussed with VicRoads on site. Concept plan prepared and submitted to VicRoads for approval. Awaiting feedback.	
1155	Kelletts Road, Rowville (Stud Rd to Taylors Ln) - Shared Path 1	\$25,000
Taylor	Initial site inspection conducted on 19 October to determine requirements for tree protection.	
1156	Kelletts Road, Rowville (Jacob Rd to Napoleon Rd) - Shared Path 2	\$20,000
Friberg	Cost estimation process in place and receiving quotations.	
1157	Lewis Reserve, Wantirna South - Bicycle Repair Station	\$7,000
Dinsdale	Project completed.	
1158	Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade	\$21,000
Scott	Currently investigating alternative lighting options.	
1159	Burwood Highway Underpass (near Stud Rd) - Solar Lighting Upgrade	\$25,000
Scott	Reconnecting existing meter. Currently investigating upgrade requirements of the existing lighting within the underpass.	
1160	Carrington Park to Henderson Road, Rowville - Wayfinding and Linemarking	\$4,000
Friberg	On hold. Investigating the alignment of the project with other potential capital works projects within the area.	
1161	Wally Tew Reserve, Ferntree Gully - Bicycle Repair Station	\$7,000
Dobson	Project completed.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1162	Templeton Street, Wantirna - Linemarking and Intersection Treatments	\$70,000
Collier	Design on hold. Awaiting VicRoads grant application. To be carried out in conjunction with other projects.	
1163	Renou Road, Wantirna South - Intersection Treatments Design	\$20,000
Collier	Design on hold. Awaiting VicRoads grant application. To be carried out in conjunction with other projects.	
1164	Coleman Road, Boronia - Linemarking and Sharrows	\$45,000
Dinsdale	Design on hold. Awaiting VicRoads grant application. To be carried out in conjunction with other projects.	
1165	Mowbray Drive, Wantirna South - Retrofit Parking Lanes and Intersection Treatments	\$20,000
Scott	Works on hold. Awaiting VicRoads grant application. To be carried out in conjunction with other projects.	
1166	Timothy Drive, Wantirna South - Intersection Treatments	\$35,000
Scott	Design on hold. Awaiting VicRoads grant application. To be carried out in conjunction with other projects.	
1167	Bergins Road, Rowville - Kerb & Channel	\$20,000
Taylor	Project currently being scoped.	
1168	Liverpool Rd, The Basin - Dynamic School Speed Zone Signs	\$55,000
Chandler	Installation cost estimate obtained and maintenance costing estimation is being prepared.	
1169	Stud Road, Rowville - Footpath Connection	\$20,000
Taylor	Extent of works being scoped.	
1170	Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4	\$80,000
Baird	Extent of works being determined. Expected to commence early 2019.	
1171	Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 2	\$420,000
Baird	Melbourne Water functional design being amended. Tree root survey to be completed in the coming weeks.	
1172	Tormore Reserve, Boronia - Masterplan Implementation Stage 3	\$400,000
Baird	Consultants are working on detailed design documentation.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 5	\$900,000
Dobson	(1) Masterplan works - Consultants are working on detailed design. (2) Fencing - Expect to commence preparation of tender documentation of perimeter fencing in November.	
1174	Principal Avenue - Dorset Road Streetscape Upgrade	\$40,000
Chandler	Open space team to undertake site specific design. Works to align with Boronia Renewal project.	
1175	Orson Road, Scoresby - Retarding Basin Improvements	\$20,000
Tirhatuan	Scoping underway. Surveying being organised to commence concept design.	
1176	Solar in Community Facilities	\$40,000
All Wards	Scoping on a number of sites currently underway.	
1177	Electric Vehicle Charging Station - Civic Centre	\$25,000
Dinsdale	Scoping and research for project is expected to be completed by late November.	
1178	Knox Gardens Reserve, Wantirna South - Stormwater Harvesting	\$20,000
Scott	Detail design for Knox Gardens Reserve currently underway, with minor works to be undertaken by June. The project was stalled due to a gap in survey details; these are expected to be completed in November. Additional sites (Batterham and Eildon Reserves) have been investigated as part of the works.	
1179	Eildon Park Reserve, Rowville - Water Harvesting	\$20,000
Taylor	Detail design currently underway, with minor works to be undertaken by June.	
1180	Forest Rd to Koolunga Reserve, FTG - Integrated Stormwater Solution	\$40,000
Chandler	Surveying completed. Awaiting report from tree assessment. Initial concept done. Functional design underway.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$40,000
Baird	Feedback provided to developer. Awaiting sediment pond design from developer to commence surveying.	
1183	Peregrine Reserve, Rowville - Treatment Wetlands	\$20,000
Taylor	Surveying being prepared for tendering.	

Knox City Council Project Status Report

31-Oct-2018

Project Number	Project Name	Total Approved Budget
1184	Egan Lee Reserve, Knoxfield - Treatment Wetlands	\$20,000
Scott	Project scoping to commence in January.	
1185	Lewis Road Reserve, Wantirna South - Treatment Wetlands and Stormwater Harvesting Scheme	\$20,000
Dinsdale	Awaiting landscape masterplan approval by Council to commence scoping.	
1186	Wantirna Reserve, Wantirna - Treatment Wetlands	\$20,000
Collier	Awaiting landscape masterplan approval by Council to commence scoping.	
1187	David Cooper Park, Jenola Parade, Wantirna South - Wetlands	\$20,000
Scott	Scoping will be undertaken in 2019/20.	
1195	Boronia Safer Communities	\$105,750
Baird	Community Safety audits have been completed and an outcomes report is being prepared.	
1197	Tim Neville Arboretum - Memorial Pathway	\$112,762
Dobson	Commemorative Path completed. Up light works to Lone Pine Tree completed. Seats planned to be installed in late October. Poppies to installed by parks team.	
1206	Brenock Park Drive School Crossing Relocation	\$70,000
Dobson	Detailed design drafted and submitted to VicRoads for approval. Verbal advice received and now awaiting final approval.	
1217	Boronia Activity Centre and Station Precinct Renewal Project	\$90,000
Baird	Project scope to be confirmed and inter-agency working group is being established.	
Total:		\$96,357,570

11.3 ICT Capital Works Program Report

SUMMARY: Business Engagement Lead, Information Technology, Ian Bertram

The ICT Capital Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 31 October 2018.

RECOMMENDATION

That Council receive and note the Works Report, as at 31 October 2018.

1.INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2018/2019 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 31 October, is attached as Attachment 1.

Highlights of the Works Report as at 31 October include:

- 1036 - Human Resource (HR) System Enhancement project.
 - Recent review and endorsement of Business Case by the ICT Steering Committee with submission due to the ICT Governance Committee in December.
- 812 – Asset Management System.
 - Conclusion of Business Requirements Gathering and Market Research activities including initial site visits to other Councils.
- 819 – Security Framework Management & Penetration Testing.
 - Resolution of the Remediation Actions are well advanced with continued focus on addressing all actions within the coming month.

Report Prepared By: Business Engagement Lead, Information Technology, Ian Bertram

Report Authorised By: Director, Corporate Services, Michael Fromberg

Attachments

1. Attachment 1 - ICT Capital Works Report. **[11.3.1]**

Knox City Council Project Status Report

18-Nov-2018

Project Number	Project Name	Total Approved Budget
589	I.T. Knox Early Years (KEYS) Project	\$92,500
All Wards	KEYS Priority Of Access (POA) initiative on track to commence Jan 2019 for targeted delivery by May 2019	
668	Knox Active Aging Management System (KAAMS)	\$50,000
All Wards	Project Completed	
785	Printer Upgrade	\$43,000
All Wards	Multi Function Printer device rollout completed. Rollout of automated faxing capabilities awaiting scheduling	
786	MS Office Upgrade	\$200,000
All Wards	MS Office 365 rollout completed. Rollout of remaining Skype For Business and Yammer capabilities awaiting scheduling	
787	Website Redevelopment	\$200,000
All Wards	Initial planning activities underway with team being establish to conduct project scoping phase.	
788	Network Drive Migration	\$199,412
All Wards	Project awaiting scheduling	
789	Facilities Booking Review/Upgrade	\$98,300
All Wards	Replacement of existing Function Room, Meeting Room, Fleet and Hot Desk booking system underway. Requirements Gathering phase completed, targeting December to distribute Request For Proposal (RFP)	
793	Non Leased Software and Hardware	\$177,275
All Wards	Non leased hardware and software acquired as required throughout the year	
794	Switch Replacement Program	\$164,074
All Wards	Switch replacement program well advanced with 75% of replacements installed. Project on track to complete rollout end Feb 2019	
812	Asset Management System	\$0
All Wards	Asset Management initiative is well advanced. Requirements workshops have concluded along with initial round of Market Research activities including Council visits. Preparing for Request For Proposal (RFP). Project remains on track	

Knox City Council Project Status Report

18-Nov-2018

Project Number	Project Name	Total Approved Budget
813	Information Architecture Design and Planning	\$430,000
All Wards	Project awaiting scheduling	
814	Standard Operating Environment Upgrade	\$150,335
All Wards	MS Windows 10 being rolled out in conjunction with SurfacePRO devices as existing devices reach end of lease.	
815	Pathway Smartclient implementation	\$75,000
All Wards	Project closed and being reported under #977	
816	ePathway Payment Enhancements/Extension	\$50,000
All Wards	Project Closed and being reported under # 977	
817	WAN Network Enhancements	\$20,000
All Wards	WAN environment upgrade rollout completed. Currently addressing Wantirna and Bayswater Community Hub WAN integration which will conclude project.	
818	DRP Update and full test	\$20,000
All Wards	Relocation of Disaster Recovery Centre to NextDC (South Melbourne) completed. Currently preparing for full DR testing exercise in December which will conclude project	
819	Security Framework Management & Penetration Testing	\$45,650
All Wards	Annual IT Security Penetration testing completed. Currently addressing Remediation Actions identified by Penetration tests. Targeting to have addressed all high priority vulnerabilities by Dec.	
820	Security Framework Development	\$20,000
All Wards	Project awaiting scheduled commencement	
822	Security, Email Filtering and Firewall	\$57,581
All Wards	Email filtering rollout completed. Rollout of remaining capabilities awaiting scheduling	
823	DC1 - Server Room AC & UPS	\$90,133
All Wards	Civic Centre Computer room upgrade completed. Additional small enhancements awaiting scheduling.	

Knox City Council Project Status Report

18-Nov-2018

Project Number	Project Name	Total Approved Budget
825	Microsoft Licensing (True Up)	\$300,000
All Wards	Annual MS Software Licence "True Up" scheduled for May - Jun 2019. Project on track to complete June 19	
826	Microsoft SQL Licence	\$220,000
All Wards	Additional and replacement MS SQL licences acquired as needed throughout the year.	
827	Intranet Update	\$665,000
All Wards	Awaiting scheduling. Project is dependant on selection of Website development platform and is likely to be undertaken 2019/2020	
945	ICT - Website Development (Part of Project 787)	\$817,303
All Wards	Project to be consolidated with Project 787 (Website Development)	
975	AV Equipment Enhancements	\$157,909
All Wards	RFP completed and preferred implementation partner selected. Stage 1 - Bosch Conference system/microphones to be installed in Nov, new function room speaker system to be installed Dec/Jan. This will conclude project.	
976	iChris - Chris21 Upgrade	\$217,400
All Wards	iChris (Payroll) upgrade project to be consolidated into project 1036 - HR System Enhancements "Program" of work	
977	Pathway Enhancement Projects	\$341,848
All Wards	Draft Pathway Roadmap and Delivery Framework currently under review. Rollout of planned service capabilities will commence once roadmap and delivery framework has been approved.	
978	Microsoft Exchange Upgrade	\$150,000
All Wards	MS Exchange (Cloud) rollout completed. Rollout of remaining smaller capabilities awaiting scheduling to complete project	
979	GIS Phase 3	\$200,000
All Wards	LIDAR Data Capture project is underway. RFQ for Vicmap Swapover completed. Scoping of 3D GIS Boronia Pilot commenced. Project tracking to plan	

Knox City Council Project Status Report

18-Nov-2018

Project Number	Project Name	Total Approved Budget
981	Applications Support - Mobile Computing & Information Integrity (EFT)	\$150,000
All Wards	Knox Staff Device Strategy and Policy documented and currently in draft review. Operations team trailing potential mobile devices including MS SurfacePRO and MS SurfaceGO. Mobile device rollout will commence post Strategy and Policy approval.	
1026	ICT - DRP Update and full test (Part of Project 818)	\$269,641
All Wards	Project to be consolidated with Project 818 (DR Update and full test)	
1027	ICT - Agenda & Minutes Management	\$64,400
All Wards	Agenda & Minutes system implemented and being used by council. Currently utilising stakeholder assistance to gather requirements and assess alternate solutions to the "Docs On Tap" functionality. Resolution of the Doc On Tap functionality will conclude the project.	
1031	ICT - Data Integration - Spatial	\$70,000
All Wards	Project awaiting scheduling	
1032	ICT - CRM Citizen Portal for Web	\$65,000
All Wards	Project awaiting scheduling	
1033	ICT - CMS Integration and Portal	\$160,000
All Wards	Project awaiting scheduling	
1034	ICT - CRM Pilot, Enterprise Solution	\$1,100,000
All Wards	Project awaiting scheduling	
1035	ICT - Payment Gateway	\$150,000
All Wards	Project awaiting scheduling	
1036	ICT - HR System	\$270,968
All Wards	Business Case approved by ICT Steering Committee. Preparation of the Request For Proposal (RFP) activities currently underway. Project remains on track	
1037	ICT - Key Project Initiation Documentation	\$141,921
All Wards	Project awaiting scheduling	

Knox City Council Project Status Report

18-Nov-2018

Project Number	Project Name	Total Approved Budget
1038	ICT - Business Strategy and Benefits Identification	\$14,846
All Wards	Benefits Assessment model delivered and trialed with HR Business Case. Currently refining Return On Investment (ROI) model for future use in Business Cases	
1039	ICT - IT Network Security Evaluation and Upgrade	\$554,000
All Wards	Annual IT Security Penetration testing completed. Currently addressing Remediation Actions identified by Penetration tests. Targeting to have addressed all extreme, high and medium priority vulnerabilities by end Dec and conclude project Feb 19	
1188	Office 365 Additional Licensing	\$20,000
All Wards	Purchase of MS Office 365 additional licensing required throughout the year for new and replacement devices.	
1189	Knox Explorer - G Drive Decommission (Part of project 788)	\$200,000
All Wards	Project to be consolidated with Project 788 (Network drive migration)	
1190	KX Integration to other Modules	\$50,000
All Wards	Project awaiting scheduling	
1191	Security Framework Management & Penetration Testing (2)	\$50,000
All Wards	Project to be consolidated with Project 1039 (ICT Network Security Evaluation and Upgrade)	
1192	Data Storage - Hardware	\$300,000
All Wards	Purchase Orders raised for additional storage requirements. On track to commence implementation of new devices in Jan 19	
1193	Email Filtering Renewal	\$30,000
All Wards	Email filtering rollout completed. Rollout of remaining capabilities awaiting scheduling	
1194	Digital/ICT Strategy Implementation	\$2,000,000
All Wards	ICT Portfolio Management capabilities well advanced. Governance framework, guidelines and templates completed. Currently investigating Portfolio Management tools. Targeting Feb 19 for implementation. Scope of works also includes initial PMO resourcing for Strategy projects. These projects will be reported separately once initial works have completed.	
Total:		\$10,913,495

12 Motions for Which Notice has Previously Been Given

13 Supplementary Items

14 Urgent Business

14.1 Urgent Business

14.2 Call Up Items

15 Questions Without Notice

16 Confidential Items

16.1 Chief Executive Officer's Annual Performance Review

A confidential report has been circulated under separate cover