

# AGENDA



Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 25 February 2019 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 Tuesday 29 January 2019

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

**SUMMARY: Acting Manager, City Planning & Building, Peter Steele**

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

#### **RECOMMENDATION**

**That the planning applications decided under delegation reports (between 1 January 2019 to 31 January 2019) be noted.**

#### **1.REPORT**

Details of planning applications decided under delegation from 1 January 2019 to 31 January 2019 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	5
Other	5
Subdivision	24
Tree Removal / Pruning	11
Units	9
Single Dwelling	2
Change of Use	1
Boundary Realignment	1
Easement Removal	1
Dependent Persons Unit	1
<b>TOTAL</b>	<b>60</b>

**Report Prepared By: Acting Manager, City Planning & Building, Peter Steele**

**Report Authorised By: Acting Director City Development, Paul Dickie**

#### **Attachments**

Nil

## Knox City Council

### Planning Applications Decided by Responsible Officer

**1 January 2019 – 31 January 2019**

<b>Ward</b>	<b>No/Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2018/6673	29 Rowson Street BORONIA VIC 3155	Four (4) lot subdivision (Approved Unit Site)	11/01/2019 Approved
Baird	2018/6578	4 Oaklands Avenue FERNTREE GULLY VIC 3156	Buildings and Works (extension to existing car dealership) and Illuminated signage	4/01/2019 Approved
Baird	2018/6671	44 & 46 Sinclair Road BAYSWATER VIC 3153	Eight (8) lot subdivision (Approved Unit Site)	4/01/2019 Approved
Baird	2018/6417	769 & 771 Burwood Highway FERNTREE GULLY VIC 3156	Eight (8) lot subdivision (Approved Unit Site)	18/01/2019 Approved
Baird	2019/9008	1/10 Westley Street FERNTREE GULLY VIC 3156	Three (3) lot subdivision (Approved Unit Site)	17/01/2019 Approved
Baird	2019/9004	5/49 Corporate Boulevard BAYSWATER VIC 3153	Mezzanine	14/01/2019 Approved
Baird	2018/6730	231 Boronia Road BORONIA VIC 3155	Four (4) lot subdivision (Approved Unit Site)	30/01/2019 Approved
Baird	2018/6557	8/841 Mountain Highway BAYSWATER VIC 3153	Change of use (indoor recreation facility) and internally illuminated business identification signage	3/01/2019 Approved
Baird	2018/6716	25 Woodvale Road BORONIA VIC 3155	Three (3) lot subdivision (Approved Unit Site)	15/01/2019 Approved
Baird	2018/6658	24 Devenish Road BORONIA VIC 3155	Three (3) lot subdivision (Approved Unit Site)	2/01/2019 Approved
Baird	2018/6754	33 James Road FERNTREE GULLY VIC 3156	Two (2) lot subdivision (Approved Unit Site)	30/01/2019 Approved
Baird	2018/6707	2/34 Rankin Road BORONIA VIC 3155	Removal of one (1) Allocasuarina torulosa	16/01/2019 Approved

Ward	No/Type	Address	Description	Decision
Baird	2018/6701	865 Mountain Highway BAYSWATER VIC 3153	Removal of Easement E-1	25/01/2019 Approved
Baird	2018/6501	4 James Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings and a two (2) lot subdivision	9/01/2019 Approved
Baird	2018/6534	11 Phyllis Avenue BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	4/01/2019 Notice of Decision
Baird	2018/6736	37 Pine Crescent BORONIA VIC 3155	Two (2) lot subdivision (Approved Unit Site)	7/01/2019 Approved
Chandler	2018/6708	11 Torresdale Drive BORONIA VIC 3155	Removal of two (2) Eucalyptus ovata	10/01/2019 Approved
Chandler	2018/6696	227 Basin-Olinda Road SASSAFRAS VIC 3787	Buildings and works (shed) and removal of vegetation	Approved
Chandler	2019/9002	14 Norman Street THE BASIN VIC 3154	Removal of one (1) Eucalyptus obliqua	14/01/2019 Approved
Chandler	2018/6746	81A Albert Avenue BORONIA VIC 3155	Pruning of one (1) Eucalyptus botryoides & one (1) Eucalyptus nicholii	14/01/2019 Approved
Chandler	2019/9005	8 Thelma Avenue BORONIA VIC 3155	Remove Liquidambar styraciflua	23/01/2019 Refused
Chandler	2019/9007	107 Albert Avenue BORONIA VIC 3155	Front fence	21/01/2019 Approved
Chandler	2018/6455	8 Locksley Place THE BASIN VIC 3154	Development of the land for a double storey dwelling	11/01/2019 Approved
Chandler	2018/6612	17 Oak Avenue BORONIA VIC 3155	Seven (7) lot subdivision (Approved Unit Site)	31/01/2019 Approved
Chandler	2018/6733	3 Tarakan Street BORONIA VIC 3155	Pruning of three Eucalyptus sp and removal of one (1) Eucalyptus radiata	3/01/2019 Approved
Chandler	2017/6792	16 Oak Avenue BORONIA VIC 3155	Six (6) lot subdivision (Approved Unit Site)	3/01/2019 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2018/6735	8A Bellevue Court BORONIA VIC 3155	Pruning of one (1) Eucalyptus obliqua, one (1) Eucalyptus polyanthemoss & one (1) Eucalyptus radiata	7/01/2019 Approved
Chandler	2019/9009	12/978 Mountain Highway BORONIA VIC 3155	Remove one (1) Chamaecyparis lawsoniana	25/01/2019 Approved
Chandler	2018/6697	11 & 15 Doongalla Road THE BASIN VIC 3154	Boundary re-alignment	25/01/2019 Approved
Chandler	2018/6429	339 Forest Road THE BASIN VIC 3154	Two (2) lot subdivision (Approved Unit Site)	9/01/2019 Notice of Decision
Chandler	2018/6619	20 Locksley Place THE BASIN VIC 3154	Development of the land for a single dwelling	10/01/2019 Approved
Collier	2018/6721	563 Boronia Road WANTIRNA VIC 3152	Twelve (12) lot subdivision (Approved Unit Site)	30/01/2019 Approved
Collier	2018/6349	27 Gresford Road WANTIRNA VIC 3152	The development of the land for the construction of five (5) double storey dwellings	4/01/2019 Refused
Collier	2018/6554	1 Lamont Court & 128 Cathies Lane WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision (Approved Unit Site)	25/01/2019 Approved
Collier	2018/6415	565 Boronia Road WANTIRNA VIC 3152	Development of the land for seven (7) three storey dwellings and alteration of access to a road zone category 1	25/01/2019 Notice of Decision
Dinsdale	2018/6292	46 Victoria Road BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings	4/01/2019 Notice of Decision
Dinsdale	2019/9006	27 Kirrawee Avenue WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision (Approved Unit Site)	17/01/2019 Approved
Dinsdale	2018/6659	10 & 12 Highmoor Avenue BAYSWATER VIC 3153	Fifteen (15) lot subdivision (Approved Unit Site)	2/01/2019 Approved

Ward	No/Type	Address	Description	Decision
Dinsdale	2018/6460	640 Mountain Highway BAYSWATER VIC 3153	Twelve (12) lot subdivision (Approved Unit Site)	3/01/2019 Approved
Dinsdale	2018/6698	13 Railway Parade BAYSWATER VIC 3153	Six (6) lot subdivision (Approved Unit Site)	15/01/2019 Approved
Dinsdale	2018/6684	22 John Street BAYSWATER VIC 3153	Three (3) Lot Subdivision (Approved Unit Site)	11/01/2019 Approved
Dinsdale	2018/6458	7 Comrie Court BAYSWATER VIC 3153	Two (2) lot subdivision (Approved Unit Site)	8/01/2019 Approved
Dobson	2019/9000	38 Olivebank Road FERNTREE GULLY VIC 3156	Removal of one (1) <i>Syzgium smithii</i>	11/01/2019 Approved
Dobson	2018/6513	3 Drake Street FERNTREE GULLY VIC 3156	Three (3) Lot subdivision, construction works for the subdivision and removal of vegetation	18/01/2019 Approved
Dobson	2019/9012	1038 Burwood Highway FERNTREE GULLY VIC 3156	Removal of one (1) <i>Eucalyptus camaldulensis</i> (River Red Gum)	31/01/2019 Approved
Dobson	2018/6618	13 Railway Avenue UPPER FERNTREE GULLY VIC 3156	Dependent persons unit	17/01/2019 Approved
Dobson	2018/6718	44 Bruce Crescent FERNTREE GULLY VIC 3156	Buildings and works for the construction of a deck and removal of vegetation	25/01/2019 Approved
Friberg	2018/6726	18 Adele Avenue FERNTREE GULLY VIC 3156	Four (4) lot subdivision (Approved Unit Site)	30/01/2019 Approved
Friberg	2019/9001	66 Dobson Street FERNTREE GULLY VIC 3156	Removal of one (1) <i>Eucalyptus cladocaylx</i>	16/01/2019 Approved
Scott	2018/6682	4 White Road WANTIRNA SOUTH VIC 3152	Four (4) lot subdivision (Approved Unit Site)	11/01/2019 Approved
Scott	2018/6692	83 Kathryn Road KNOXFIELD VIC 3180	Six (6) lot subdivision (Approved Unit Site)	15/01/2019 Approved

Ward	No/Type	Address	Description	Decision
Scott	2018/6465	390 Burwood Highway WANTIRNA SOUTH VIC 3152	Use and development of the land for accommodation, education centre, and office within three (3) buildings (ranging from 8-15 storeys), reduction in car parking and alteration of access to a Road Zone Category 1	17/01/2019 Refused
Taylor	2018/6486	1 Latrobe Court ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings & two (2) lot subdivision	4/01/2019 Notice of Decision
Tirhatuan	2018/6751	PEPPERTREE HILL 205/15 Fulham Road ROWVILLE VIC 3178	Construction of a verandah	14/01/2019 Approved
Tirhatuan	2018/6208	37 Stamford Crescent ROWVILLE VIC 3178	Development of the land for three (3) double storey dwellings	22/01/2019 Notice of Decision
Tirhatuan	2019/9003	75 Taylors Lane ROWVILLE VIC 3178	Front fence	24/01/2019 Approved
Tirhatuan	2018/6514	48 Koornang Road SCORESBY VIC 3179	Buildings and works (construction of a warehouse with an ancillary office), dispensation of car parking and business identification signage	14/01/2019 Approved
Tirhatuan	2018/6634	1437 Ferntree Gully Road SCORESBY VIC 3179	The construction of two double storey dwellings on the land and alteration of access to a Road Zone Category 1	9/01/2019 Notice of Decision
Tirhatuan	2018/6530	93 Taylors Lane ROWVILLE VIC 3178	Development of a double storey dwelling to the rear of the existing dwelling	25/01/2019 Approved
Tirhatuan	2018/6524	3/12 Laser Drive ROWVILLE VIC 3178	Use of the land for the purpose of a microbrewery, associated car parking reduction and the sale and consumption of liquor	17/01/2019 Approved

**Total: 60**

## 6.2 826 Mountain Highway, Bayswater

**SUMMARY: Senior Planner, Ollie Graovac**

**Planning Application P/2018/6364 for the use of part of the land as a transfer station (non-friable asbestos only) at 826 Mountain Highway, Bayswater.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Decision to Grant a Planning Permit for the use of part of the land as a transfer station (non-friable asbestos only) at 826 Mountain Highway, Bayswater, subject to the conditions detailed in the full recommendation in Section 10 below.**

### **1. INTRODUCTION**

A new application P/2018/6436 has been lodged with Council for the use of part of the land as a transfer station (non-friable asbestos only) at 826 Mountain Highway, Bayswater.

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

The subject site is currently occupied by APTUM Pty Ltd which specializes in demolition and earthworks contracting services across Greater Melbourne.

The proposal seeks permission to use part of the land as transfer station (non-friable asbestos only). Details of the proposal are as follows:

- It is proposed to use a section of the site as a transfer station with an area to temporarily store asbestos.
- A 10m<sup>3</sup> bin is to be placed to the rear of the yard, behind the carport.
- Licensed asbestos removalists already employed by APTUM wearing appropriate masks and disposable suits are to place small amounts of non-friable asbestos into sealed double wrapped heavy plastic bags labelled "asbestos". This process is to occur at APTUM construction sites not located at the site.
- The sealed packages of asbestos are placed into APTUM's EPA registered vehicles and delivered back to the site which will be placed in the 10m<sup>3</sup> bin which has been double wrapped with heavy duty black plastic.
- No other materials will be placed in the bin and asbestos from the general public will not be accepted.
- The bin is to be kept in the yard for no more than 60 days unless filled prior. The removal of the bin and replacement is to occur by an external contractor who holds a Dangerous Goods Drivers Licences.
- No other changes are to occur to the operation of the site. Works associated with asbestos are to occur during the existing APTUM operating hours.

### **2. DISCUSSION**

It is considered that the proposal is consistent with the outcomes sought by the Knox Planning Scheme.

The proposal is consistent with the Municipal Strategic Statement (MSS). The proposal is also compliant with Clause 52.06 (Car Parking), Clause 53.10 (Uses with Adverse Amenity Potential) and Clause 53.14 (Resource Recovery) requirements of the Knox Planning Scheme.

The proposal achieves the purpose of the Industrial 1 Zone.

On balance it is considered that the proposal responds well to the Planning Policy Framework and Local Planning Policies. It is recommended that a Notice of Decision to Grant a Planning Permit be issued.

### **3. CONSULTATION**

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total, nine (9) objections were received.

The application was referred internally to Council's Health and City Futures Departments, and externally to the Environmental Protection Authority (EPA). 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 5 - We have a strong regional economy, local employment and learning opportunities**  
Strategy 5.1 - Attract new investment to Knox and support the development of existing local businesses, with a particular focus on Advanced Manufacturing, Health, Ageing and Business Services sectors.

### **8. CONFLICT OF INTEREST**

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

Author – Senior Planner, Ollie Graovac - In providing this advice as the Author, I have no disclosable interests in this report.

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

## **9. CONCLUSION**

The proposal provides for an appropriate use which is consistent with Knox Planning Scheme and the existing Industrial area. 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 use of part of the land as a transfer station (non-friable asbestos only) at 826 Mountain Highway, Bayswater, subject to the below conditions:**

### **General**

- 1. The use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 2. All use must be in accordance with the endorsed plans.**

### **Use**

- 3. The transfer station can only store and transfer non-friable asbestos.**
- 4. Only the operator of the site can deliver non-friable asbestos to the site.**
- 5. All non-friable asbestos must be stored safely and in accordance with EPA/Worksafe guidelines so as not to cause a public health risk or nuisance at all times.**
- 6. The temporary storage of non-friable asbestos waste (not generated at the premises) must:**
  - (a) Be less than 10 cubic metres in total volume.**
  - (b) Not exceed 60 days from the acceptance date on the premises.**
  - (c) Be packaged in accordance with Asbestos – Transport and Disposal of the Industrial Waste Guidelines.**
  - (d) Be segregated from other wastes.**

### **Waste**

- 7. All bin areas are to be maintained in a clean, sanitary condition and free from obstruction at all times.**

### **General amenity**

- 8. The amenity of the area must not be detrimentally affected by the use of the site for a transfer station (non-friable asbestos only), through the:**
  - (a) Transport of materials, goods or commodities to or from the land;**
  - (b) Appearance of any building, works, or materials;**
  - (c) Emission of noise, artificial light, vibration, dust and waste water.****To the satisfaction of the Responsible Authority.**
- 9. Should the operator fail to comply with any permit condition the operator must rectify the situation at the direction of and to the satisfaction of the Responsible Authority.**

### **Permit expiry**

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

- (a) The use is not started within two years of the date of this permit.**
- (b) The use is discontinued for a period of two years.**

**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**

- Unless no permit is required under the Planning Scheme, advertising signs must not be constructed or displayed without relevant permissions.**
- Any noise emissions from the premises must comply with State Environmental Protection Policy (Control of Noise from Commerce, Industry and Trade) N – 1 (SEPP N-1).**
- Noise generated as the result of any construction or fit-out in the premises must comply with section 2 of the Noise Control Guidelines (EPA Publication 1254).**
- Rubbish collection times must comply with section 6 of the Noise Control Guidelines (EPA Publication 1254).**
- Deliveries to the premises must comply with section 9 of the Noise Control Guidelines (EPA Publication 1254).**

### **11. CONFIDENTIALITY**

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

**Report Prepared By: Senior Planner, Ollie Graovac**

**Report Authorised By: Acting Director, City Development, Paul Dickie**

### **Attachments**

- 1. Attachment 1 [6.2.1]**
- 2. Attachment 2 [6.2.2]**



## Planning Application P/2018/6436 for the use of part of the land as a transfer station (non-friable asbestos only) at 826 Mountain Highway, Bayswater.

### 1. Summary:

Subject Site:	826 Mountain Highway, Bayswater
Applicant:	Aptum Pty Ltd
Proposed Development:	Use of part of the land as a transfer station (non-friable asbestos only)
Existing Land Use:	Industrial
Site Area:	3,833m <sup>2</sup>
Planning Scheme Controls:	Industrial Zone – Schedule 1
Application Received:	27 July 2018
Number of Objections:	9
PCC Meeting:	Not applicable
Ward:	Baird

### 1. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2018/6436 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 2. Background

#### 2.1 Subject Site and Surrounds

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

- The subject site is located on the southern side of Mountain Highway east of Scoresby Road in Bayswater.
- The site has an overall area of approximately 3,833m<sup>2</sup>. Vegetation is present along the side site boundaries.
- The subject site is currently occupied by APTUM who specialize in demolition and earthworks contracting services across Greater Melbourne. The site contains an office block, workshop, yard and car parking facilities.
- The surrounding land is developed and used predominantly for industrial purposes with a number of large industrial/distribution businesses located nearby. The surrounding land is all zoned Industrial 1 Zone and forms part of the Bayswater Industrial Precinct.
- There are no registered covenants on the title.

#### 2.3 The Proposal

The proposal seeks permission to use part of the land as transfer station (non-friable asbestos only). Refer to plans at Attachment 2. Details of the proposal are as follows:



## Attachment 1

- All existing structures on site are to be retained and vehicle access is not to be altered.
- It is proposed to use a section of the site as a transfer station with an area to temporarily store asbestos.
- A 10m<sup>3</sup> bin is to be placed to the rear of the year, behind the carport. The dimensions of this bin is 4.5m in length x 2.3m wide x 0.9m high.
- Licensed asbestos removalists already employed by APTUM wearing appropriate masks and disposable suits are to place small amounts of non-friable asbestos into sealed double wrapped heavy plastic bags labelled "asbestos". This process is to occur at APTUM construction sites not located at the site.
- The sealed packages of asbestos are placed into APTUM's EPA registered vehicles and delivered back to the site which will be placed in the 10m<sup>3</sup> bin which has been double wrapped with heavy duty black plastic.
- No other materials will be placed in the bin and asbestos from the general public will not be accepted.
- The bin is to be kept in the yard for no more than 60 days unless filled prior. The removal of the bin and replacement is to occur by an external contractor who holds a Dangerous Goods Drivers Licences.
- No other changes are to occur to the operation of the site. Works associated with asbestos are to occur during the existing APTUM operating hours.

### 3. Consultation

#### 3.1 Advertising

The application was advertised by way of a sign on the site and notices were sent to adjoining property owners and occupiers. In total nine (9) objections were received and are summarised below.

No Risk Assessment provided

- A risk assessment is not required to be provided under the Knox Planning Scheme. Safety and amenity impacts have been considered throughout the report and will be included on any conditions of permit.

Compliance with OHS Regulation 2017, Environmental Protection Act 1970, OHS Hazardous Substances Regulations 1999.

- The requirements and regulations within the OHS Regulation 2017, Environmental Protection Act 1970 and OHS Hazardous Substances Regulations 1999 are not considered under planning.
- It is also noted that the disposal and storage of asbestos will be restricted to 10m<sup>3</sup> and will need to be disposed of in 60 days. The application was referred to the EPA who did not object to the proposal, subject to conditions on any permit to issue.

Exposure of asbestos to surrounding workers

- Asbestos will be brought to the site in sealed double wrapped heavy plastic bags labelled "asbestos". They will be placed in the bin which will be double wrapped with heavy duty black plastic. The black plastic lining of the bin will also be placed over the top of the bin. This process is to prevent the exposure of asbestos to the surrounding area. Additional EPA conditions will be placed on any permit issued to ensure no further impact occurs.

Previous and proposed expose of dust, noise and odours to neighbouring employees

- Standard conditions will be included on any permit issued, relating to waste disposal. It is also noted that noise and dust are common within industrial areas.



## Attachment 1

Quality/damage of existing side boundary fence

- The proposed application is for the use of the land for a transfer station (non-friable asbestos only). Damage to the existing fencing does not form part of this application and will not impede on the safe handling of asbestos. Any fencing issues are a civil matter and dealt with under the Fences Act.

Devaluation of property values

- This is not a valid planning consideration.

Inconsistent with Bayswater Business Precinct

- The proposed use is an industrial based use and subject to operational conditions the proposal is compatible with the surrounding Industrial area and will not prejudice the Bayswater Business Precinct.

### 3.3 Referrals

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

**EPA:** The application was referred to the EPA who did not object to the proposal, subject to conditions on any permit to issue.

**Health Department:** No objection.

**City Futures:** No objection and noted that the proposal is limited to 10m<sup>3</sup> and as such will not impact the Bayswater Industrial Precinct. Asbestos must be packaged in accordance with best practice for removal of hazardous materials and obtain EPA consent.

## 4. Discussion

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

### 4.1 Zoning and Overlays

#### 4.1.1 Zone

The site is located within an Industrial 1 Zone (IN1Z) which seeks to provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.

Pursuant to Clause 34.01-1 a permit is required to use the site for a Transfer Station, provided the land is at least 30 metres from land (not a road) which is in a residential zone or land used for a hospital or an education centre or land in a Public Acquisition Overlay to be acquired for a hospital or an education centre.

The subject site is located over 30m from land which is in a residential zone or land used for a hospital or an education centre or land in a Public Acquisition Overlay to be acquired for a hospital or an education centre. Therefore, the use of the land for a Transfer Station is permissible under the zone.

Key decision guidelines for a new use include:

The effect that the use may have on nearby existing or proposed residential areas or other uses which are sensitive to industrial off-site effects, having regard to any comments or directions of the referral authorities.



## Attachment 1

- The proposal is located within the Bayswater Industrial Precinct and is not located within close proximity to any residential land.
- The associated storage of asbestos will not cause amenity impacts to the neighbouring industry uses as it will be a 10m<sup>3</sup> bin and will not form part of the primary use on the land. Standard conditions will be included on any permit issued which will further protect the amenity of the area and will ensure the intensity and scale of the use cannot increase without the consent of the Responsible Authority.
- In addition to the above, the application was referred to EPA who did not object to the proposal, subject to conditions of any permit to issue.

The effect that nearby industries may have on the proposed use.

- It is considered that nearby industries will not have a detrimental impact on the proposed use as it will only form a small proportion of the site and the land and surrounds are zoned and used for Industrial purposes.

The drainage of the land.

- The proposal will not impose a greater load on the existing drainage system on the land.

The effect of traffic to be generated on roads.

- The proposed will is not generate a greater amount of traffic on roads. Further discussion at Clause 52.06 (Car Parking) below.

### 4.1.2 Overlays

The site is not affected by any overlays.

## 4.2 Policy Consideration: Planning Policy Framework and Local Planning Policy Framework

Planning Policy Framework 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 is Economic Development/Industry.

### 4.2.1 Economic Development/Industry

**Clause 17 – Economic Development:** Provide for a strong and innovative economy, where all sectors are critical to economic prosperity. Planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

**Clause 17.02-1S Business:** To encourage development that meets the communities' needs for retail, entertainment, office and other commercial services.

**Clause 17.03 Industry:** To ensure availability of land for industry. Protect and carefully plan existing industrial areas to, where possible, facilitate further industrial development. Avoid approving non-industrial land uses that will prejudice the availability of land in identified industrial areas for future industrial use.

**Municipal Strategic Statement (MSS):** The City of Knox currently plays an important role in the economic prosperity of Melbourne's south-east with a strong business base and reputation as a high employment generator. Council's Municipal Strategic Statement aims to facilitate and maintain local employment by maintaining and increasing employment opportunities in the municipality. It also seeks to ensure sufficient land is set aside for industrial and production uses and consolidate retail activities into the nominated Activity Centres.

**Clause 22.02 Industrial and Restricted Retail Sales Area Design:** Aims to facilitate growth in employment by ensuring that the design of industrial and restricted retail sales development maintains and enhances the appearance of industrial areas, and that development in industrial areas are compatible with the surrounding streetscape and landscapes.



## Attachment 1

The proposed development is considered to be consistent with the Planning Policy Framework and Local Policy direction for economic Development/Industry provision for the following reasons:

- The proposal will contribute positively to the area by providing opportunities for economic growth and employment within the Knox area. It is considered that the proposal will have no detrimental impact upon the nearest residential area as it is located within the Bayswater Industrial Precinct and the transfer station is contained in size to 10m<sup>3</sup>.
- Asbestos is a common building material present across the State. The proposal provides for a safe disposal solution and a heavily regulated disposal facility within Knox.
- Aptum is an established player in the excavations and demolitions in the commercial construction industry (a \$400M sector in Knox employing over 500 people). The highly stringent procedures required to be followed by the operator will be in keeping with industry best practice for removal of hazardous materials as in line with the EPA conditions. The proposal will ensure the safe disposal of asbestos and at no stage the asbestos is exposed to air at the Bayswater site.
- The proposal is consistent with the objectives of maintaining industrial land for industrial uses, and increasing economic and employment opportunities sought by the MSS. Using part of the site for the storage of asbestos will complement the current use of the land.
- No changes are proposed to the siting, landscaping or architectural quality of the warehouse when viewed from the street. The storage bin is small in nature (10m<sup>3</sup>) and is to be located to the rear of the site behind the existing carport. No signage is proposed as part of this permit.

### 4.3 Particular Provisions

**Clause 52.06 Car Parking:** A new use must not commence or the floor area of an existing use must not be increased until the required car spaces have been provided on the land. Where the floor area occupied by an existing use is increased, the parking requirement only applies to the floor area of any extension of the use or site area provided the existing number of car spaces is not reduced.

The table at Clause 52.06-5 sets out the number of car spaces required for uses not covered by a parking precinct plan or another clause.

A permit may be granted to reduce or to waive the number of car spaces required by the table.

Where a use is not specified in the table at Clause 52.06-5, an adequate number of car spaces must be provided to the satisfaction of the responsible authority.

These requirements do not apply if there is a parking requirement for the particular use.

- The use of the land for a transfer station is not specified in Clause 52.06 and an adequate number of car spaces must be provided to the satisfaction of the responsible authority.
- It is considered that an adequate number of car spaces are already provided on the site and will accommodate for the proposed use. The asbestos will only be delivered to the site by APTUM's registered vehicles and APTUM staff who will not impact on the existing traffic movement of the site.
- The removal of the bin and replacement will occur by an external contractor who will be able to enter and exit the site in a forward direction and will not create additional traffic or congestion on the site.

**Clause 53.10 Uses with Adverse Amenity Potential** - Define those types of industries and warehouses which if not appropriately designed and located may cause offence or unacceptable risk to the neighbourhood.



## Attachment 1

- A Transfer Station not accepting organic waste is listed at Clause 53.10 with a threshold distance of 100 metres to land (not a road) in a residential zone, Capital City Zone or Docklands Zone, land used for a hospital or an education centre or land in a Public Acquisition Overlay to be acquired for a hospital or an education centre. This site is greater than 100 metres to these uses.
- The EPA is not a statutory referral Authority under Section 55 of the Planning and Environment Act 1987 as the proposal:
  - Does not require a licence or works approval or amendment to a licence or works approval;
  - is not proposed to be used for an industry or warehouse for a purpose listed in the table to Clause 53.10 shown with Note 1 or for which the threshold distance cannot be met; and
  - is not a proposed extractive industry intended to be used at a later date for landfill.

Further to the above the EPA had made the below comments:

- Based on the information received, EPA has no objections to Council issuing a planning permit for the above application, subject to the following condition being included:
  - The temporary storage of non-friable asbestos waste (not generated at the premises) must:
    - be less than 10m<sup>3</sup> in total volume.
    - not exceed 60 days from the acceptance date on the premises.
    - be packaged in accordance with Asbestos – Transport and Disposal of the Industrial Waste Guidelines.
    - be segregated from other wastes.

**Clause 53.14 Resource Recovery** – Aims to facilitate the establishment and expansion of a Transfer station and/or a Materials recycling facility in appropriate locations with minimal impact on the environment and amenity of the area. This clause applies to all land used and developed or proposed to be used and developed for a transfer station and a material recycling facility.

- The proposed transfer station is to be limited to a proportion of the site consisting of 10m<sup>3</sup>. The proposal has been referred to the EPA for comment who have suggested conditions be placed on any permit issued. Conditions of any permit issued will include the EPA comments along with standard amenity conditions to ensure amenity impacts are minimised to the surroundings sites.
- It is considered that the proposal will not impede on local roads or generate any increased traffic congestion.

#### 4.4 General Decision Guidelines

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

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

### 5. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with State Policy, Local Policy, Clause 52.06 (Car Parking), Clause 53.10 (Uses with Adverse Amenity Potential), and Clause 53.14 (Resource Recovery) of the Knox Planning Scheme.

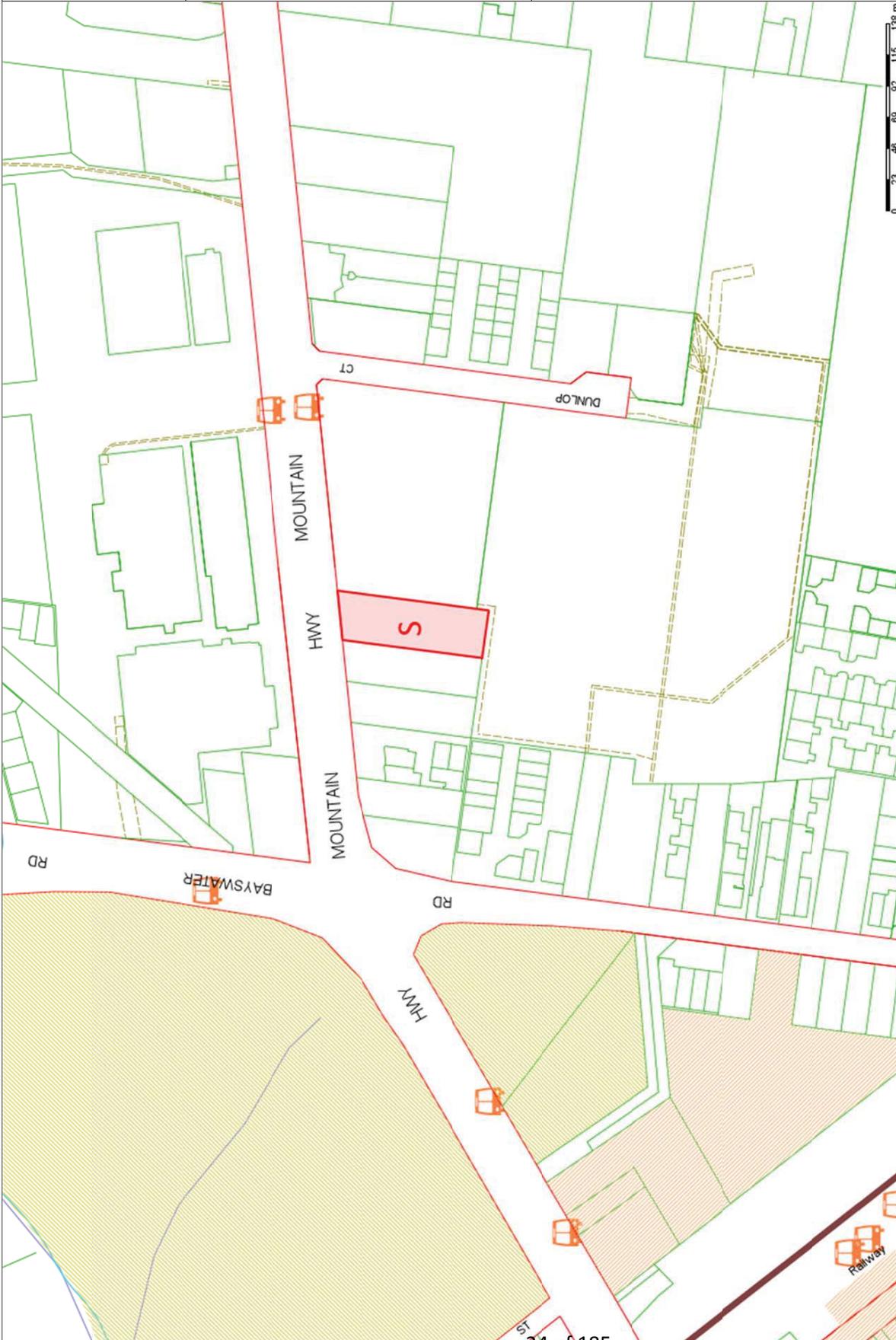


## Attachment 1

- The proposal is consistent with the purpose of the Industrial 1 Zone.
- The proposal provides for safe and heavily regulated asbestos disposal facility within Knox.
- Subject to conditions it is considered that proposal will not cause unreasonable detriment to the surrounding area and would not compromise the safe and convenient operation of the surrounding uses.
- The primary use on the land will not be altered. The Asbestos storage is to be limited to 10m<sup>3</sup> and will work in conjunction with the existing use on site.

 <p><b>Knox City Council</b> ATTACHMENT 2</p>	<p><b>Property - Address</b> 826 Mountain Highway, BAYSWATER</p>	<p><b>Application Number</b> P/2018/6436</p>	<p><b>Description</b> Use the land as transfer station with temporary area to store asbestos</p>	<p><b>Wardname</b> Baird</p>
	<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li><span style="color: green;">—</span> Title Boundary</li> <li><span style="color: red;">—</span> Road Boundary</li> <li><span style="color: blue;">—</span> City Boundary</li> <li><span style="color: yellow;">—</span> Bus Route</li> <li><span style="color: orange;">—</span> Reserves</li> <li><span style="color: lightgreen;">—</span> Commercial Areas</li> <li><span style="color: lightblue;">—</span> Tertiary Schools</li> <li><span style="color: lightyellow;">—</span> Primary Schools</li> <li><span style="color: lightcyan;">—</span> Secondary Schools</li> <li><span style="color: lightmagenta;">—</span> P-12 School</li> <li><span style="color: lightpink;">—</span> Bus Stops</li> <li><span style="color: lightgrey;">—</span> Objector</li> <li><span style="color: lightpurple;">—</span> Urban Development</li> <li><span style="color: lightolive;">—</span> Subject Property</li> <li><span style="color: lightteal;">—</span> Petition</li> </ul>			

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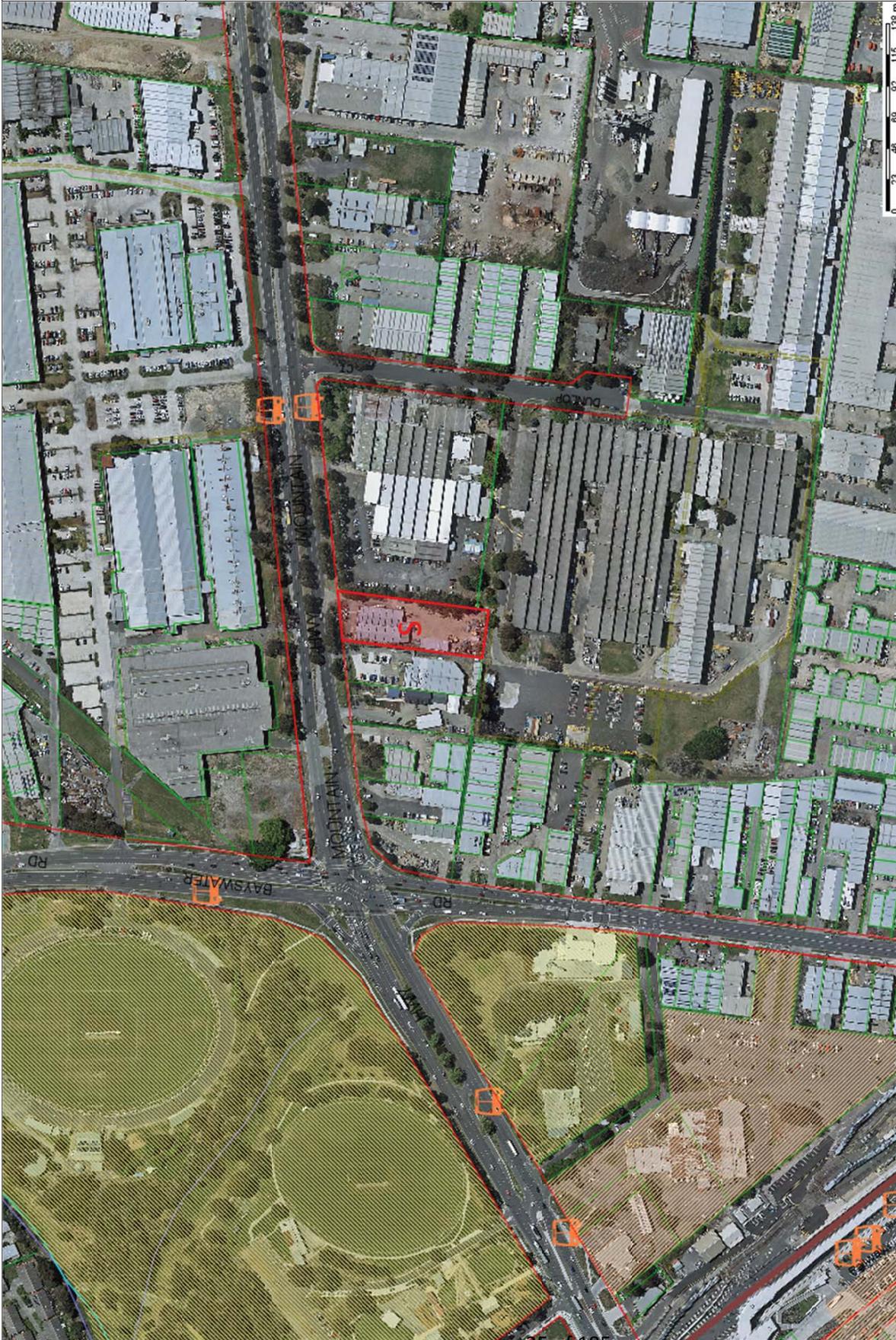


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 Roads and Title Boundaries - State of Victoria, Knox City Council  
 Planning Scheme Information - DPCD, Knox City Council  
 Aerial Photography - AAM (Flown January 2013 - unless otherwise stated)  
 Melbourne Water Drainage Information - Melbourne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

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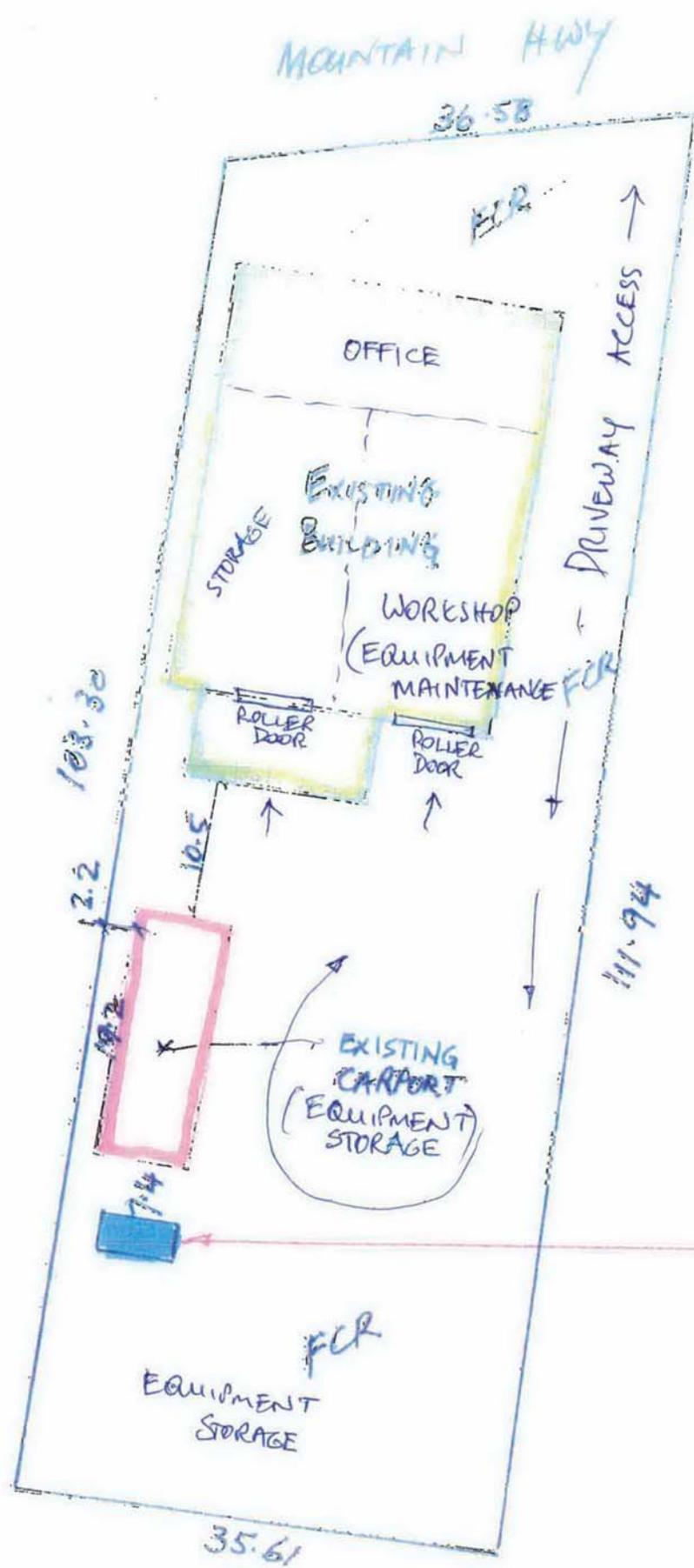
 <p><b>Knox City Council</b> ATTACHMENT 2</p>	<p><b>Property - Address</b></p> <p>826 Mountain Highway, BAYSWATER</p>	<p><b>Application Number</b></p> <p>P/2018/6436</p>	<p><b>Description</b></p> <p>Use the land as transfer station with temporary area to store asbestos</p>	<p><b>Wardname</b></p> <p>Baird</p>
	<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li>Title Boundary</li> <li>Road Boundaries</li> <li>City Boundary</li> <li>Bus Route</li> <li>Reserves</li> <li>Commercial Areas</li> <li>Tertiary Schools</li> <li>Primary Schools</li> <li>Secondary Schools</li> <li>P-12 School</li> <li>Bus Stops</li> <li>Objector</li> <li>Unk Development</li> <li>Subject Property</li> <li>Petition</li> </ul>			

Scale: 1:3000



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**Knox City Council  
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19 OCT 2018  
PLANNING DEPARTMENT**

FCR - Fine crushed rock surface

PROPOSED LOCATION OF BIN

SITE PLAN  
1:500

826 MOUNTAIN HWY  
BAYSWATER

I.H.SKOI  
26.7.18  
R1 16.10.18



**Knox City Council**  
**RECEIVED**  
 19 OCT 2018  
 PLANNING DEPARTMENT

D18-385835



**APTUM**

Aptum Pty Ltd  
826 Mountain Hwy  
Bayswater, Victoria 3153

Phone 9720 6336  
Fax 9720 6396  
ABN 45 151 837 777

**Demolition.  
Earthwork.  
Engineering.**

18 October 2018

Knox City Council  
511 Burwood Hwy  
Wantirna South 3152

Attention: Eve-Marie Davie



Dear Eve

**Application No:** P/2018/6436  
**Description:** Use the land as transfer station with temporary area to store asbestos  
**Location:** 826 Mountain Highway, Bayswater Vic 3153

We refer to your letter of 20 August 2018 requesting further information regarding the abovementioned application.

**1. Site Management Plan & 2. Site Safety Management Plan**

As per our telephone conversation on 11 September 2018 a copy of our site safety management plan is attached. This plan covers all aspects of safety at 826 Mountain Hwy, Bayswater.

**3. A more detailed site plan to scale indicating buildings, uses, access, loading bays etc.**

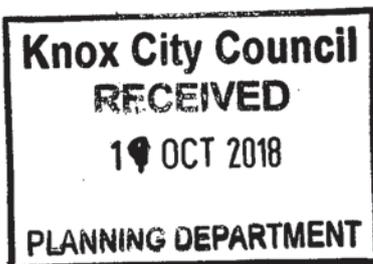
Copy attached.

**4. A full explanation of how the storage is undertaken and the safety precautions undertaken**

A 10m<sup>3</sup> bin is delivered to 826 Mountain Hwy by BD Harvest. Small amounts of non-friable asbestos are bought in from site in sealed double wrapped heavy plastic bags labelled asbestos. They are placed in the bin which has been double wrapped with heavy duty black plastic. The black plastic lining the bin is also placed over the top of the bin. A sign is placed on the bin indicating it contains asbestos. Nothing else besides asbestos is placed in the bin.

**5. Greater detail on the bin storage including full dimensions, location, design and the process of bringing in asbestos waste and removing it from site.**

The bin will be placed toward the rear of our yard at 826 Mountain Hwy. On demolition sites, licenced asbestos removalists wearing appropriate masks and disposable suits place non friable asbestos waste into specific asbestos labelled heavy duty plastic bags (one inside another) and then





seal them. These sealed packets of asbestos waste are placed into Aptum's EPA registered vehicle and delivered back to 826 Mountain Hwy. The driver of the truck holds a Dangerous Goods Drivers Licence. Once there the sealed parcels of asbestos waste are transferred to the stored bin. This stored bin is also double lined with black plastic.

The bin is kept in the yard for no more than 60 days until the work on site is finished.

Prior to being picked up for off site disposal the 2 liners of black plastic are used to cover and seal the bin. BD Harvest (EPA licensed) pick up the bin and dispose of it at an Asbestos licenced landfill facility.

Attached is a copy of the type of bin used. The dimensions of this bin are 4.5m in length x 2.3m wide x 0.9m high.

**6. An understanding of the other uses occurring on the site and how this use is ancillary to the other uses.**

The site at 826 Mountain Hwy contains an office block, workshop and yard. The office is our head office where up to 11 employees work. The workshop has one mechanic. When not in use, our plant is stored in the yard and when required, serviced by the mechanic.

**7. Information on where the other uses are occurring on site and how these other uses share the site and potentially intersect.**

The office operates 5 days per week 8.30am – 5pm. The workshop is generally manned by the mechanic 5 days a week 7am – 4.30pm. The yard and workshop are often accessed when employees are required to be on job sites on a Saturday. They will access the site as necessary to obtain plant and supplies.

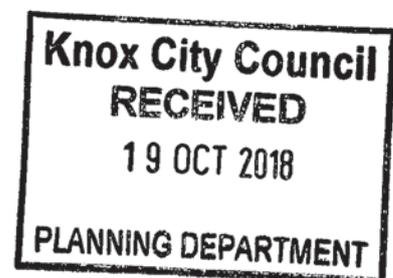
We will update Section 14.5 of our Site Management Plan to include the following point, once the change of use planning permit application has been finalized:

“Where asbestos is stored on site it is to be double bagged and stored only in the asbestos bin.”

Should you require any further information please contact the office on 9720 6336.

Regards

Ian Hawkey  
Director





**APTUM**

# SAFETY MANAGEMENT PLAN

Aptum Pty Ltd  
826 Mountain Hwy  
Bayswater, Victoria 3153

Phone 9720 6336  
Fax 9720 6396  
ABN 45 151 837 777

**Demolition.  
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Engineering.**



## 826 MOUNTAIN HWY BAYSWATER

**Knox City Council  
RECEIVED  
19 OCT 2018  
PLANNING DEPARTMENT**

Prepared by:	Print Name:..... Sign:.....Date:.....
Approved by:	Print Name:..... Sign:.....Date:.....
Project Manager (Responsible for Implementation)	Print Name:..... Signed:.....Date:.....



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## 0.0 Document Control

**Aptum** is responsible for:

- Completing the Safety Management Plan (SMP).
- Maintaining the latest version of the SMP. A record of revisions that occur will be kept in the Record of Revision table as shown below.
- Providing an updated copy of the SMP whenever changes occur if appropriate.
- Advising those people of amendments to the SMP where appropriate.
- Reviewing the SMP at intervals of not more than **twelve months** to ensure that it is up to date.

## 0.1 Record of Distribution

Copy No.	Issued To	Signed	Date
1			
2			

## 0.2 Record of Revision

Revision	Date	Prepared by	Checked by	Approved by	Revision Description
1	12/09/2016	Maxine McPeake		MM	Company name update
2	27/09/2018	Maxine McPeake		MM	Amendments and updates to SMP and Appendix's

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### 0.3 Appendices

- Appendix 1** SWMS
- Appendix 2** Materials Safety Data Sheet Register
- Appendix 3** Tech Data
- Appendix 4** Plant Hazards
- Appendix 5** Lifting Register
- Appendix 6** Safety Rules
- Appendix 7** Current Acts & Regulations
  - a. Current Victorian Compliance Codes, Codes of Practice & Industry Standards
  - b. Applicable Standards
- Appendix 8** Workplace Bullying Complaints Form
- Appendix 9** Incident & Injury Management
- Appendix 10** Incident Investigation Procedure
- Appendix 11** OHS Policy
  - a. Quality Policy
  - b. Environmental Policy
  - c. Discipline Guidance Policy & Procedures
  - d. Workplace Bullying Policy & Procedure
  - e. Drug & Alcohol Policy
  - f. Employment Equal Opportunity Policy
  - g. UV Policy
  - h. Return to Work Procedure
  - i. Purchasing Procedure
  - j. Work Method Procedure Form
  - k. Rehabilitation Policy
  - l. Industrial Relations Policy
  - m. Fit for Work Policy



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## 1. Definitions and Abbreviations

**Table 1.1** List of definitions and abbreviations

Abbreviation	Description
ASA	Advanced Safety Audit
AS/NZS	Australian/New Zealand Standard
AS	Australian Standard
Authorised Gas Tester	A person trained and authorised in writing, to perform gas/toxicity tests, using such equipment as; gas analysers, and/or chemical specific detector tubes.
Carcinogen	Substance causing or promoting cancer
Contaminant	Any impurity in substances. Usually denoted chemicals which render pure air harmful or un-breathable
CC	Victorian OHS Compliance Code
COP	Code of Practice
DWG	Designated Work Group
ESV	Energy Safe Victoria
Hazard	Anything that has the potential to cause injury or illness
H&S	Health and Safety
HSR	Health and Safety Representative
JSEA	Job Safety Environmental Analysis
KPI	Key Performance Indicator
LEL	Lower explosive limit
LFL	Lower flammable limit
LTIFR	Lost time injury frequency ratio
SDS	Safety Data Sheet
OH&S	Occupational Health & Safety
P & ID	Piping and Instrumental Diagram
PPE	Personal Protective Equipment
RCD	Residual current device - also known as a safety switch - a device which is intended to trip out an electricity supply in the event of a current flow to earth
Reasonable practicable	Means having regard to: <ul style="list-style-type: none"> <li>(a) the likelihood of the hazard or risk concerned eventuating</li> <li>(b) the degree of harm that would results in the hazard or risk eventuated</li> <li>(c) what the person concerned knows, or ought reasonably to know about that hazard or risk and any ways of eliminating or reducing the hazard or risk</li> <li>(d) the availability and suitability of ways to eliminate or reduce the hazard or risk</li> </ul> <p>the cost of eliminating or reducing that hazard or risk</p>
Risk	The likelihood of injury or illness arising from exposure to any hazard

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SMP	Site Management Plan
SWMS	Safe Work Method Statement of high risk work
Supervisory Personnel	Site Manager, Site Supervisor
TRIFI	Total Recordable Injury Frequency Indicator
WorkSafe	The safety branch of the Victorian WorkCover Authority (VMA)



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## 2. Introduction

This SMP has been prepared to promote safe work practices, a better understanding of health and safety between employees, management, sub-contractor and sub-contractor employee(s) to encourage a safer working environment. It provides an outline for all staff, sub-contractors and their employee(s) of the occupational health and safety standards required by Aptum.

Whilst every effort has been made to make it comprehensive, it cannot describe all the risks which will be encountered during the course of work. It is every employee's, sub-contractors and sub-contractor employee's responsibility to carry out his or her work in such a way as to keep personal risk to a minimum.

Safety is the responsibility of everybody and our aim is to promote an accident free working environment.

Each person's input into health and safety matters, regardless of how minor, will help to minimise the ever-present possibility of accidents in our industry.

Where any conflict exists between legislation, Regulations, Codes of Practice and this policy, then the higher standard of safety shall apply.

Aptum will take all reasonably practicable measures to ensure the safety of its employees, sub-contractors and their employee(s) and meet its obligations under the OH&S Act.

### NOTE

While every effort has been made in this SMP to cover the various situations that Aptum employees, sub-contractors and their employee's will be exposed to, there will be some circumstances in which discretion and common-sense must prevail.

If appropriate guidance cannot be obtained from this document, assistance should be sort from the director.

In all circumstances the level of safety must be equivalent to that described in this manual or better.

The processes and procedures incorporated in the SPMP are in accordance with the current Acts, Regulations, Codes of Practice and Australian Standards. (*Refer to Appendix 7*).

If additional interpretation of the Occupational Health and Safety Legislation is required, advice should be sourced from a legal practitioner.

## 3. Policies

Aptum accepts that the health and safety of its employees, sub-contractors and their employee's is of the utmost importance. They will manage its facilities in such a manner to ensure, as far as is reasonably practicable, that the highest standards of health and safety are maintained in accordance with the Victorian Occupational Health and Safety Act 2004, associated Regulations, Compliance Codes / Codes of Practice and Australian Standards.

Aptum will encourage and promote co-operation and communication between employers, employees, sub-contractors and their employee's. We recognise the value of involving employees, sub-contractors and their employee's in the formulation and implementation of the health and safety programs and safe work procedures.

*Refer to Appendix 11 for all Policies.*

Aptum accepts the responsibility to ensure, so far as is reasonably practicable, a workplace that is safe and without risk to health by providing and maintaining:

- Safe plant, equipment, machinery and systems of work,
- Adequate financial resources to implement and maintain a high standard of OH&S in the workplace,
- Adequate information, training (when applicable) and supervision,
- The dissemination (communication) of OH&S information, and
- Facilities for first aid treatment and the monitoring of the health and welfare of its employees.

Every Employee, sub-contractor and their employees are required to:



**APTUM**

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826 Mountain Hwy  
Bayswater, Victoria 3153

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- Adhere to Aptum safe working practices instructions and rules
- Perform all duties in a manner that is without risk to themselves or to others
- Attend all training and information sessions when requested by the employer
- Report to Management any plant, equipment or work procedure that he/she considers to be unsafe, and
- Co-operate with management to ensure that health and safety responsibilities are fulfilled and maintained.

With management, employees, sub-contractors and their employees working together, a healthier and safer working environment with no accidents can easily be achieved. Increases in job satisfaction, morale and productivity will be rewarding for all concerned.

Policies Include:

- OHS Policy
- Quality Policy
- Environmental Policy
- Discipline Guidance Policy & Procedure
- Workplace Bullying Policy & Procedure
- Drug & Alcohol Policy
- Employment Equal Opportunity Policy
- UV Protection
- Return to Work Procedure
- Rehabilitation Procedure
- Industrial Relations Policy

#### 4. Description of Work

Aptum may use subcontractors for some types of works.

Aptum will ensure that any subcontractor and their employee(s) under its control will comply with all requirements set by Aptum and OH&S legislation. These requirements are explained to all subcontractors prior to commencement on site.

Aptum's scope of works will be to supply any labour, plant and equipment necessary to complete:

The scope of works for works at 826 Mountain Hwy, Bayswater are as follows:

- Welding
- Spray Painting
- Use of Oxy & Acetylene
- Use of Forklift
- Movement and/or Use of Excavator
- Repairs to all plant, equipment and tools



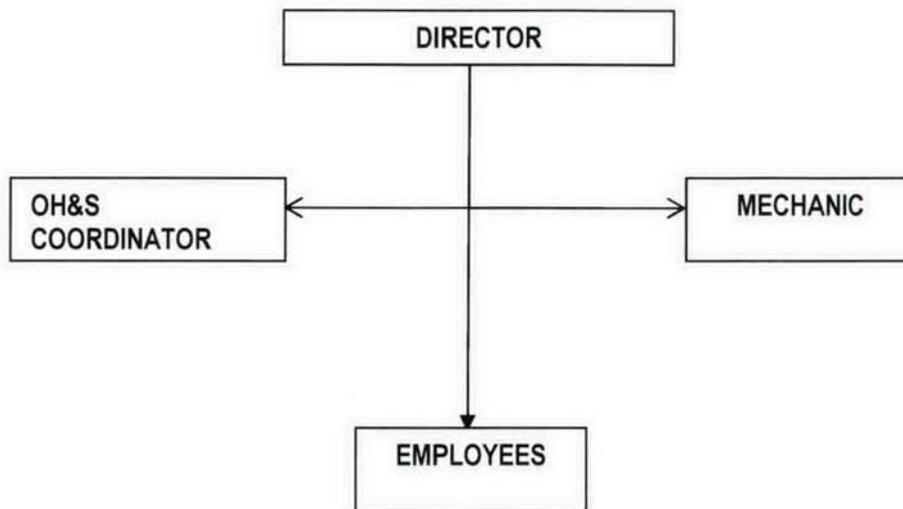
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## 5. Organisation Chart



## 6. Roles & Responsibilities

Aptum will provide the following person or persons to implement and monitor OH&S practices. Their roles and responsibilities regarding safety in the workplace are outlined below.

### 6.1 Employer

Aptum shall, where appropriate, assume the responsibilities and duties assigned to employers under the Occupational Health & Safety Act, Regulations, Compliance Codes/Codes of Practice and Industry Standards. This function will be the responsibility of Aptum management.

Furthermore, where appropriate, Aptum shall have the authority, responsibility and accountability to provide and maintain, so far as is reasonably practicable, a healthy and safe working environment and work practices that meet with Australian Standards.

There may be circumstances where Aptum does not have management and control of matters in the workplace for which they are not responsible. In these circumstances they are not responsible.

#### To achieve these objectives, Aptum will endeavour to:

1. Formulate and implement sound engineering and safety systems and procedures relating directly and indirectly to occupational health and safety.
2. Ensure that accidents/incidents are properly reported and recorded, and actively participate in any investigation to determine the cause of such incidents.
3. Review all accidents and hazard reports and ensure that all necessary corrective actions are implemented.
4. Review all accident/incident data to evaluate the effectiveness of controls and preventative measures.
5. Make allowance for the review of management and employee safety and skills training.
6. Critically review and update company emergency plans, procedures and work practices.
7. Consult employees and sub-contractors on the appropriate strategies to minimise risks in the workplace.
8. Eliminate or control hazards at work and provide appropriate protective equipment to all employees and when applicable to sub-contractors.
9. Ensure the physical wellbeing of employees and sub-contractors.
10. Ensure the psychological wellbeing of employees.



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11. Provide adequate supervision in the workplace when applicable and ensure safe work practices are being complied with.
12. Encourage and maintain an active participation in the Occupational Health and Safety within the company.

Aptum will treat all aspects of occupational health and safety as an integral part of its management function and comply with all relevant legislation and standards as required. We will appoint a representative that will fulfil these obligations where appropriate.

## 6.2 Mechanic

The Mechanic is responsible for the safety being carried out where duties include:

1. Implementing the company Occupational Health Safety and Management System
2. Ensure compliance with the OH&S legislation, i.e. Acts and Regulations
3. Ensure that all works are conducted in a manner that is safe and without risk to employees other contractors and/or sub-contractor employee(s) health and safety
4. Planning to do all work safely
5. Insisting and ensuring on safe work practices at all times;
6. All works are to comply with the Safe Work Method Statement (SWMS) and will be encouraged to participate in the development of these documents
7. All works are to comply with Company Safety Rules set down by Aptum in the company induction
8. Correctly use safety devices and protective equipment provided and report any malfunction to the appropriate personnel.
9. Report immediately any incident which they have reason to believe could cause injury or present a hazard.
10. Report any accident, injury or risk to health, which may arise in the course of, or in connection with, their work.
11. Work in accordance with the requirements of this safety plan and the requirements of the Occupational Health & Safety Act and its associated Acts, Statutes, OH&S Regulations 2017 and Compliance Codes/Codes of Practice.
12. Participate in any safety meetings or the like that will improve OHS in the workplace.
13. Check all plant and appliances with the manufacturer's specifications, Acts or Regulations before using or operating the equipment.
14. Investigating hazard reports and ensuring that corrective actions are undertaken;
15. Leading by example and promoting OH&S at every opportunity;
16. Supervising and ensuring compliance with safe work procedures;
17. Stimulating a high level of safety awareness at all times;
18. All workers must leave their works in such a condition that the location will not be hazardous to others at any time.

## 6.3. Employees

Aptum employees have a general responsibility in the course of performing their work to:

1. Every individual worker is responsible to conduct his allocated tasks in a safe manner and in accordance with his/her training and experience.
2. He/she must give due consideration to the safety of all others in his/her proximity. He/she must op-operate in matters of health and safety.
3. All workers must leave their works in such a condition that the location will not be hazardous to others at any time.
4. All workers are to comply with the Safe Work Method Statement (SWMS) and are encouraged to participate in the development of these documents.
5. All workers are to comply with Company Safety Rules set down by Aptum Pty Ltd in the induction.
6. Correctly use safety devices and protective equipment provided and report any malfunction to the appropriate personnel.



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7. Report immediately any incident which they have reason to believe could cause injury or present a hazard.
8. Report any accident, injury or risk to health, which may arise in the course of, or in connection with, their work.
9. Work in accordance with the requirements of this safety plan and the requirements of the Occupational Health & Safety Act and its associated Acts, Statutes, OH&S Regulations 2017 and Compliance Codes/Codes of Practice.
10. Participate in any safety meetings or the like that will improve OHS in the workplace.
11. Check all plant and appliances with the manufacturer's specifications, Acts or Regulations before using or operating the equipment.

#### 6.4 Sub-Contractors

Contracting companies, as part of their contract commitments with Aptum, shall meet the following requirements.

Sub-Contractors must:

1. Comply with all statutory Acts, Regulations and Codes of Practice and the Occupational Health & Safety Policy and all relevant health and safety procedures and systems mentioned in this document to ensure a safe workplace for all employees.
2. Ensure adequate information, instruction, training and supervision of their employees to enable them to perform their work without risk to their health and safety.
3. Ensure that their employees are appropriately qualified in OHS and, if not, they will receive adequate training so that they can meet their obligations under the Occupational Health & Safety Act.
4. Ensure all work to be carried out in accordance with this safety management plan.
5. Ensure that all excess materials are disposed of to allow clear access and egress to all areas of the site.
6. Provide correct protective clothing and equipment where hazards at the workplace cannot be avoided. All contractors will be required to wear appropriate PPE which complies with Australian Standards.
7. Ensure all plant and equipment to be fully serviced and maintained in good working order. Copies of service records relating to all plant and equipment will be made available.
8. Ensure all accidents, dangerous occurrences and work related illness to be reported to Aptum's safety supervisor immediately. All relevant forms under the Occupational Health & Safety Regulations to be completed.
9. Be aware that if WorkSafe stop work on site or prevent certain work activities to continue due to the unsafe work practices of the contractor, any costs incurred may be charged to the contractor.
10. Be aware that as an employer they have a duty of care to employees that they manage and control.
11. Ensure that other persons are not exposed to risks to their health arising from the conduct or undertaking of the contractor.

#### 7. Company Rules

A copy of this SMP is available for employees and sub-contractors and their employee(s) to view at any time and, if there is any part not clear to any person; it should be brought to the attention of Aptum immediately.

It is a requirement of this company that all employees, sub-contractors and their employee(s) must be inducted into this SMP and sign an acknowledgement that they have done so.

Aptum's rules reflect a positive attitude towards safety and encourage others to do the same. If the rules are changed, or a new safety issue has arisen, it will be brought to the appropriate parties and will be prominently displayed on the notice board, and, if appropriate, will be an addendum to this OHS Manual.



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## 7.1 Workshop Safety Rules

Aptum employees, sub-contractors and/or sub-contractor employee(s) working at the premises 826 Mountain Hwy, Bayswater are to comply with the following:

1. Appropriate safety equipment and clothing should be used at all times. It is every employer's and self-employed person's responsibility to provide and use this equipment. If necessary appropriate training to Aptum employees on the safe use of PPE will be provided by the employer.
2. Sub-contractors are to provide training to their own employee(s) if required.
3. All dangerous or hazardous substances that are kept on the premises are to be appropriately labelled and safeguarded against accidental damage or exposure to other combustible or hazardous substances. A Safety Data Sheet (SDS) should accompany all hazardous substances.
4. All electrical equipment, hand tools and flexible leads must be tested and tagged to comply with the Industry Standard for Electrical Installations on Construction Sites including AS 3012.
5. Consider other people before you commence your work activities, i.e. quiet areas, disruption to services; water, gas or electricity, noise, public access, roadways, etc.
6. Radios (if used) must be kept at a reasonable volume.
7. Animals are not permitted on site.
8. All sub-contractors, sub-contractor employee(s) and employees must comply with the site safety warning signs.
9. Emergency evacuation and fire safety procedures must be understood and observed. Refer to your particular specific workplace details.
10. All accidents and injuries must be reported to the Director/OHS Representative, and all circumstances must be notified immediately. A written report is required by the end of the working day when any accident or injury occurs in the workshop.
11. Serious breaches of the Occupational Health & Safety Act, Regulations or Compliance Codes/Codes of Practice will not be tolerated.
12. Drug and alcohol policy to be followed.
13. Practical jokes, horseplay and fighting are strictly prohibited.
14. Wilful damage of any workshop or premise facilities or equipment will not be tolerated.
15. A three warning system applies to contractors & their employees for breaches of the OHS legislation or the Company's OHS system. This could be in the form of a verbal warning or a written non-compliance notice.
16. All work areas and lunchrooms must be kept clean, tidy and hazard free.

## 7.2 Use of Mobile Phone

The use of a personal mobile phone while at work may present a hazard or distraction to the user and/or co-employees. This policy is meant to ensure awareness that the mobile phone use while at work can be unsafe and create a distraction that could cause an incident in the workplace. Unless otherwise authorised by the manager, employees, sub-contractors and their employee(s) may only use personal mobile phones for an emergency. An emergency can be a member of the family being ill or similar circumstances. Private calls can be made at morning smoko and lunch breaks. This also includes the use of mobile phones to send or receive text messages and other communication during working hours.

This policy also extends to the use of mobile phones while driving company vehicles. It is Aptum policy that employees and/or sub-contractors should stop their/the vehicle where safe and convenient to receive a call or send or receive a phone message. There is also other safety concern about the use of mobile phones emitting electromagnetic radiation (EMR) which may cause some health effects. At this stage scientific data cannot



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prove or disprove this theory, so in the interest of our employees, sub-contractors and their employee(s) we have introduced this policy to limit the exposure to EMR and reduce the likelihood of an accident occurring in the workplace or while driving a motor vehicle.

### 7.3 Personal Conduct

It is expected that Aptum employees, sub-contractors and their employee(s) maintain a high standard of personal conduct. This will promote a good image for the company and provide client confidence.

Aptum employees, sub-contractors and their employee(s) are often required to interact with members of the public, professional conduct is expected at these times.

Bad behaviour, sexual harassment, discrimination, bullying, indecent language and inappropriate dress will not be tolerated under any circumstance.

### 7.4 Disciplinary / Grievance Procedure

If an employee, sub-contractor and/or sub-contractor employee(s) has any grievance, in respect to complying with this SMP, conditions they are working under, or feel they have been discriminated against in anyway, Aptum management request that they be advised immediately prior to any formal proceedings being initiated.

Where a matter of non-compliance with health and safety is identified, this needs to be immediately notified to the office or management. When disciplinary action is to be contemplated, this action will be conducted from management.

*If required please refer to Appendix 11.c Discipline Guidance Policy & Procedure.*

### 7.5 Workplace Bullying Policy & Procedure

Aptum is committed to employees, sub-contractors and their employee(s) working in an environment where they are treated with mutual respect.

It is important for a productive and harmonious workplace and that staff are aware of the impact of their behaviours on others.

Bullying in the workplace is inappropriate and unacceptable behaviour. Staff found to have either committed or condoned such behaviour in the workplace will be subject to disciplinary action which may include the termination of employment.

*If required refer to Appendix 11.d Workplace Bullying Policy & Procedure.*

## 8 Qualifications, Training & Competency

### 8.1 Skills and competencies of employees/subcontractors

Aptum shall ensure that all employees and subcontractors undertaking tasks have the skills and the competency required to undertake these tasks safely. This includes new employees and those transferring from other area.

The Director/Supervisor's responsible for allocating a task to an employee or subcontractor shall perform a check of skills and awareness to enable each worker to carry out the work in a safe manner. This includes qualifications such as:

- Licences (driving licences and endorsements)
- Electrician's licence
- Certificates of competency
- High Risk work licences
- Any other appropriate qualifications and training required

Details of qualifications, training and experience are to be documented during company induction.

Details are also to be recorded for the following employees:

- First aiders
- OHS representatives
- Fire wardens
- Persons carrying out plant maintenance, inspections and tests



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## 9. Hazard Identification Risk Assessment & Control Process

### 9.1 Risk Management

The Director/Mechanic or Supervisor have a responsibility to ensure that all hazards are identified and suitable risk control measures are implemented and safe work method statements (SWMS) are documented prior to work.

The risk management process is to be carried out in consultation with the employees and sub-contractors.

### 9.2 Identify Hazards

Aptum prepares and uses safety documents for project planning and hazard identification. These documents include:

- State regulatory OH&S requirements and trade based Codes of Practice and other publications
- Safety & Hazard checklist
- SWMS
- Hazard identification and risk assessments
- Workplace experience
- Project risk assessment
- Consultation with workers experienced in the task to be undertaken

### 9.3 Hazard Minimisation

- Any hazards found are to be reported to the Director and/or management prior to work commencing.
- Prior to work commencing discussions will be held with employees, sub-contractors and/or sub-contractor employee(s) on the appropriate methods for removal of hazards.
- Assess the risk of employees, sub-contractors and/or sub-contractor employee(s) falling and provide protection in every case where the fall distance exceeds 2.0 meters.
- All personnel on site are to be aware of vehicle movements within premises at all times.

### 9.4 Assess Risks

The process of hazard identification and risk assessment consists of:

- Identifying the hazards.
- Determining the likelihood of adverse effects such as injury or illness arising from exposure to each hazard.
- Determining the consequences and level of risk to health, safety and the environment.
- Deciding the most appropriate control measures to eliminate or minimise risk
- Evaluation of the above.

### 9.5 Assess Likelihood and Consequence

The process of risk assessment involves making judgements about the likelihood that affects injury or illness from exposure to a hazard on a person/persons or the environment, and how severe the consequences could be.

This enables priorities to be determined for the control of hazards.



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**9.6 Risk Control Measures**

The objective of risk control measures is to eliminate risk to health, safety and the environment or to minimize these as far as reasonably practicable. In developing risk control measures, the hierarchy of control should be followed, unless different legal requirements apply.

		Consequence				
		Disaster	Very Serious	Serious	Substantial	Minor
Likelihood	Almost Certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possibly	2	2	2	3	3
	Practically impossible	2	3	3	3	3

Likelihood / Consequence	Risk Class
This Risk Class 1 hazard has the potential to: <ul style="list-style-type: none"> <li>permanently disable or kill</li> <li>cause major damage to the structure</li> <li>have significant impact on the surrounding population and environment</li> </ul>	1
This Risk Class 2 hazard has the potential to: <ul style="list-style-type: none"> <li>temporarily disable or seriously injure</li> <li>cause minor damage to the structure</li> <li>breach the site boundary and pollute local environmental</li> </ul>	2
This Risk Class 3 has the potential to: <ul style="list-style-type: none"> <li>cause minor injury</li> <li>be contained within the site boundary</li> </ul>	3

**9.7 Safe Work Method Statements (SWMS)**

To help identify potential hazards, assess their risk and record how to eliminate, or minimise the risk to worker safety. A Safe Work Method Statement (SWMS), previously known as a Job Safety Analysis (JSA), can be developed.

A generic SWMS relating to works carried out by Aptum will form part of this document. Broadly defined job steps will be used and general hazards identified. The SWMS will demonstrate Aptum's understanding of the risks involved in the work and typical controls used.

Prior to commencement of work, the generic SWMS will be reviewed. Where job steps or site conditions will change from those planned, the SWMS will be updated to reflect the way the job will actually be done on the specific site and how safety will be controlled.

The SWMS form provides a record to demonstrate compliance to Occupational Health and Safety Legislation. The person responsible for implementing a particular action to eliminate, or minimise, the risk of the potential hazard on site is nominated on the SWMS. This will ensure responsibility for risk control is allocated and can be followed up.

Aptum will advise employees, sub-contractors and their employee(s) on Safe Work Method Statements (SWMS) and Risk Assessment Statements prior to commencing work.

Aptum will provide SWMS or Risk Assessment Statements for the following procedures when and where applicable:



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## 9.8 Selection and Use

A SWMS will be completed and signed by an appropriately person/persons representing Aptum who is competent in the work activity to be undertaken.

Employees, sub-contractors and their employee(s) will review the SWMS and sign off the SWMS acknowledging that they understand and are willing to implement the controls required to carry out the work safely.

Work will not proceed until the above criteria are achieved. Once the initial SWMS is completed, the organisation is encouraged to revisit the risk assessment process to ensure controls are as high as possible and the risk as low as possible. The SWMS should be reviewed on a regular basis to ensure it is still relevant.

All our employees, sub-contractors and their employee(s) will be inducted into these procedures before commencing works. The persons responsible for preparing these procedures will be Michal Bazzocco and the relevant Management. Compliance to these procedures will be checked via use of the SWMS.

*Refer to Appendix 1*

## 10. Consultation & Communication

Aptum is committed to effective communication with their employees and sub-contractor(s) and consultation on health and safety issues. Two way communications is essential for effective OHS management and planning.

By keeping employees and sub-contractors informed on issues that impact their health and safety, they are given an opportunity to express opinions and have their views considered. More specifically, Aptum shall consult with employees and sub-contractors on Health & Safety matters including:

- Identification of risk and hazards
- Making decisions about:
  - measure to control risks
  - the adequacy of facilities
- Making decisions about procedures for:
  - resolving Health & Safety issues
  - monitoring the health of employees
  - provision of information and training
  - proposed changes to the workplace

The following procedure shall be adopted for Aptum workplace premises:

- All employees and sub-contractors working at 826 Mountain Hwy Bayswater shall be consulted prior to the development or adopting of a site specific policy or procedure.
- All employees and sub-contractors working at 826 Mountain Hwy Bayswater shall be informed of the consultation procedure during site inductions.
- All employees and sub-contractors working at 826 Mountain Hwy Bayswater shall be invited to express their view on the consultation mechanisms and any suggestions or alternative methods that may be appropriate to the site.
- Sub-contractors shall be required to ensure that they have suitable communication and consultation processes in place prior to commencing work.
- Consultation methods shall be selected from the methods below, however whatever method is selected, must be able to achieve the following:
  - sharing of information with employees and sub-contractors
  - giving the employees and sub-contractors the opportunity to express opinions and then taking into account those views
  - compliance with any existing consultation procedure



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### 10.1 Site Notice Board

A notice board will be provided and where applicable, the following information posted.

- Emergency Response Procedures
- Site Evacuation Map
- Site Safety Rules
- "IF YOU ARE INJURED" Poster
- Hazard Register
- Safety Alerts; and other relevant health, safety and environmental information/material.

### 11. Purchasing

When purchasing the steps taken are to ensure that the process functions in accordance with appropriate Standard and Legislative requirements when engaging with sub-contractor(s), suppliers, purchasing material(s) and equipment.

*See Appendix 11i Purchasing procedure.*

### 12. Plant & Equipment

Plant and equipment used/repaired by Aptum includes:

- Compressor
- Oxy & Acetylene
- Welding
- Spray painting
- Scissor Lift
- Saws – Demo, Road, Wet
- Bobcat
- Mobile Scaffold
- Hammers – Jack, Kango
- Excavator
- Roller
- Wacker Plates
- Vibration Plates

### 13. Lifting Equipment

A register or register(s) of all types of "lifting equipment" used is to be maintained. The register is to be split into equipment types or classes such as:

- Lifting Equipment (skips, buckets)
- Rigging

The lifting gear register is to be maintained and include the identification, inspection and maintenance details/records for all lifting equipment components. A tag or suitable identification marker is to be fitted to all lifting equipment by the Lifting Equipment Specialist that clearly identified the item's currency with respect to its fitness for use.

All lifting equipment is to be inspected by a competent person and then visually at weekly intervals. Any damaged equipment must be tagged "Out of Service" and the register updated to reflect the change.

A licensed dogman is to inspect prior to use, and after any incident which may have caused damage, and maintain all lifting equipment stored/used on site in accordance with manufacturer's recommendations and relevant Australian Standards.

Synthetic slings are to be inspected by a licenced dogman at intervals not exceeding three (3) months.

Any damaged slings must be tagged with an "Out of Service" tag, cut in half and disposed of and the register updated to reflect the change.



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Webbing slings must comply with the relevant Australian Standard and have their certification attached. AA Site Supervisory personnel must approve all webbing slings.

## 14. Special Hazards

### 14.1 Hazardous Substances & Dangerous Goods

Hazardous substances are substances that have the potential to harm human health. They may be solids, liquids or gases, which often generate vapours, fumes, dusts and mists which can enter the human body. Inhalation, skin contact and absorption are the major routes of exposure, which can lead to immediate and long-term health effects.

A hazardous substance can be identified by a warning, such as "POISON", "DANGEROUS POISON" or "HAZARDOUS" on the label. Hazardous substances may include asbestos, heavy metals, pesticides, fungicides, hydrochloric acid, glues, paints and thinners. Hazardous substances can also be dangerous goods.

Material Safety Data Sheets should be provided on all hazardous substances. Obtain these from the supplier or manufacturer. Check all containers are labelled when purchasing hazardous substances and ensure that the label remains intact and is readable. Instruct and make workers aware of the safe use of substances.

Determine if there is potential for harm associated with the use of the hazardous substance. Refer to the label and Material Safety Data Sheet. Reduce the risk by using a less toxic product, provide ventilation, reduce the number of people exposed and ensure workers use personal protective equipment and clothing. Refer to the Code of Practice for Hazardous Substances No. 24 for further detailed information.

*Refer to Appendix 2*

### 14.2 Detection of Non-Identified Hazardous Materials

For example: asbestos, heavy metals - lead, zinc, mercury, hydro carbons, etc.

This procedure is designed to give personnel direction on discovering unclassified materials that they may be exposed to.

Once an employee, sub-contractor and/or their employee(s) during the course of their normal work, discovers any material that is suspected of being hazardous, they are to carry out the following:

- Stop work immediately.
- Notify the Director/Management as to the nature of the hazard found.
- Install barricading and notices to isolate the area and keep people away.
- If required, relocate to alternative duties until the issue is resolved.
- The employee, sub-contractor and/or their employee is to advise the Manager of Aptum immediately who will then notify the appropriate Authorities

The employee, sub-contractor and/or their employee is to take the following steps once notified of the presence of suspected hazardous materials. This person could also be the employee.

- Stop all work in the immediate area.
- If possible, isolate the affected area.
- Notify the Director or Management immediately.

### 14.3 Diesel Engine Pollutants

Diesel engine emits pollutants. These are more at a health risk if they are confined to underground works.



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#### 14.4 Dangerous Goods

Dangerous Goods used on the premises may include flammable liquids such as petrol, kerosene, turps and flammable paints; corrosives such as hydrochloric acid; oxy/acetylene welding sets and LPG.

Material Safety Data Sheets should also be attained for each Dangerous Good available from the supplier or manufacturer of the substance.

Provide correct personal protective equipment for chemical use and ensure workers have been trained in the use of Dangerous Goods.

Make certain first aid provisions are suitable for Dangerous Goods on the site, including adequate eye wash.

#### 14.5 Storing Hazardous Substances and Dangerous Goods

- Diesel and petrol should be stored separately in AS approved containers and away from ignition sources.
- Oxy and Acetylene can be stored but need to be stored separate when not in use.
- Store flammable liquids away from any ignition sources or sources of heat.
- Keep containers closed when not in use and secured when the premises is unattended.
- Remove all combustible materials from areas where flammable liquids are stored, used or decanted.
- Transfer flammable liquids in a safe manner where a dry chemical fire extinguisher is available. Ensure nobody smokes near flammable or combustible substances and display NO SMOKING signs where these are stored
- Oily rags can spontaneously combust in hot weather and should not be left in piles

#### 14.6 Safety Data Sheets

Safety Data Sheets must be provided on all hazardous substances and dangerous goods. These can be obtained from the supplier or manufacturer and will be stored for easy accessibility. Refer to Appendix 2

#### 15. Electrical Safety

All Aptum electrical equipment is tagged by a licenced Electrician every 3 (three) months. All tagging of electrical equipment is recoded in a log book that is retained in the office and can be shown upon request. Any electrical equipment that appears to be damaged in any way is to be reported to Aptum ticketed electrical tagger Julian Kelly.

##### 15.1 Earth Leakage Protection

All power boards or distribution boards must be fitted with an earth leakage circuit breaker (ELCB) which is also known as a residual current device (RCD) this isolates the power supply in the event of a faulty extension lead or appliance. Every electric supply to which portable equipment or tools could be connected or which supplies power to flexible cords should incorporate current operated (core balance) earth leakage devices. This is to protect persons, who may come into contact with the portable equipment or tools, against electric shock. These devices must be trip tested and tagged by a licensed electrician every month.

##### 15.2 Three Phase Power

Use only three phase power leads that have been inspected and tagged by a qualified electrician. Also check that the connections at both ends are in good condition.



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### 15.3 Isolation and Danger Tagging

Before working on any electrical equipment it must be isolated from the power supply; and/or the correct lockout; and/or danger-tagging procedure must be implemented and followed.

### 15.4 Flexible Extension Leads

- Extension leads should be confined to the floor level at which the power supply is obtained from, and at no time exceed the length of 30 metres.
- Three pin plugs should be of clear or moulded design and not connected to double adapters or piggyback plugs.
- Leads should be run on insulated hangers or stands at least 2.1 metres off the floor to provide a safe route through the work area and to provide clear access for personnel and vehicles.
- This provision need not apply within a horizontal distance of 4 metres from the work area where the power is to be used.
- Do not use portable electric tools where there are any flammable liquids or substances.
- Do not run leads through scaffolding, or support off metalwork, as it may become live if an electrical fault develops.
- Install 3 pin plugs through the opening located at the bottom of the sub-board and shut the door after installed.
- If working in an explosive atmosphere, avoid using electricity. If there is no alternative, use low voltage and flameproof equipment.

### 15.5 Temporary Lighting

Install temporary lighting adequate for the task at hand and to allow for safe access and egress to the work area.

All light fittings should be fitted with wire guards and be at a suitable height to prevent glaring. If fitted to stands, they should be secure and the stands stable.

### 15.6 Emergency Lighting

Emergency lighting should be installed in strategic areas around the site to enable safe access and egress from the workplace. Emergency lighting can be incorporated into normal fluorescent light fittings and should be clearly marked with a red light and black button. The light fitting should be tested monthly and recorded in the electrical register.

### 15.7 Portable Generators

All portable generators should be fitted with core balance earth leakage protection rated at 30mA.

If the manufacturer of the generator recommends an earth be used and, if an earth stake is attached, it must be driven into the ground. EnergySafe says "95% of the time this will provide a good earth". If you have any concerns get an electrician to check.

## 16. Height Safety

When working at a height where a person can fall and sustain an injury a risk assessment should be completed to establish the extent of possible injuries. If that person can fall 1.8 meters or more a risk assessment must be done in accordance with the fall from heights regulations.

Consider where the work is being conducted, i.e. top of a stepladder, body of an excavator. Any work carried out over 1.8 metres will need to be carried out from scissor lift, fully planked trestles, or from scaffold. This scaffold can either be mobile or fixed.



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Before climbing onto any platform or decking, check the condition of the decking and never take anything for granted - look for unprotected openings.

The Occupational Health & Safety Act states an employer must provide and maintain a safe environment, plant and systems of work for employees and sub-contractors to work in.

However, employees, sub-contractors and/or their employee(s) must use that equipment in a way that does not put them or anyone else at risk.

Also refer to the Compliance Code of Practice for the Prevention of Falls - General Construction.

### 16.1 Scaffolding / Work Platforms

When work requires an area to be accessed above or beyond floor level, a safe work platform will be required. It may be mobile scaffold or fixed scaffold.

Whatever is used, it must be suitable for the task at hand. Conduct a risk assessment, consider:

- What is the height to be worked at?
- What is the strength of the deck?
- What is the size of the deck or area to be covered?
- How many workers are required at one time?
- How level is the base on which it is to be set up?
- How much time to be allowed for set up?
- Is the work to be repeated on other floors?
- What tools and power are required at the work height?
- Is the task close to an edge where a person can fall 1.8 metres or more?

There may be many other considerations and all should be taken into account to ensure a safe work platform.

If unsure of what is needed to perform the task safely, ask the Director or Management.

### 17. Manual Handling

There are very few workplace activities that do not involve some form of manual handling. Manual handling means using your own strength to move or support materials and objects rather than use machinery or equipment to bear the load. It covers a wide range of activities, including lifting, lowering, holding, pulling, pushing and carrying a load.

All tasks to be performed at 826 Mountain Hwy, Bayswater need to be assessed for manual handling hazards and risk of injury. This can be identified through either the manual handling checklist and through the SWMS.

It is the policy of Aptum to minimize all manual handling injuries. In order for this to be achieved, Aptum and its employees, sub-contractors and/or their employee(s) will:

- Endeavour, initially to design or redesign tasks such that manual handling is reduced to the minimum practicable level.
- Provide and encourage the use of mechanical assistance where practical and when the load or object is more than can be comfortably managed by one or a team lift.
- Develop and implement team lifting when the load or object is more than can be comfortably managed by one employee, sub-contractor and/or their employee(s).
- Provide as a last resort to all employees (only), training in the use of correct lifting and handling techniques as set out in the Manual Handling Code of Practice.

### 18. Public Safety

No unauthorised personnel to enter work place at any time. All personnel will report to the office when entering the premises.

Children and the general public need to be protected from wandering into danger. Securely fenced premises and locked up when it is unattended.



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## 18.1 Managing Traffic Movement

Make sure the entrance to 826 Mountain Hwy, Bayswater for vehicles & trucks are properly constructed. Make sure the public is in no danger from traffic movement to and from entering the premises. Never allow to load and unload trucks over passing traffic or pedestrians.

## 19. Emergency Management

Aptum has appointed first aiders within the building. The appointed first aiders will adopt the following procedures if an incident occurs on site:

### 19.1 Accident / Rescue Procedure

- Minor accidents where return to work occurs, are to be treated by first aid officer.
- All such treatments are to be recorded in the accident register.

### 19.2 Major Accidents

- First aider and/or Management are to be told of the accident, location and any relevant details. First aider then attends to the injured person.
- Management will call for ambulance, if required.
- First aider will proceed directly to the accident location, assess the accident and call for if required other emergency services i.e. Police, Fire etc.
- A person nominated by the First aider/and or Management will be sent to the entry of the premises to guide any emergency services to the accident location if needed.
- First aider and/or Management to take charge of any evacuation of injured persons.
- Any persons, plant or equipment required will be made available for evacuation.
- Where an ambulance service attends the accident, the ambulance officer will take charge of evacuation of the injured personnel.

## 20. Incident Reporting Procedure

All incidents minor or major are to be reported to management immediately. Refer Incident & Injury Management Report. *Refer to Appendix 9*

## 21. Evacuation Procedure

- Employees, sub-contractors and their employee(s) to be inducted into the Aptum Site Specific Evacuation Procedures.
- Site plan showing emergency evacuation assembly point to be displayed in workshop.
- In the event of an emergency situation the Director, Management, Mechanic/Store person shall raise the alarm with a gas horn. The Director, Management or OHS Officer shall notify the relevant emergency services.
- All employees, sub-contractors and their employee(s) shall congregate at the assembly point and report to the Director, Management or OHS Officer for a count of all personnel.
- No employee, sub-contractor and/or sub-contractor employee(s) should return to work unless directed to do so by either the fire warden, emergency services, the Director, Management or OHS Officer (there should be a delegated person).

## 22. First Aid

A First Aid kit will be supplied by Aptum. It is policy to have at least one Level 2 first aider on site at all times.

## 23. Return to Work

Aptum complies with Workers Compensation Legislation & engages the services of CGU Workers Compensation for any insurance or return to work issues.

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### 23.1 Return to Work Policy

Aptum:

- are committed to preventing injury and illness through providing a safe and healthy working environment for its employees, sub-contractors and their employees and ensuring that any employee who suffers an occupational injury or illness will receive early medical diagnosis and treatment.
- will provide appropriate duties where practicable or liaise with various agencies that may assist the injured or ill employees return to a meaningful and fulfilling role within the company.
- will ensure that the occupational return to work process commences as soon as possible after injury in a manner consistent with medical judgment.
- will ensure that participation in a return to work program will not in itself prejudice an injured worker.
- will make every effort to ensure that a safe return to work as soon as possible by an injured or ill employee is a normal practice and expectation.
- shall co-operate in any on site reporting procedures, which form an integral part of any approved return to work procedure implemented by any other company for whom it is carrying out the work.

Refer to *Appendix 11h* Return to Work Policy & Procedure

### 24. Issue Resolution

Aim of the issue resolution process is to achieve a quick and effective resolution of all health and safety issues as/or when they arrive.

Aptum shall inform and explain the issue resolution procedure to all site personnel so that they are aware of how health and safety issues are raised. Subcontractors are to be made aware of issue resolution procedures. The procedure shall be agreed to by all the relevant site parties.

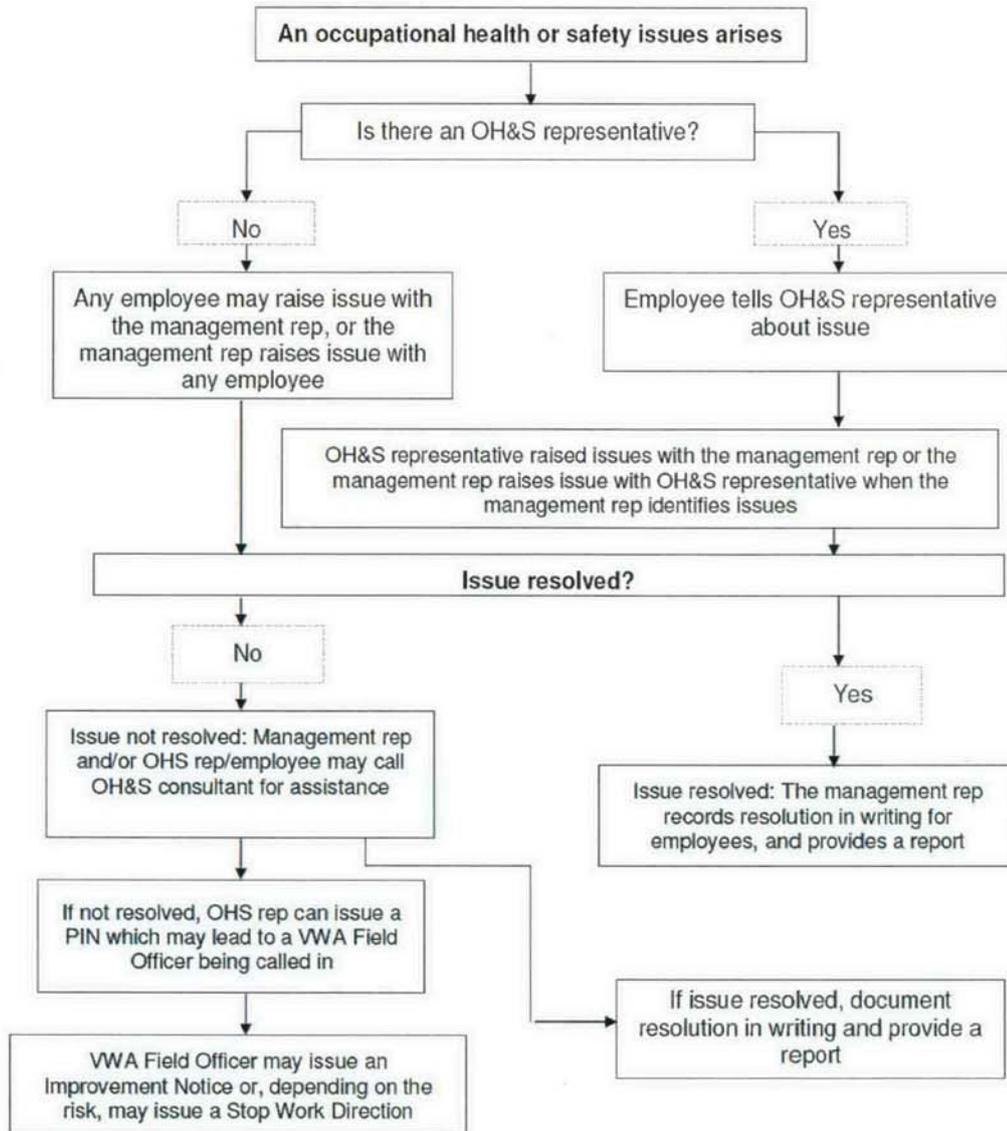


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## 7 Public Question Time

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

## 8 Engineering & Infrastructure Officers' Reports for consideration

### 8.1 Arterial Road Projects Priorities 2019

#### **SUMMARY: Sustainable Transport Planner, Winchelle Chuson**

**Each year Council submits a list of arterial road projects to VicRoads for consideration as part of Council's advocacy program. This report provides a summary of Council's priorities for arterial road projects requesting for State Government funding and delivery of these projects.**

#### **RECOMMENDATION**

**That Council:**

- 1. Adopts the priority list for the Arterial Road Projects Priorities 2019 as shown in this report;**
- 2. Sends a copy of the priority list to State and Federal Members of Parliament; and**
- 3. Continues to advocate for funding to improve transport infrastructure.**

#### **1. INTRODUCTION**

The Arterial Road Project Priority List identifies key projects that are required to improve the performance of Knox's arterial road network for all transportation modes. As part of Council's advocacy program, Council submits this list to a range of State and Federal Government organisations to seek funding to deliver these nominated projects.

VicRoads is the responsible authority for the Arterial Road Network. Although many of the proposed projects would usually be funded and delivered by VicRoads, some of these projects also qualify for other State or Federal funding through programs such as the BlackSpot and Blacklength funding which targets sites at which there have been three or more casualty crashes over the last five years. Council also seeks funding from the Transport Accident Commission (TAC) for pedestrian and cycling safety infrastructure improvements and Transport for Victoria (TfV) and Public Transport for Victoria (PTV) for major freight or Public Transport infrastructure improvements.

This report proposes projects to be submitted to these key organisations.

#### **2. DISCUSSION**

The proposed projects within the Arterial Road Project List considers improving the function and safety of all forms of transport within or affect the performance of the arterial road network. The type of projects that are considered includes:

- New arterial road links
- Duplication of roads
- Installation of traffic lights
- Improvement of bus priority

- Installation of safe road crossings for pedestrians and cyclists
- Installation of bike facilities along arterial roads

To better align with State Government strategic objectives, these nominated projects are assessed against criteria based on the Integrated Transport Act 2010. Under the act, State and Local Government agencies should work towards ‘an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible State’. As a result, each project should consider the following objectives:

- Social and economic inclusion
- Economic prosperity
- Environmental Sustainability
- Integration of transport and land use
- Efficiency, coordination and reliability
- Safety and health and wellbeing

### **Council’s Priority List for 2019**

Council’s list of priorities were identified through traffic investigations, accident statistics, public enquiries and Council plans and strategies. These projects are then ranked against each other with consideration given to the Transport Integration Act 2010. Based on this ranking criteria, the following projects are ranked as the top 10 projects required to improve Knox’s network:

#### *Top 10 Projects – Combined Categories*

Rank #	Location	Project	Score
1	Kelletts Road at Henderson Road	Traffic signals	52
2	Boronia Rd/Lewis Road	Traffic signals	48
3	Burwood Highway (a) Vermont South Tram interchange to Stud Road	Dedicated Bus Rapid Transit connecting into Vermont South tram superstop	48
4	Burwood Highway/Cathies Lane	Traffic signals with bike lantern and bus jump queue along Burwood Hwy	48
5	Dorset Road Extension, Burwood Highway to Napoleon Road	New four lane road. 2kms	44
6	Dorset Road Extension, Napoleon Road to Lysterfield Road	New four lane road dependent on Land Acquisition. 1km	44
7	Ferntree Gully Road & Henderson Road	Increase intersection capacity to cater for new North-South movement via new Henderson Road bridge	42

8	Boronia Road, Park Crescent	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	42
9	Ferntree Gully Road, Stud Road to Henderson Road	Off-road shared path (south side)	40
10	Ferntree Gully Station (Spot Treatment)	Dedicated shared path through carpark	40

In order to determine the viability of the nominated projects against other infrastructure projects across the State, VicRoads categorises each project under one of the following four categories:

- Access and Operation Improvements (Bottlenecks)
- Strategic Network Capacity Improvements
- Bicycle
- Pedestrian

As a result, the Arterial Road Projects have been ranked using VicRoads' four main categories (see Appendix A).

Of the identified projects within the Arterial Road Project List, the majority are projects that were approved by Council in previous years. However, in some instances, the scope of the project has been expanded at certain sites to improve public and active transport modes. For example, we have included the installation of a bike lantern and bus queue jump lanes as part of the Cathies Lane and Burwood Hwy intersection upgrade to a signalised intersection. Moreover, we have included the upgrade of the following intersections to cater for the new Henderson Road bridge:

- Ferntree Gully Road & Henderson Road intersection upgrade to improve capacity
- Kelletts Road & Henderson Road intersection upgrade to a signalised intersection

The most significant change to the Arterial Roads Project Priority List is the amendment of Burwood Hwy triplication project. In previous years, VicRoads have been asked to upgrade Burwood Hwy between Eastlink to Stud Road from a four (4) lane to a six (6) lane road for general traffic. Instead, it is suggested that the four (4) existing lanes are retained for general traffic with 2 dedicated bus lanes being installed in the median of Burwood Hwy to facilitate a Bus Rapid Transit Lane from the Vermont South Tram Interchange to Knox Central. This will separate public transport from the general traffic and reduce the delays for buses, especially during peak times. Moreover, with Council's advocacy for the Knox Tram (Route 75) extension, the project could create a future footprint for the construction of the Knox Tram.

### **Advocacy for the Arterial Road Projects**

Council will submit its key priorities to VicRoads to highlight the preferred road infrastructure improvement projects. In addition, while funding is available through the Federal Government's BlackSpot Program, funding allocations for these funds are administered through VicRoads. With the upcoming Federal Elections, Council should advocate directly to key Members of Parliament and candidates for funding in the lead up to the election.

## Recently Funded Projects

Through previous advocacy efforts, Council's advocacy program has received funding to deliver the Burwood Hwy Pedestrian and Cycling Link; a \$4 million shared path and pedestrian and cycling bridge along Burwood Hwy. This project will connect the Eastlink Trail and the Dandenong Creek Trail and improve cycling and pedestrian safety along Burwood Hwy.

Submissions to various funding opportunities across the year have also been successful in receiving funding from VicRoads and the Transport Accident Commission for other key road projects:

- Macauley Place, Bayswater
  - VicRoads partial funding for the design of a Shared Zone along Macauley Place (\$15,000)
- Stuart Street Precinct, Boronia
  - VicRoads partial funding for the construction of Local Area Traffic Management treatments (\$90,000 from VicRoads)
- Anne Road, Knoxfield
  - VicRoads partial funding for the design and construction of Local Area Traffic Management treatments (\$10,000 for design)
- Lupton Way, Boronia
  - TAC funding for the design of a shared zone (\$30,000)

## Movement and Place

With a greater focus on transport and land use integration, VicRoads and Transport for Victoria will be looking to establish the Movement and Place concept and incorporate it in the way they plan for Victoria's Transport Network.

Movement and Place is a new transport planning approach that aims to optimise the relationship between the transport network, the land uses and the people the network serves. The concept requires classification of the level of service for each transport mode and the level of use for each location (place) based on the different types of interactions and movements the area encourages. The consideration of how a space is used versus the movement of goods and people is a useful tool to ensure the integration of transport with land use planning. Furthermore, the movement and place concepts use a more thorough assessment of projects to ensure that the project scope considers environmental impacts in greater depth and the infrastructure improvements would increase road safety for all users.

Over the last few years, Transport for Victoria (TfV) and VicRoads have been in the process of classifying the arterial road network and most of the local roads in Metropolitan Melbourne. Network classifications are starting to be used by VicRoads to assess what the impact of new infrastructure projects will have on the network. As the system is still in its infancy, and still being developed, it was not possible to use the Movement and Place concept in this assessment of the Arterial Road Priorities list. It is expected VicRoads and TfV will further develop the process and roll it out to the Councils over the coming year. In order to ensure that Council's advocacy program aligns with State Government Strategic Goals, Movement and Place assessments will be incorporated as part of the criteria in assessing its future Arterial Road Project List.

### **3. CONSULTATION**

All consultation relating to projects announced for funding will be undertaken by the State Government through VicRoads. Consultation processes will differ depending on the scope of the project and the stakeholders that may be affected. As part of Council's processes, the Transport and Traffic Team will be involved during the implementation of each project and will liaise between Council and State Government to ensure that all relevant internal and external stakeholders are consulted appropriately.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

As part of the Knox Integrated Transport Plan 2015, we aim to encourage sustainable transport usage to minimise the negative impacts of motorised transport on our natural environment. As a result, we have reviewed the proposed projects and expanded the scope of some projects to include public transport or active transport improvements. This is to improve the attractiveness of using sustainable transport modes versus private motorised vehicles within our community.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

These projects are to be fully funded by the State or Federal Government.

### **6. SOCIAL IMPLICATIONS**

Transport provides an opportunity for all members of the community to access employment, education and other local services and activities, thereby improving community connection and minimise social isolation.

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

#### **Goal 3 - We can move around easily**

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

#### **Goal 4 - We are safe and secure**

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

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

### **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 – Sustainable Transport Planner, Winchelle Chuson – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Manager, Sustainable Infrastructure, Matthew Hanrahan – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The Transport Integration Act objectives provide a framework for the provision of an integrated and sustainable transport system for the State. Council's ranking criteria aligns with these objectives and is used to rank projects accordingly. Consideration will be given to improve the Arterial Road Project List ranking criteria by incorporating Movement and Place concepts.

The projects prioritised and presented in Appendix A of this report are proposed to be forwarded to VicRoads for funding consideration. Council will also send the Arterial Road Project List to key Ministers in the lead up to the upcoming Federal Election.

## **10. CONFIDENTIALITY**

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

**Report Prepared By: Sustainable Transport Planner, Winchelle Chuson**

**Report Authorised By: Manager Sustainable Infrastructure, Matthew Hanrahan**

## **Attachments**

1. Attachment 1 - Projects ranked within Vic Roads Categories **[8.1.1]**

### Projects ranked within VicRoads Categories

#### Top 10- Projects – Combined Categories

Rank #	Location	Project	Score
1	Kelletts Road at Henderson Road	Traffic signals	52
2	Boronia Rd/Lewis Road	Traffic signals	48
3	Burwood Highway (a) Vermont South Tram interchange to Stud Road	Dedicated Bus Rapid Transit connecting into Vermont South tram superstop	48
4	Burwood Highway/Cathies Lane	Traffic signals with bike lantern and bus jump queue along Burwood Hwy	48
5	Dorset Road Extension, Burwood Highway to Napoleon Road	New four lane road. 2kms	44
6	Dorset Road Extension, Napoleon Road to Lysterfield Road	New four lane road dependent on Land Acquisition. 1km	44
7	Ferntree Gully Road & Henderson Road	Increase intersection capacity to cater for new North-South movement via new Henderson Road bridge	42
8	Boronia Road, Park Crescent	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	42
9	Ferntree Gully Road, Stud Road to Henderson Road	Off-road shared path (south side)	40
10	Ferntree Gully Station (Spot Treatment)	Dedicated shared path through carpark	40

#### Bicycle Priority List

Rank #	Location	Project	Score
1	Ferntree Gully Rd, Stud Rd to Henderson Rd	Off-road shared path (south side)	40
2	Ferntree Gully Station (Spot Treatment)	Dedicated shared path through carpark	40

3	Burwood Hwy (b) Lewis Rd to Ferntree Gully Rd	Shared Path with some sections as a formalised on-road bike lane within the service lane.	32
4	Stud Rd (a) Ferntree Gully Rd to George St	Shared Path with some sections as a formalised on-road bike lane within the service lane.	32
5	Railway Path, UFTG (Southern boundary of National Park , within Yarra Ranges)	Railway Ave near Upper Ferntree Gully Fire Station to 1000 steps and Bridge over Burwood Hwy /Mt Dandenong Tourist Rd. 3 metre off-road path.	30
6	Boronia Rd, Wantirna Road to Stud Rd	Shared Path with some sections as a formalised on-road bike lane within some service lanes.	28
7	High Street Road near Cathies Lane	Bike Lantered to be installed to provide an alternative crossing point to for cyclists to the underpass.	22
8	Blind Creek Trail- Stud Road to Dorset Road (To be delivered over 2 - 3 stages)	Off-road shared path - widen to 3m	8
9	Dandenong creek trail, Bayswater Rd to Koomba Pk (To be delivered across 3 stages)	upgrade to 3m	8

### Bottlenecks

Rank #	Location	Project	Score
1	Boronia Rd/Lewis Rd	Traffic signals	48
2	Burwood Hwy/McMahons Rd/Clyde St	Traffic signals	36
3	Scoresby Road/Malvern Street	Right turn/passing lanes	26
4	Burwood Highway & Scoresby Road	Extend Right Turn Lane (eastbound to southbound)	20
5	Scoresby Road/Applegum Road	Right turn/passing lanes	18
6	Scoresby Road/Orange Grove	Right turn/passing lanes	16
7	Scoresby Road/Salmon Rd/Jordan Court	Right turn/passing lanes	16

### Capacity

Rank #	Location	Project	Score
1	Kelletts Road at Henderson Road	Traffic Signals	52
2	Burwood Hwy (a) Eastlink to Stud Rd	Dedicated Bus Rapid Transit connecting into Vermont South Tram Superstop	48

3	Burwood Hwy/Cathies La	Traffic Signals with bike lantern and bus jump queue along Burwood Hwy	48
4	Dorset Rd Extension, Burwood Hwy to Napoleon Rd	New four lane road. 2kms	44
5	Dorset Rd Extension, Napoleon Rd to Lysterfield Rd	New four lane road dependant on Land Acquisition. 1km	44
6	Ferntree Gully & Henderson Road	Increase intersection capacity to cater for new North-South movement via new Henderson Road bridge	42
7	Ferntree Gully Rd at Rushdale Rd	Traffic signals and redesign	36
8	High Street Rd/Mowbray Dr	Traffic Signals (Scoped 2011) with inclusion of bike lantern and pedestrian crossing point.	34
9	Stud Rd, near Police Road	Traffic signals	28
10	Wellington Road, west of Stud Road (Stud Road to Eastlink?)	New Bus Lane	28
11	Ferntree Gully Rd, Stud Rd to Scoresby Rd	4 to 6 lanes with potential to have 4 lanes of general traffic, 2 lanes of dedicated bus lane and shared path along Ferntree Gully.	20
12	Napoleon Road, Lysterfield Rd to Kelletts Rd	Duplication. 2.5kms	16
13	Napoleon Road, Wellington Rd to Kelletts Rd	Duplication, including conversion by VicRoads to main road classification. 2kms	16
14	Lysterfield Rd, Napoleon Road to Wellington Road	Duplication 4.2kms	14
15	Stud Road and Avalon Road	Widen to 2 lanes exit from Avalon Road	12
16	Wantirna Road (at bridge)	Widen bridge to four lanes	6

### Pedestrian

Rank #	Location	Project	Score
1	Boronia Road, Park Crescent	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths (interim)	42
2	Boronia Road, near Pine Crescent	Median breaks including the construction of DDA Pram Crossings	38

		and linking to existing footpaths (interim)	
3	Boronia Road, near Cypress Avenue	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths (interim)	38
4	Burwood Highway, near McMahons Road	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths (interim)	36
5	Stud Road, near Kingsley Cl	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	36
6	Mountain Hwy at Albert Ave	Pedestrian operated signals (east of Albert Ave)	36
8	Stud Road at Rosa St	Pedestrian operated signals	34
9	Scoresby Road - 300m south of Mountain Hwy	Pedestrian operated signals	28
10	Forest Road at Wright Street	Pedestrian operated signals	24
11	Glenfern Road south of Brennock Park Dr	Pedestrian operated signals replacing flagged school crossing	24
12	Kelletts Rd, near Lakesfield Dr	Pedestrian operated signals replacing flagged school crossing	24
13	Mountain Hwy, near Beresford Dr	Pedestrian treatment at flagged school crossing	24
14	Boronia Road, near Edinburgh Road	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	24
15	Boronia Road, west of Sasses Ave	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	20
16	Burwood Highway, near Burke Road	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	20
17	Burwood Highway, near Hartington Dr	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	20
18	Burwood Highway, near Lightwood Dr	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	20

19	Stud Road, near Evans Street	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	20
20	Stud Road, near Glenifer Ave	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	20
21	Stud Road, near Lakeside Dr	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths	20
22	Stud Road, near Rosa Street	Median breaks including the construction of DDA Pram Crossings and linking to existing footpaths (interim)	20

## 8.2 Henderson Road Bridge Construction Tender

**SUMMARY: Project Manager – Major Initiatives Unit, Melissa Sparrow**

**This report considers and recommends the appointment of a tenderer for the construction of the Henderson Road bridge, Knoxfield/Rowville.**

### RECOMMENDATION

**That Council:**

- 1. Accepts the tender submitted by Bitu-mill Civil Pty Ltd for the lump sum price of \$4,117,289 including GST (\$3,742,990 excluding GST) for Contract No. 2418 – Henderson Road Bridge Construction;**
- 2. Authorises the Chief Executive Officer to formalise and sign the contract documentation; and**
- 3. Advises all tenderers accordingly.**

### 1. INTRODUCTION

This contract is for the construction of Henderson Road Bridge, Knoxfield/Rowville. The works include the construction of a four span, 67m long bridge over Corhanwarrabul Creek, a culvert over the Knoxfield Outfall Drain, shared path including underpass, and associated road works for the 210m length. Construction is expected to be complete by September 2019.

In line with Council's Procurement Policy, after considering the complexity, value and risk associated with this contract, it was determined to utilise a public tender process in accordance with the approved Procurement Plan.

This report considers and recommends the appointment of a tenderer to undertake the works.

### 2. DISCUSSION

#### 2.1 Background

Knox City Council received a grant of \$4.5 million from the Federal Government to construct a road connection across Corhanwarrabul Creek to link Henderson Road between Knoxfield and Rowville.

Following consultation with Melbourne Water during the concept design phase of the project, it was found that their requirements had significantly changed since the original 1996 concept design was developed which the cost estimate (and therefore grant funding) was based on. As a result, it was estimated that an additional \$2 million was required to deliver the project.

Following this, the Federal Government allocated an additional \$1.5 million (making their contribution a total of \$6 million) and Council contributed an extra \$500,000 on top of the developer contribution of \$75,000 towards the project.

## **2.2 Tenders Received**

Council advertised a public tender for this project on 10 October 2018, in accordance with Council's Procurement Policy and approved Procurement Plan. The tender closed on 12 December 2018 with tenders received from:

1. Ace Infrastructure
2. Bitu-mill Civil Pty Ltd
3. Infracon
4. Maca Infrastructure
5. Vcrete

## **2.3 Tender Evaluation Panel**

The Tender Evaluation Panel consisted of suitably qualified panel members experienced in the evaluation and award of major capital works projects. The design consultant for the project also assisted the Panel.

All members of the Panel signed the Conflict of Interest and Confidentiality Agreements indicating that they had no conflict of interest or association with any of the submitting tenderers.

## **2.4 Evaluation Criteria**

The evaluation criteria assigned the following weightings in accordance with the approved Procurement Plan:

Price	40%
Experience and Capability	30%
Methodology and Works Program	30%

The tender also nominated the following mandatory criteria:

- Public Liability Insurance to a minimum value of \$20 million;
- Integrated Management System, implementation incorporating Quality, Environment and Safety; and
- Compliance to conditions of tender document.

## **2.5 Tender evaluation results**

After considering the tender submissions and seeking additional information for clarification and undertaking tender interviews with the three shortlisted, the Evaluation Panel arrived at the following summary results:

1. Bitu-mill Civil Pty Ltd
2. Ace Infrastructure
3. Vcrete
4. Maca Infrastructure
5. Infracon

The final evaluation matrix and detailed description of the evaluation process is included with the Confidential Procurement Report, appended to this report.

## 2.6 Preferred Tender

Bitu-mill Civil Pty Ltd is the recommended tenderer with value for money given their experience. Referees spoke highly of their communication and responsiveness as well as the quality of their work.

## 3. CONSULTATION

Tender clarifications were sought, interviews held with the shortlisted tenders and referee checks undertaken as part of the tender evaluation process.

To support the construction works, a number of images have been created by consultants based on the design plans (shown in Attachment A). It is hoped these images will assist the community in visualising how the bridge will ultimately look. These can be used as part of any media on the project.

## 4. ENVIRONMENTAL/AMENITY ISSUES

Environmental considerations were a large consideration in evaluating the tenders. A significant driver of this project has been to ensure minimal environmental impact to both local flora and fauna. There are also a number of specific conditions within the Planning Permit relating to tree protection.

It is also proposed to undertake revegetation works in the area following the completion of the project to assist in restoring the wildlife corridors being severed by the bridge and road construction. Due to the expected timing of construction and best planting times, it is likely that the revegetation work will occur early next year.

## 5. FINANCIAL & ECONOMIC IMPLICATIONS

The project cost and funding is summarised as follows:

Contract Lump Sum Price	\$3,742,990.00
Contingency (15%)	\$ 561,448.50
Project Management (5%)	\$ 187,149.50
<b>Total Project Cost (ex GST)</b>	<b>\$4,491,588.00</b>

Funding available:

Federal Government grant	\$6,000,000.00
Council allocation	\$ 500,000.00
Developer Contributions	\$ 75,000.00
Less expenditure/commitments	\$ 547,022.44
<b>Total Funds Available:</b>	<b>\$6,027,977.56</b>

There is therefore sufficient funding to cover the cost of this project.

## 6. SOCIAL IMPLICATIONS

No social implications needed to be further considered in the evaluation of this contract.

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

### **Goal 3 - We can move around easily**

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

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

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

## **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 – Project Manager – Major Initiatives Unit, Melissa Sparrow - 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**

The tender representing the best value for Council was presented by Bitu-mill Civil Pty Ltd for the lump sum price of \$4,117,289 including GST (\$3,742,990 excluding GST).

This company is adequately resourced and available to undertake this contract in accordance with the engineering plans and specifications.

## **10. CONFIDENTIALITY**

This report contains items of a confidential nature which are in a separate appendix.

**Report Prepared By: Project Manager – Major Initiatives Unit, Melissa Sparrow**

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

### **Attachments**

**Confidential Appendix: Procurement Report – Henderson Road Bridge Construction is circulated under separate cover**

1. Henderson Road Bridge Images [8.2.1]



Henderson Road looking south towards Rowville.



Corhanwarrabul Creek Trail at Henderson Road.



Henderson Road heading north towards Knoxfield.

## 9 Community Services Officers' Reports for consideration

### 9.1 Placemakers Rebuild - Council Report

#### **SUMMARY: Coordinator Arts and Cultural Services, Elissa Pachacz**

**In October 2015, Placemakers, a Council owned facility located on Glenfern Road, Ferntree Gully, was destroyed by fire. The facility comprised a meeting room, workshop space and storage shed and was a well utilised asset, supporting a myriad of Council and Community arts, crafts, events and environmental activities.**

**The rebuild of Placemakers was considered by Council in 2016 and \$240,000 was committed in the Capital Works Budget (funded through insurance) to rebuild this facility. Some of these allocated funds have been spent on the demolition of the site, development of scoping plans and architectural design.**

**Building design considerations developed in consultation with external groups, were provided to Councillors by Memorandum on 23 August 2017.**

**The preferred design was tendered for construction in September 2018, and the total cost of the rebuild was quoted at \$373,127, plus the required contingency and building permit costs coming to a total construction cost of \$432,096 (ex GST). As a result, the project now faces a shortfall of \$263,193 (ex GST).**

#### **RECOMMENDATION**

**That Council:**

- 1. Reaffirm its commitment to rebuild the Placemakers workshop and meeting room space which will help meet the current demand for increased workshop and meeting room space for local arts, crafts, cultural and community activities; and**
- 2. Allocate a further \$236,193 (ex GST) as part of the 2019-20 capital works budget to enable the completion of the project**

#### **1. INTRODUCTION**

Once situated on the north corner of the Knox and District Woodworkers Association precinct, Placemakers established this precinct as a thriving community hub, providing a versatile space for Council and Community activities such as community arts workshops, event workshops, biodiversity activities, and a meeting place for local arts and crafts groups. Adjacent to Wally Tew Reserve, a major festivals and event site, and neighbouring Ferntree Gully Community Arts Centre, Placemakers was well positioned as a highly accessible venue for collaborative arts and events-based projects.

The destruction of the building in 2015 has left a significant gap in space available to art and general community groups.

Council approved \$240,000 in its capital works budget in 2016 to rebuild the venue. Funding was provided through Council's insurer.

To date the insurance allocation has financed the demolition of the existing fire damaged building, the building design scope, development of a detailed architectural design and site building assessments, which left a balance of \$195,903 as a carry forward to complete the construction phase of the project.

The architect's design reflects internal and external stakeholder consultation and meets the current and future functional needs and demands for the space. It will be a basic, yet versatile space, with a mixed-use meeting and wet area workshop area, with wall mounted benches, storage, and basic amenities.

Between 1987 and 2007, Placemakers was home to an innovative program entitled "Placemaker Community Arts Projects". This was a Council sponsored initiative aimed at revitalising urban landscapes, bringing people together to create public artworks for installation within their own community. Hundreds of Knox residents participated in this program, working alongside local artists to create a strong sense of Place in Knox, delivering 135 public artworks over the 20-year span.

Between 2006 and 2015, Placemakers was home to a myriad of local arts and crafts groups, providing a functional space for Council's community arts and events-based projects. These types of projects have largely subsided since 2015, as there was no alternate Council venue that could adequately cater for artists and community members working on collaborative projects in a safe and accessible arts space.

The Biodiversity team activities have also been limited due to a lack of functional workshop, meeting and storage space, and are currently still using the site as an outdoor meeting and planting area, insufficient for meeting their current and future needs.

There are two shipping containers within the precinct, which are storage for arts project materials and equipment, can be relocated within the new storage facility within the rebuilt Placemakers, freeing up the outdoor space for beautification as a community hub and a welcoming garden area for which visitors to the site might gather.

The adjoining Knox Woodworkers have indicated their strong interest in making use of extra meeting spaces, as their current facility is often at capacity. They will also have regular access to the new toilet amenity, which will be a welcomed improvement to current amenity within the precinct.

Arts, cultural and events based projects have been limited by lack of functional workshop space since the fire at Placemakers in 2015, with many projects being scaled back to avoid the need for collaborative workshops, such as group artworks for installation at Councils festivals, or community-based public arts projects for installation within village precincts. These types of activities utilise the arts as a mechanism for community participation, and contribute to a variety of Council's place based objectives. Such activities will once again become a feature of Arts and Cultural programs, upon the reinstatement of Placemakers and the new adoption of Immerse as a biennial program, enabling resources for such projects to occur.

## **2. DISCUSSION**

The rebuild of Placemakers continues to be a high priority in terms of Community and officer demand for a workshop, storage and meeting space and a potential rebuild is expected to meet current and future needs, creating a co-located, mixed-use community hub.

The design, as provided to Council (Refer Attachment 1 - Memorandum to Councillors - Placemakers Shed Concept Plans – 14 August 2017), was recently tendered for the construction phase of the project. The tender quote selected was valued at \$373,127 for the build (refer Attachment 2 – Placemakers Architectural Design - Tender Issue – 2018; and Attachment 3 – Placemakers Tender Evaluation – Consensus Scores Matrix – 2018).

The construction requires a 15% contingency and building permits, and subsequently, the total cost of reconstructing Placemakers is \$432,096 (ex GST). This presents a budget shortfall of \$236,193 (ex GST).

The key factors for the increased price of the rebuild of Placemakers includes:

- The insurance valuation in 2015 being comparatively low to today's building price values;
- The required inclusion of a toilet amenity within the facility to meet current building standards (approximately \$100,000 value); and
- Escalation of construction industry pricing

Together, these factors have effectively increased the cost of reconstruction of Placemakers by over 80% above its original allocation of \$240,000.

A commitment by Council to rebuild Placemakers and fund the financial gap in the project budget, acknowledges that the project fulfills a gap in current venue services, will re-ignite this precinct as a vibrant community and cultural hub, which in turn will enable the reactivation of Community and Council based arts, crafts, events and biodiversity activities. Whilst the Placemakers rebuild is a relatively simple structure, its function will service the community well as a co-located venue within the Wally Tew precinct adjacent to other arts, sports and community activities.

### **3. CONSULTATION**

Key internal stakeholders have been consulted, including Biodiversity, Infrastructure and Community Facilities, Arts and Culture; as well as key external stakeholders including Knox Woodworkers and Tree Fern Potters to determine the need for the rebuild of Placemakers, the future use of the space and the subsequent design to ensure the new structure supports optimal functionality of the space.

### **4. ENVIRONMENTAL / AMENITY ISSUES**

A site assessment has been undertaken and a specification developed to ensure minimal disruption to the surrounding environment and amenity of the space, and the continued access to the Woodworkers facility during the construction phase.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

A summary of the financial and economic implications are as follows:

- Total capital works currently approved by Council: \$240,000;
- Total spend to date on demolition, project scoping, architect design and site assessment: \$44,097;
- The remaining committed capital works allocation: \$195,903 (carry forward);

- Total construction costs based upon approved design and market testing (2018): \$432,096 (ex GST); and
- Financial shortfall to complete project: \$236,193 (ex GST).

A summary of the total construction components of the project is as follows:

<b>Placemakers</b>	<b>Cost (GST Free)</b>	<b>Note</b>
Tender Sum	\$373,127	Matrix selected contractor
Contingency	\$55,969	15% Contingency
Building Permit Fees	\$3,000	Estimate
<b>Total Construction Cost</b>	<b>\$432,096</b>	Ex GST

## **6. SOCIAL IMPLICATIONS**

The rebuild of Placemakers will meet the social needs of local groups, residents and artists wishing to access a functional workshop and meeting space that will cater for groups of up to 15 people as either a meeting or training venue, and arts or environmental workshop space.

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

### **Goal 1 - We value our natural and built environment**

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

### **Goal 4 - We are safe and secure**

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

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

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

### **Goal 6 - We are healthy, happy and well**

Strategy 6.2 - 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 7.2 - Celebrate our diverse community

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 - Elissa Pachacz, Coordinator Arts and Cultural Services -In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Brett Anderson, Coordinator Facilities, Community Infrastructure - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

Placemakers was a well utilised arts and cultural venue for the City of Knox, that when destroyed by fire, left a gap in the venues within Knox that could effectively accommodate Council and Community arts, crafts and cultural project activities and meetings. Whilst Council made a commitment in 2015 to rebuild the venue, and committed funding towards the rebuild of the venue, the total cost of the project now requires further financial commitment from Council to realise the project.

With Councils further commitment of \$236,193 (ex GST), Placemakers will be reinstated as a simple yet versatile workshop and meeting space and once again return to being a thriving arts and cultural hub within Knox.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:                      Coordinator Arts & Cultural Services, Elissa Pachacz**

**Report Authorised By:                  Director Community Services, Tanya Clark**

## **Attachments**

1. Attachment 1 - Memorandum to Councillors - Placemakers Shed Concept Plans - 2017-08-14 **[9.1.1]**
2. Attachment 2 - Place Makers Architectural Design - TENDER ISSUE - 2018 **[9.1.2]**
3. Attachment 3 - Placemakers Tender Evaluation - Consensus Scores Matrix - 2018 **[9.1.3]**



**To:** **Mayor and Councillors**  
Mayor - Cr Darren Pearce  
Deputy Mayor - Cr John Mortimore  
Cr Peter Lockwood  
Cr Jackson Taylor  
Cr Adam Gill  
Cr Jake Keogh  
Cr Tony Holland  
Cr Lisa Cooper  
Cr Nicole Seymour

**cc** **Executive Management Team**  
Tony Doyle  
Ian Bell  
Angelo Kourambas  
Janine Brown  
Michael Fromberg

**From:** Kerry Stubbings, Director Community Services

**Date:** 23 August 2017

**KX No:** D17-265806

**Subject:** Placemakers Shed – Concept Plans

---

## **PURPOSE**

The purpose of this memorandum is to seek any feedback from Councillors on a preferred concept plan for the Placemakers Shed rebuild. This work will enable progression to detailed design and construction in 2017-18 which is included in Council's adopted Capital Works Program and funded through insurance following the fire damage which occurred in late 2015.

## **BACKGROUND**

Council has previously supported the development of the Placemakers Shed (2015/16 Capital Works – initial scoping funds) situated in Glenfern Road, Ferntree Gully.

The Placemakers meeting room was unfortunately totally destroyed by fire in October 2015 and the north-face corner of the adjoining workshop area was partially damaged. Existing conditions of the site are shown in Appendix 1.

Council officers have worked with key external stakeholders as well as internal units to design the replacement and upgrade of this asset consistent with resources provided from the insurance claim. Two concept designs have been developed by the Project Team and both provide very similar outcomes for a new facility.

## **CONSULTATION**

Consultation has been sought from both internal (Biodiversity, Facilities, and Arts and Culture) and external key stakeholders (Knox Woodworkers) who utilise or access the site on a regular basis.



## Memorandum

The Council Master Plan for Wally Tew Reserve developed by Open Space and Landscape design, also gives consideration to proposed improvements of the internal pathways within the Reserve to ensure that any connections to and from Placemakers are fully integrated.

Antarctica Architects were commissioned to prepare concept plans for the building which would replace and upgrade the existing Placemakers Shed. Key components of the design include a flexible meeting room, basic kitchen, wet area and amenities.

### **FINANCES**

A total of \$240,000 (insurance claim) has been allocated for the project. Approximately, \$20,000 of this has been used for demolition of the fire damaged office and damaged sections of the Shed. The balance is expected to be expended as follows:

- \$27,000 detailed design.
- \$180,000 construction – stage 1.
- \$15,000 electricity installation.

A cost estimate for building construction is provided as Appendix 2.

### **PLACEMAKERS REBUILD OPTIONS**

Two options have been developed by the project group which allow spaces to be used for multi-purposes. The concepts both allow the facilities for artists and makers to create work and include a meeting room, which will provide space for access by local community groups. The area will continue to be shared by the Biodiversity Team.

In essence, there is little difference between the two options because of the simplicity and scale of the rebuilding element. Both areas provide flexible creative space with key zones being the amenity and storage space.

- Option 1 seeks to consolidate storage and leave a greater expanse for the meeting room spaces.
- Option 2 provides a cluster of services, both amenity and storage, in each of the designated building areas (A and B) (Appendix 3).

Option 1 is recommended as the preferred option as it enables greater flexibility in the configuration of spaces with tables and chairs and consolidates the storage and amenities together (Appendix 4).

### **CONCLUSION**

Council has previously been provided with an update on this project in late 2016 (Email from Janine Brown, Acting Director Community Services, dated 4 August 2016). Concept work has now been completed based on feedback from internal staff and key community stakeholders. Both options, because of the simplicity of the building, share common features, however, Option 1 is preferred to proceed to detailed design and construction.



## Memorandum

If you have any queries or feedback on the proposed option, please contact me or Nicole Columbine, Acting Manager Youth Leisure and Cultural Services on 9298 8267. We would appreciate any feedback by Friday, 31 August 2017.

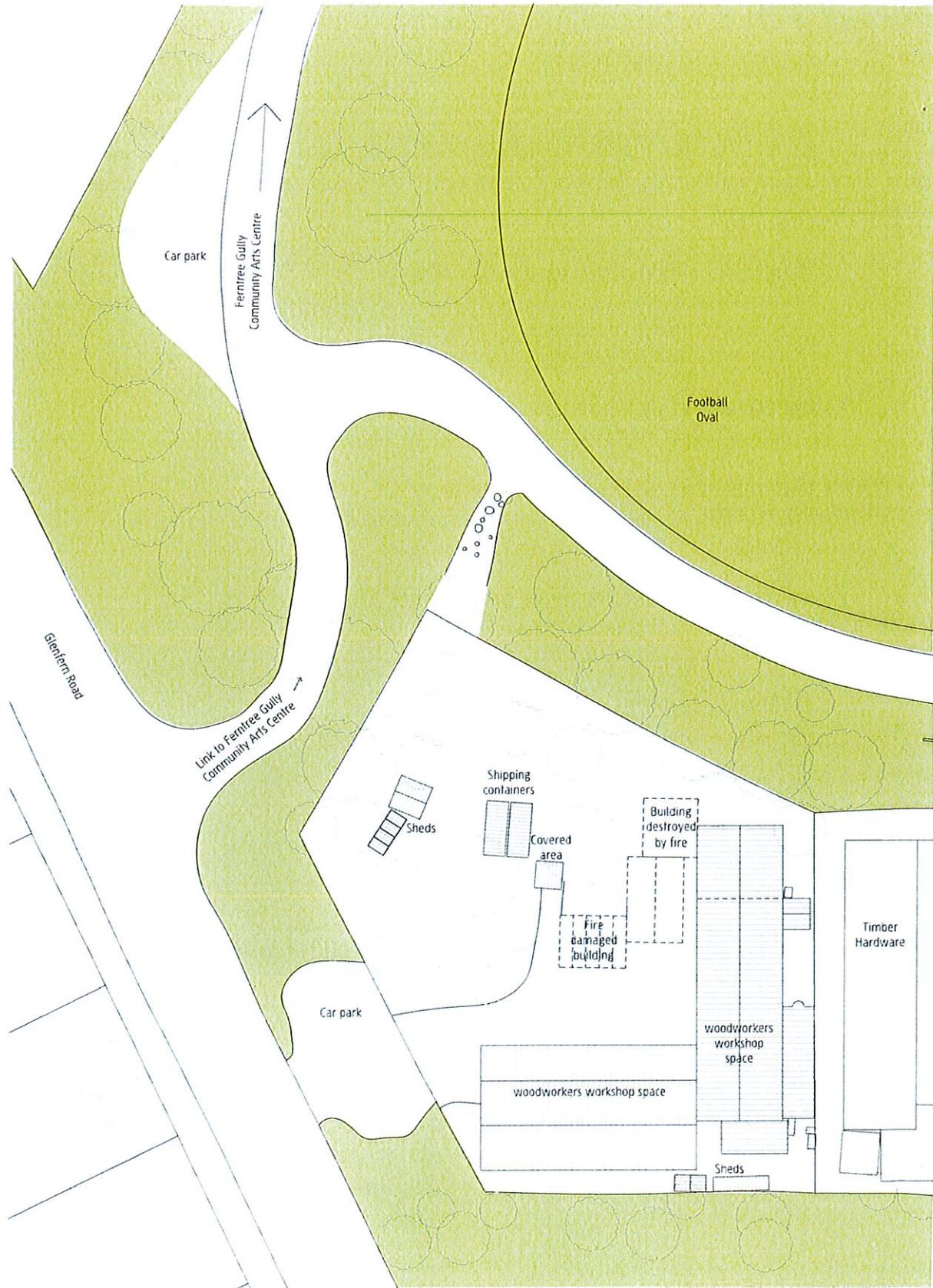
Dependent on any feedback from Councillors, we will then proceed to detailed design and tendering for construction.

A handwritten signature in blue ink, appearing to read "K Stubbings". The signature is stylized and cursive.

**Kerry Stubbings**  
*Director Community Services*

Telephone: 9298 8298

APPENDIX 1



ANTARCTICA  
41 A BEDFORD ST MELBOURNE 3000 +613 9645 5171 WWW.ANTARCTICA.COM.AU THIS DRAWING IS COPYRIGHT

Existing conditions

1:250

N A 02

## APPENDIX 2

**ANTARCTICA****Knox Place Makers: Shed Rebuild + Expand**

	<b>Area (sq.m)</b>	<b>Rate</b>	<b>Cost</b>
Shed - base build*	180	600	\$108,000
Extra over - internal finishes			\$7,000
Core - bathrooms			\$15,000
kitchen- core			\$12,000
storage + enclosure			\$3,000
paving: 300x300x25 conc pavers**	115	225	\$25,875
contingency 5%			\$9,000
<b>TOTAL</b>			<b>\$179,875</b>

not included: loose furniture + mobile shelf units  
 demolition (\$15K) allowed separately  
 electrical & services (\$20K) allowed separately

\*Square metre rate Rawlinsons Construction Cost Guide 2015 top of guide range.

Industrial buildings category

\*\* Rawlinsons guide elemental rates

figures are inclusive of gst

note: No allowance for uncompetitive pricing or future escalation

APPENDIX 3

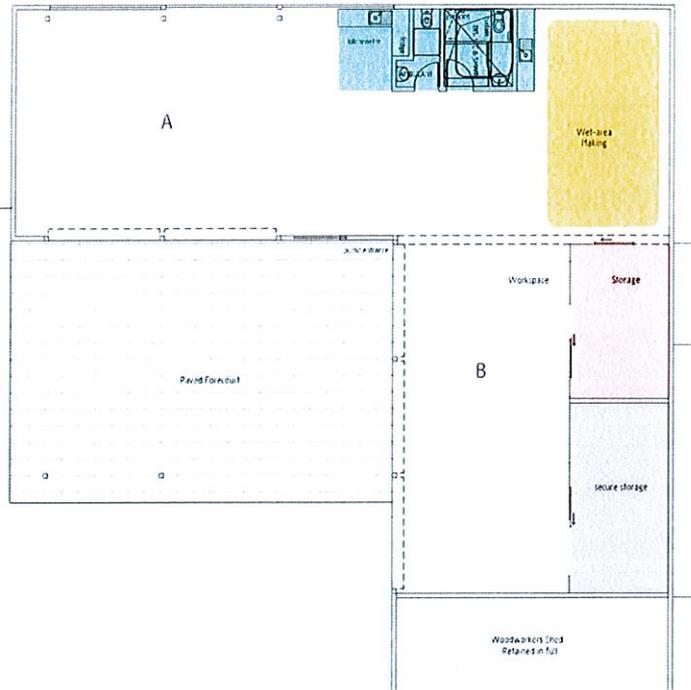
**INTERNAL PLANNING CONSIDERATIONS**

**Makers Place Shed and addition**

Makers Place (180 sqm) is envisioned as a large, flexible creative space with key zones:  
 Amenities including communal kitchen 10sqm, unisex accessible and ambulant toilet, 9.5sqm.  
 & Secure Storage Space

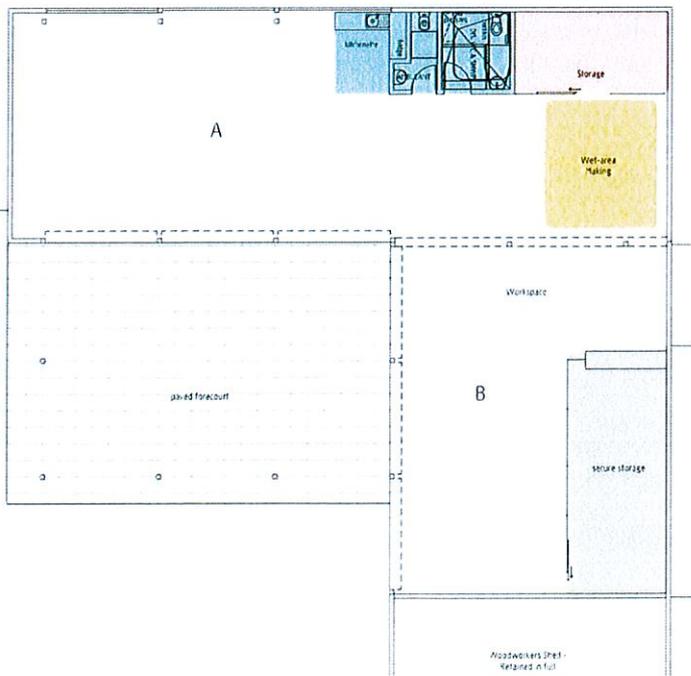
**Option 1: (preferred)**

- multiple entrance points - public entry to large 'clean work' space
- central block: kitchenette, accessible amenities including shower
- having large wet-area work space, & secure storage cage, facilitates safe work flow
- open circulation space between two shed buildings



**Option 2:**

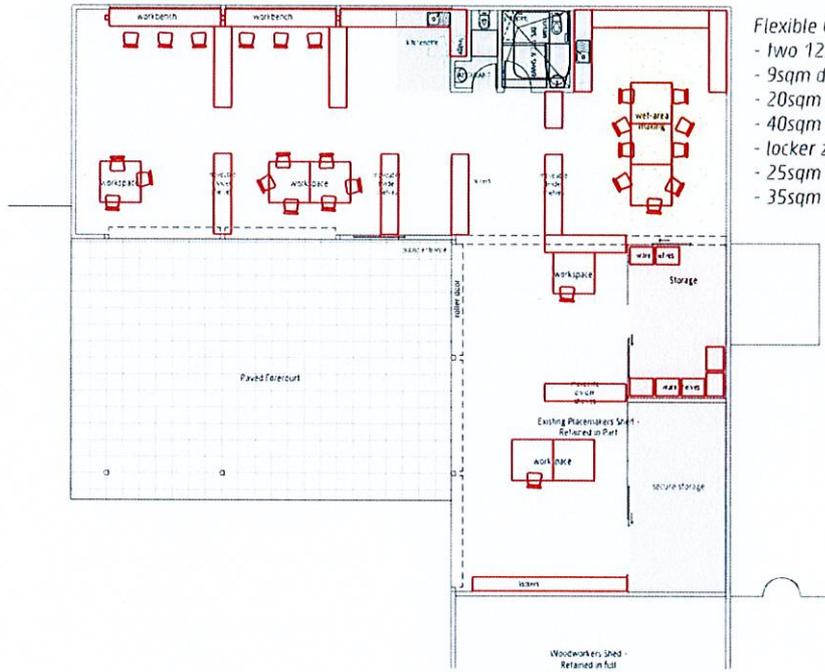
- cluster services (amenities, kitchen and storage) where spaces come together, allows for more open layout of work spaces.
- 90sqm meeting/conference space with kitchenette facility
- existing Placemakers Shed dedicated workspace and storage space



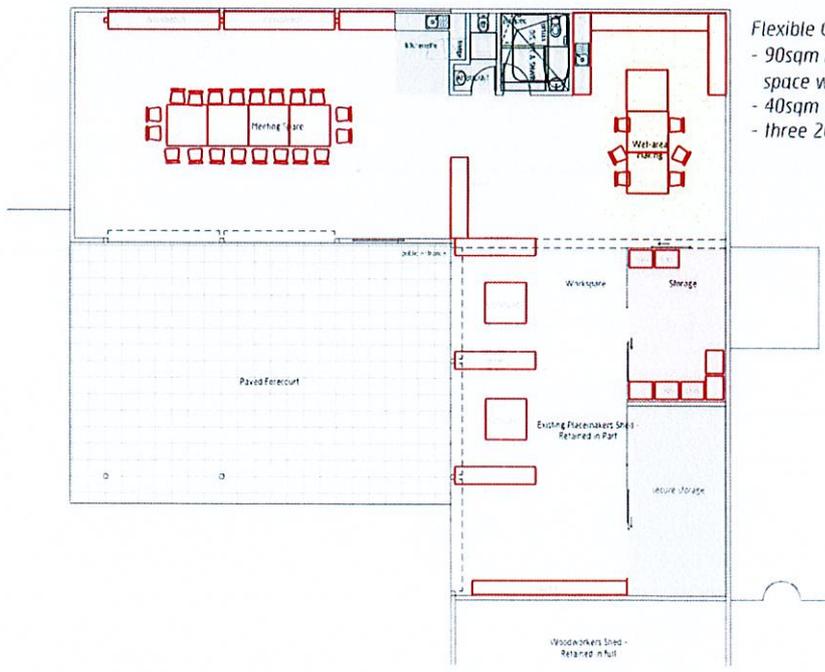
APPENDIX 4

**PLACEMAKERS SHED  
INTERNAL MOBILE ELEMENTS - Flexible Configurations option**

- space open between two shed buildings
- mobile storage units can be used to divide space into different sized areas



- Flexible Configuration 1:*
- two 12sqm dry workspaces
  - 9sqm dry workspace
  - 20sqm dry workspace
  - 40sqm wet area workshop
  - locker zone
  - 25sqm workshop area
  - 35sqm workshop area



- Flexible Configuration 2:*
- 90sqm meeting/conference space with kitchenette facility
  - 40sqm wet area workshop & lockers
  - three 20sqm workshop areas

**CONTENTS:**

**Specification Sections**

**Drawings**

1 Preliminaries & Schedules	<b>A00</b> Cover Page
2 Staging, Demolition & Site Preparation	<b>A01</b> Existing Conditions
3a Concrete	<b>A02</b> Proposed Site
4a Structural Steel	<b>A03</b> Demolition Plan
4b Metalwork	<b>A04</b> Floor Plan
6 Carpentry	<b>A04a</b> Layout Plan
7a Cladding & Lining - Metal	<b>A04b</b> RCP Electrical
7d Plastic & Fibreglass Cladding	<b>A05</b> Existing Diagram
7e Plaster	<b>A06</b> Diagram
8 Insulation	<b>A07</b> Elevations 1:100
10a Window & Door Frames	<b>A08</b> Elevations 1:100
10b Glazing	<b>A09</b> Sections
10c Door Hardware	<b>A09a</b> Details
12c Resilient Flooring	<b>A10</b> Internal Elevations
13 Tiling	<b>A11</b> Internal Elevations
14 Painting	<b>A12</b> Furniture
15a Roof Plumbing	
15b Hot and Cold Water Supply	<b>S01</b> Drawing Index
15c Waste Water and Sewerage	<b>S02</b> General and Construction Notes
15e Sanitary Fixtures and Fixings	<b>S03</b> General and Construction Notes
16a Power and Lighting	<b>S04</b> General and Construction Notes
16b Communications & Security	<b>S05</b> General and Construction Notes
16c Power Generation	<b>S10</b> Ground Floor General Arrangement Plan
16d Electrical fixtures & fittings	<b>S15</b> Ground Floor Plan Sections and Details
17 Fire Protection	<b>S20</b> Roof Plan
18 Heating & Cooling	<b>S25</b> Roof Sections and Details - Sheet 1
19a Cabinetwork	<b>S26</b> Roof Sections and Details - Sheet 2
22 Access & Safety	<b>S27</b> Steel Details - Sheet 1
	<b>S28</b> Steel Details - Sheet 2
	<b>S30</b> Timber Plan and Detail

SCHEDULE 01:		MATERIAL CODES & FINISHES			
CODE	Description	General Locations	Details	Finish/Type	Size/Thickness
[AIRCELL]	aircell Insulbreak enviroseal foil	all metal Roof & walls		N/A	
[CONC]	floor slab exposed	all other walls	S/F Enviroseal Breather		
		new slab	steel trowel finish with clear seal	<i>Luxaflex rollcoat clear seal</i>	refer structural
[CONC 2]	broom finished concrete	external entry and paving	broom finish		refer structural
[FIRE WALL]	new fire seperation wall FRL 90/90/90	as show on drawings	CRS 369 Plus wall system	paint finish	
[GLASS 1]	single-glazed clear doors	refer door and window schedule	viridian E vantage thermotech air-filled insulating glass units		6 + 12 + 6 clear glass
[LAM1]	Laminate benchtop	cabinetwork	Laminex Laminate on MDF substrate	Deep Sea Natural Finish	40mm squareform edge
[LAM3]	Laminate Bench top	bench top	Laminex Laminate on MDF substrate	Black Natural Finish	40mm squareform edge
[METAL 1]	profiled metal roof sheet	Roof & wall cladding as drawn	Trimdeck profile Colorbond finish	Colorbond Surfmist	
[MIRROR]	mirror glass	amenities	viridian décor mirror safe	silvered clear	6mm - flat polished edges <i>natural white</i>
[PAINT1]		plasterboard wall and ceiling	Dulux low sheen acrylic	LOW VOC	
[PAINT2]		as noted	Dulux High gloss	LOW VOC	<i>dandelion yellow</i>
[PAINT3]		as noted	Dulux low sheen acrylic	LOW VOC	<i>Calico Dress</i>
[PLASTER]	Plasterboard lining	selected ceiling & Internal walls	Gyprock Supercheck. Fixed directly to stud frame		12mm thickness
[PLY]	B/BB Grade pine plywood	Joinery and walls	clear finish	hoop pine	12mm
[POLYCARB]	ampilight industrial corrugated	wall cladding	fixed onto framing	opal	corrugated profile 3660
[RUBBER]	polyflor	kitchenette and amenities	saarFloor noppe stud tile	<i>deep blue</i>	3mm
[WTILE]	Wall tiles	Wet areas	Beaumont - Excite Midnight 1000250. Tiles on FC substrate.	grout to match tiles	298x148mm
[WTILE2]	Wall tiles	Wet areas	Beaumont - United black gloss. Tiles on FC substrate.	black grout	300x100mm

**SCHEDULE 05: SCHEDULE OF STATUTORY FIXTURES & SIGNAGE**

*This schedule to be read in conjunction with other Specification sections and the Drawings  
Note: All items in the schedule are statutory requirements and must be installed in strict compliance with both the BCA and all applicable Australian*

Description	Manufacturer/Name	Model	Comments
S1 Female Ambulant Toilet Braille & tactile sign	Pictobralle	(PBS-FambT)	
S2 Male Ambulant Toilet Braille & tactile sign	Pictobralle	(PBS-MambT)	
S3 Unisex Accessible Toilet Left Hand transfer Braille & tactile sign	Pictobralle	(PBS-UATLH)	
Fire Blanket	Fire Blanket	Wormald	Statutory Size and location
Fire Extinguisher #1	Fire Extinguisher Chemical type	Wormald	Statutory Size and location
Fire Extinguisher #2	Fire Extinguisher Water type	Wormald	Statutory Size and location

**TENDER ISSUE**

SCHEDULE 02: SANITARY FIXTURES COMPONENTS & APPLIANCES					
	Description	Details	Locations	Notes/Finish	Comments
[BASIN1]	accessible basin	Caroma - Care 500 wall basin	accessible toilet	white	CODE: 631010W
[BASIN2]	Above counter vanity basin	Caroma - Cube 500	amenities	white	CODE: 683400 500x320mm
[GRAIL]	grabrail	RBA - Wall mounted SS grabrail - refer drawings for setout	accessible toilet	30mm diameter brushed stainless steel	
[GRAIL2]	grabrail	RBA - 90° ambulant grab rail - refer drawings for setout	accessible toilet	30mm diameter brushed stainless steel	
[HWS]	Hot Water Service	Dux Proflo Electric Storage 25L	Kitchen		25W124P
[HOOK]	wall mounted SS hook	Britex - BTX - 10-02-9	rear of door all amenities	Satin Stainless Steel	visible screw hook
[SINK]	kitchen sink -double bowl s.steel	Clark - Benchmark 1386 1.5	kitchen	Stainless Steel	
[TAP1]	accessible basin mixer	Acqua Care Basin Mixer	accessible toilet	Extended arm	CODE: 90989C5A
[TAP2]	mixer tap - basins	Liano Wall Basin Mixer with 180mm straight outlet & platemount	amenities	Satin Chrome	CODE: 96183C5A
[TAP3]	mixer tap - sink	Nordic sink mixer	wet areas and kitchen	Satin Chrome	CODE: 90946C4A
[TRAP]	bottle trap	Caroma - Eco Bottle Trap	amenities	chrome	CODE: 687295
[TRH]	horizontal twin toilet roll dispenser	Tork - T4	amenities	white	CODE: 557000
[VENT]	Ampelite	Roof	Ampelite Spinaway 300mm	Surfmist	
[WC1]	accessible toilet suite	Caroma Cosmo care toilet suite	accessible toilet	white	CODE: 987928W
[WC2]	closed coupled toilet suite	Caroma Cosmo connector toilet suite	general toilet	white	CODE: 923125W

**SCHEDULE 03: DOORS**

note: provide RAVEN weather weather seals to all operable windows and doors

DOORS	Type	Nom. Size	Notes	Location	
[D1]	glazed sliding door entry	single sliding leaf 1000w x 2800h clear opening	Henderson Straight sliding 290 - Entry External face mounted track top hung sliding hardware.		
[D2]	metal roller door	3500w x 2800h	b&d - roller door painted finish	Workspace	[PAINT2]
[D4]	Pyropanel PFD120-48 Fire rated door	920w x 2100h	48mm Thick, -/120/30 FRL	Wet Area Making	[PAINT2]
[D5] [D6]	hollowcore cavity sliding door	950w X 2400h	850mm clear opening, painted finish	Amenities	[PAINT2]
[D7]	Hollow core hinged	920w x 2100h	paint finish to door and frame	dda toilet	[PAINT2]
[D8] [D9]	Hollow core hinged	820w x 2100h	paint finish to door and frame	Ambulant toilets	[PAINT2]

**SCHEDULE 03B: WINDOWS**

note: provide RAVEN weather weather seals to all operable windows and doors

WINDOWS	Type	Nom. Size	Notes	Glazing Type
[W1] [W2] [W3]	Galvanised metal gate	1000w x 1000h		[POLYCARB]
[W4] [W5]	frame casement window			

**SCHEDULE 03C: WINDOW & DOOR HARDWARE**

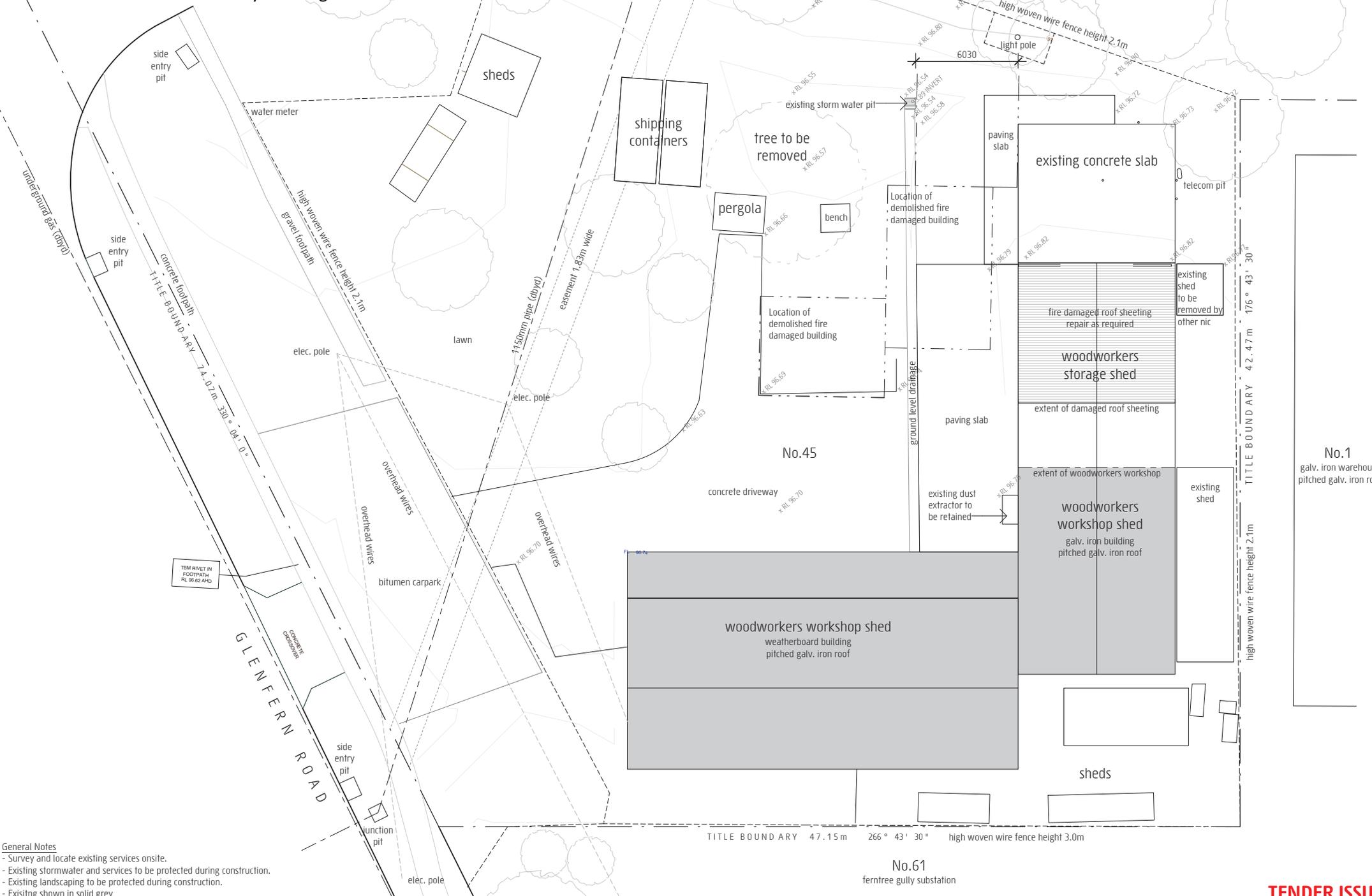
note: provide RAVEN weather weather seals to all operable windows and doors

HARDWARE	Type	Details + Finish	Notes:
<b>Framing</b>	Window Frames - Superior Gates Small Garden Access Gate Frame		
<b>Window locks</b>	locks on windows Whitco casement stay		To metal casement windows
	Whitco CYL4 Window Bolt	sliding window lock - bolt	To metal casement windows silver finish
<b>Hinge Amenities</b>	Lockwood 100 lift/off hinges	satin chrome, LW10075RLSSS	all amenity doors 3 hinges per leaf
<b>Sliding Door Track</b>	Henderson - Straight Sliding		All external sliding door track systems. All hanging hardware to be concealed type
<b>Hinge Internal</b>	Lockwood 100 Series	satin chrome	all internal doors
<b>Lever /latch</b>	Lockwood 1220 series furniture	Lever 70 satin chrome	all internal swing doors Length 123mm Projection 49mm Finger clearance 40mm
<b>Snib</b>	Lockwood 1220 series turnsnib	satin chrome	accessible turn escutcheon
<b>Door Stop</b>	Lockwood A290 Half Moon Door Stop	lockwood satin chrome	all swing doors

**SCHEDULE 06: LIGHTING & ELECTRICAL**

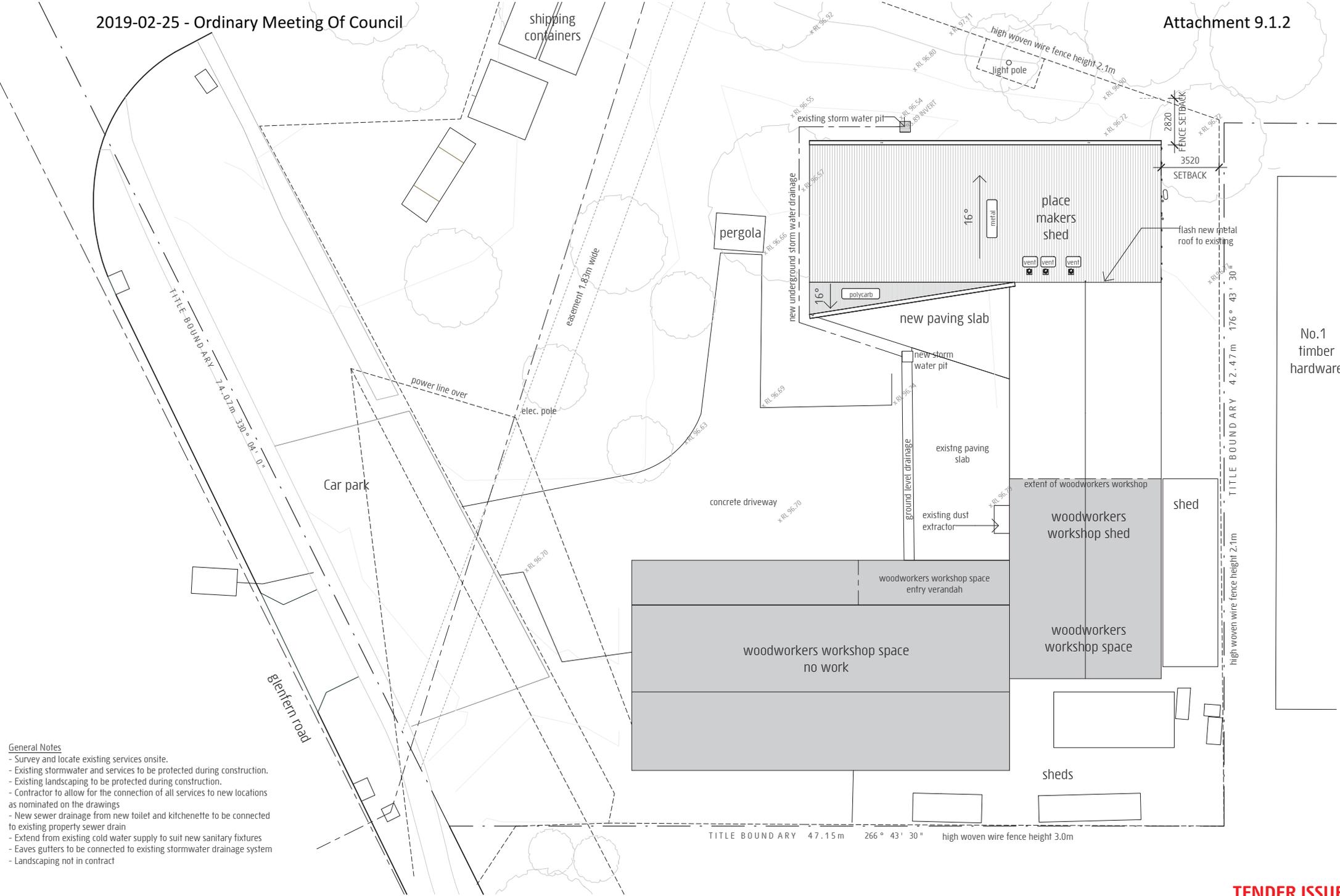
	Description	Supplier	Model	Comments	Location
[BATTEN]	LED surface batten	Clipsal - TPDB series	TPDBLED2 -1200mm LED Diffused batten	surface mounted	Locations as shown
[LIGHT]	LED Ceiling- luminaire	Clipsal - CL series	CLC22LED - LED Ceiling Light, 22W, 1350 lm, 4000K, IP20, Opal Diffuser	surface mounted	Locations as shown
<b>emergency light</b>	Emergency Fluorescent Light	Clipsal	TPDBLED2EM - LED Diffused batten, 40w, 3800lm, 4000k, IP20, 1200mm - Emergency	surface mounted	Locations as shown
<b>telephone &amp; data cable outlet</b>	Data and Telephone Outlet	Clipsal - 30 series	twin aperture plate with RJ12 and RJ45 outlets	surfaced mounted	Locations as shown
<b>multi. switch plate</b>	Switch Plate	Clipsal - 2000 series	horizontal switch 2/3 gang 250V 10A	surface mounted	Locations as shown
[DGPO]	Double Power Outlet	Clipsal - 2000 series	horizontal power outlet double 250V 10A	surface mounted	Locations as shown
<b>exit sign</b>	1 x 10w maintained illuminated exit sign with running man pictogram	Pierlite	Pierlite Director DIR10MPDS	suspended	Locations as shown
<b>directional exit sign</b>	Directional 1 x 10w maintained illuminated exit sign with running man pictogram	Pierlite	Pierlite Director DIR10MPDS	suspended	Locations as shown
[FAN]	Ceiling Fan	Universal Fans	Martec Albatross Large Industrial Style Ceiling Fan + universal extension rod	suspended	Locations as shown
<b>Exhaust Fan</b>	Exhaust Fan	Clipsal	Ceiling mounted Mistral Expressaire exhaust fan	surface mounted	Locations as shown

TENDER ISSUE



- General Notes**
- Survey and locate existing services onsite.
  - Existing stormwater and services to be protected during construction.
  - Existing landscaping to be protected during construction.
  - Existing shown in solid grey





No.1 timber hardware

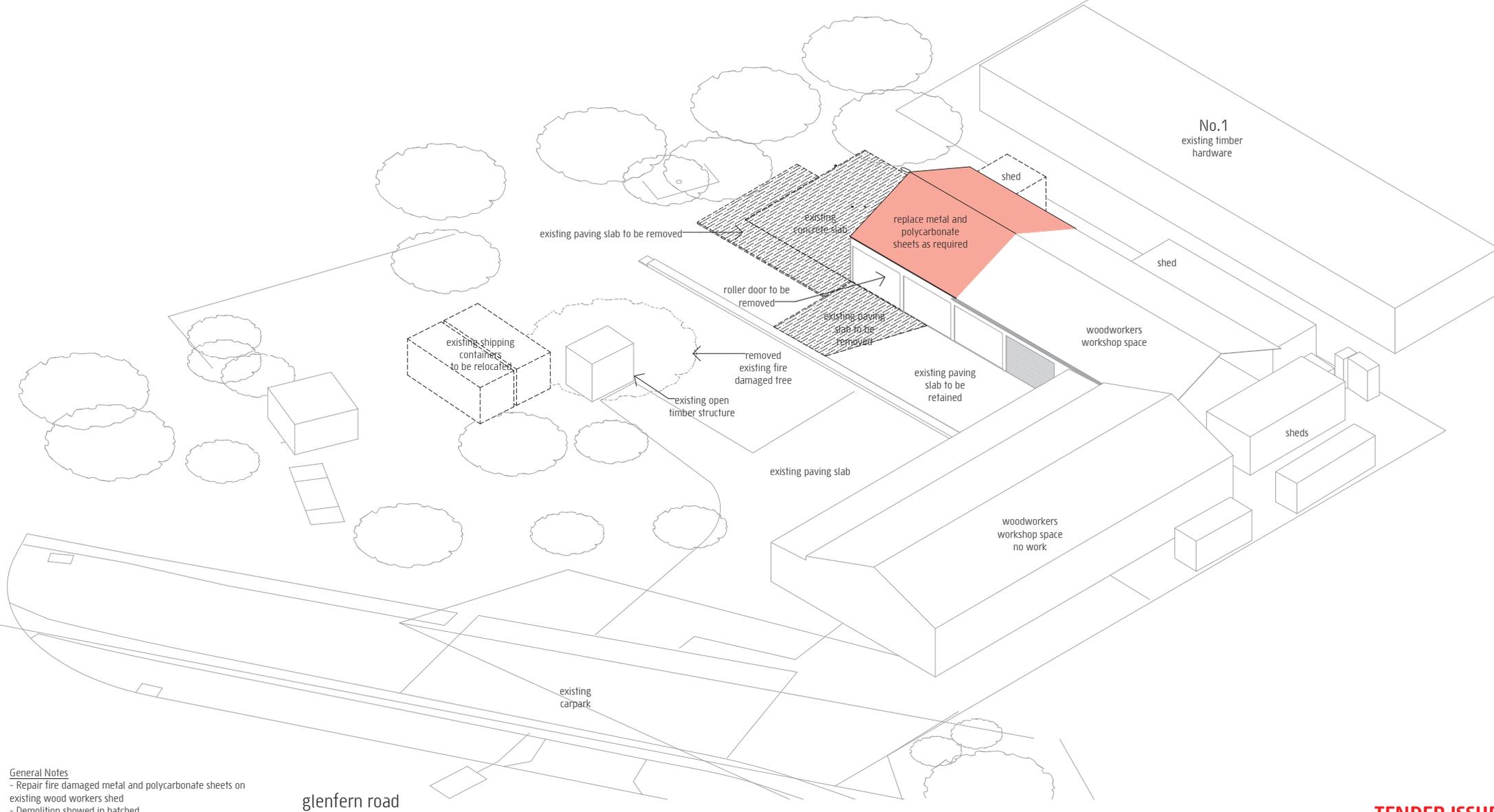
**General Notes**

- Survey and locate existing services onsite.
- Existing stormwater and services to be protected during construction.
- Existing landscaping to be protected during construction.
- Contractor to allow for the connection of all services to new locations as nominated on the drawings
- New sewer drainage from new toilet and kitchenette to be connected to existing property sewer drain
- Extend from existing cold water supply to suit new sanitary fixtures
- Eaves gutters to be connected to existing stormwater drainage system
- Landscaping not in contract





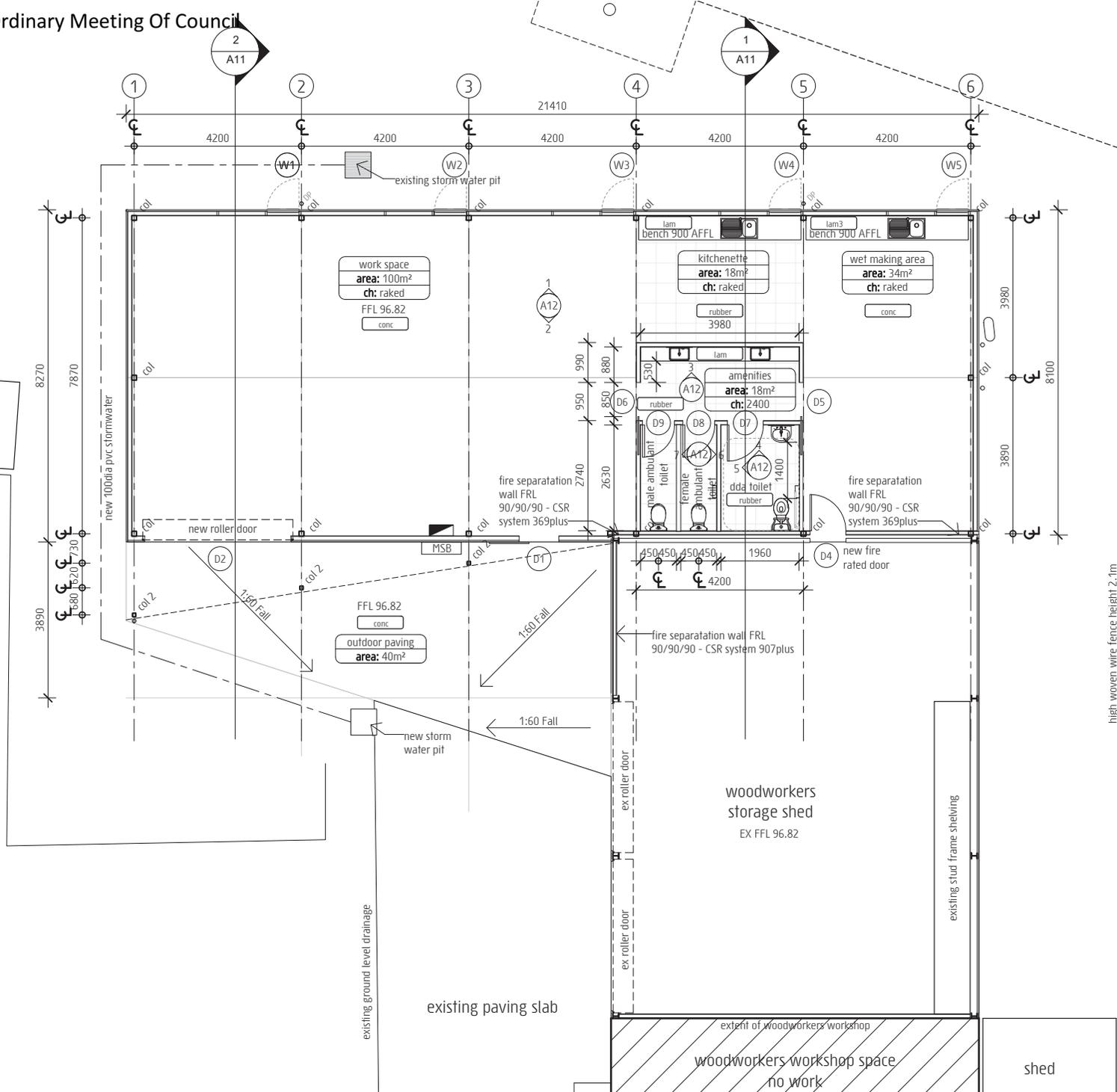
football oval



General Notes  
 - Repair fire damaged metal and polycarbonate sheets on existing wood workers shed  
 - Demolition showed in hatched

TENDER ISSUE

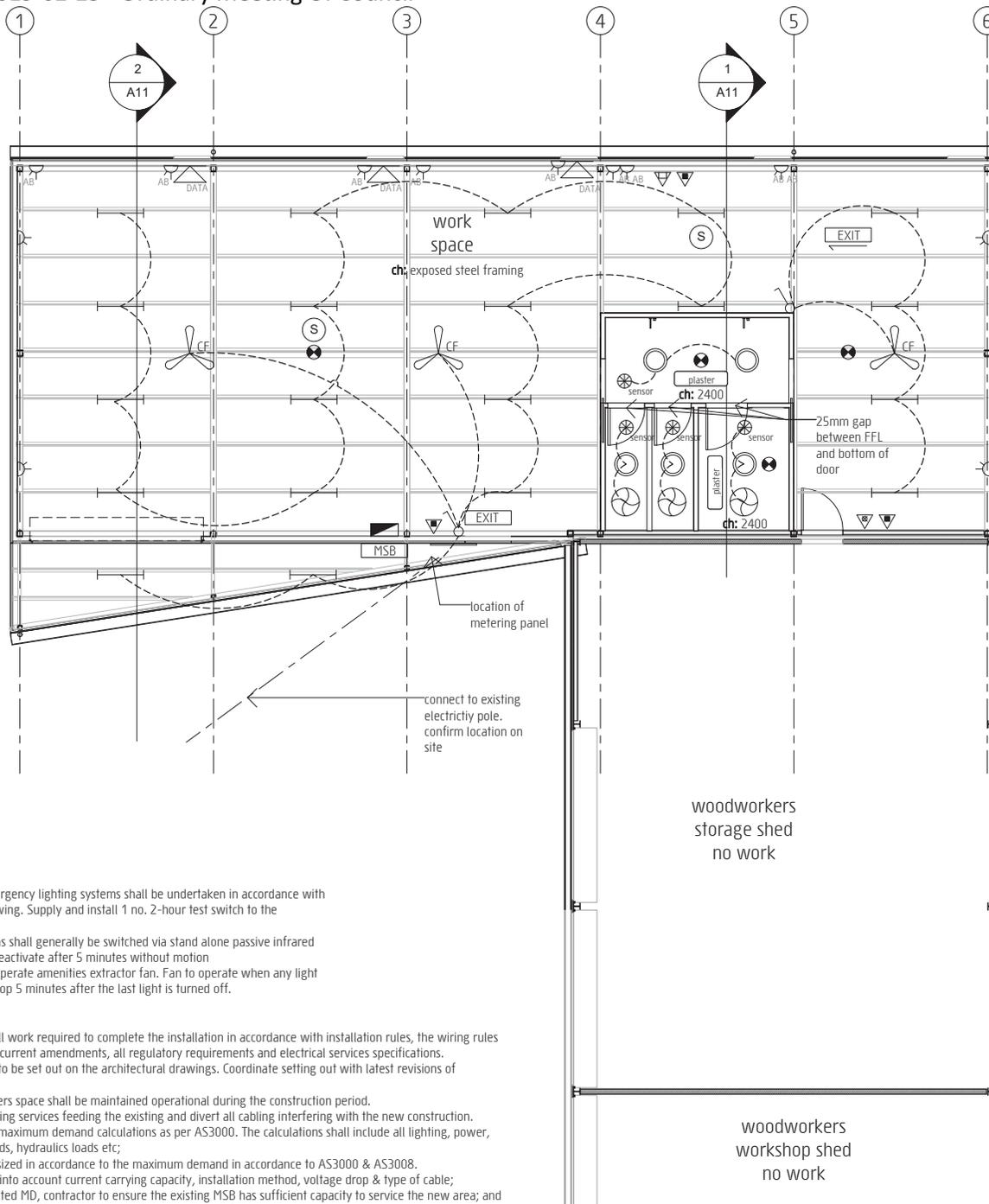
existing open timber structure



No.1 timber hardware

high woven wire fence height 2.1m

TITLE BOUNDARY 42.47m 176° 43' 30"



-  FLUSH MOUNTED OYSTER TYPE FLUORESCENT FITTING
-  T5 FLUORESCENT BATTEN WITH DIFFUSER
-  EXTERNAL T5 FLUORESCENT BATTEN WITH DIFFUSER
-  SMOKE DETECTOR  
smoke detectors connected to automatic smoke detection and alarm system in accordance with AS1670.1
-  DOUBLE GPO  
Clipsal 2000 series horizontal power outlet double 250V 10A
-  EXTERNAL GRADE GPO  
Clipsal surface mount weather protected IP53 power outlet double 250V 10A
-  TELEPHONE/DATA CABLE OUTLET  
Clipsal 30 series twin aperture plate with RJ12 and RJ45 outlets
-  LOCATION SWITCH  
Clipsal 2000 series horizontal switch 1 gang 250V 10A
-  EXHAUST FAN  
ceiling mounted Mistral Expressaire exhaust fan F1717 - Clipsal
-  ELECTRICAL SWITCHBOARD  
Clipsal Metal 4C/P series switchboard cabinet - colour White
-  ELECTRICAL METER BOX  
Clipsal Metal 230MV meter box for concealed meter installation
-  CEILING MOUNTED FAN  
Airflow ACES56JAL reversible ceiling mounted sweep fan, white 3 blade 1400mm
-  EXIT SIGN  
1 x 10w maintained illuminated exit sign with running man pictogram - Pierlite Director DIR10MPDS
-  DIRECTIONAL EXIT SIGN  
directional 1 x 10w maintained illuminated exit sign with running man pictograph - Pierlite Director DIR10MPDS
-  EMERGENCY LIGHT  
1 x 18w surface mounted maintained emergency fluorescent light - Pierlite Nipper PND118NM1
-  MOTION SENSOR  
Clipsal 752/225 CUI ultrasonic/PIR motion sensor  
Timer set to 30mins delay prior to switch off
-  FIRE EXTINGUISHER  
Fire Extinguisher - Water type
-  FIRE EXTINGUISHER  
Fire Extinguisher - Chemical Type
-  FIRE EXTINGUISHER  
Fire Extinguisher - Fire Blanket

**Lighting Notes**

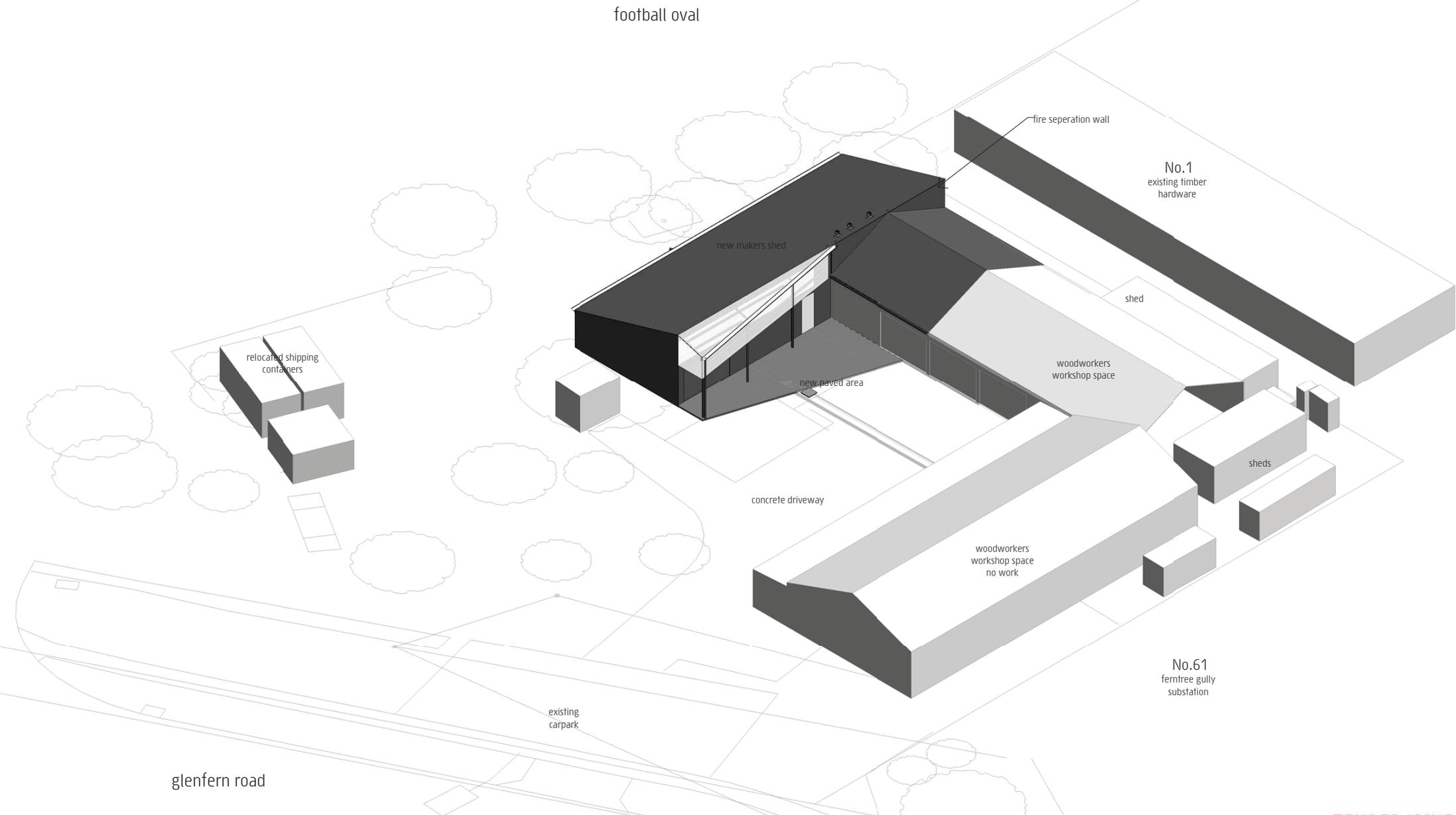
- All works to exit and emergency lighting systems shall be undertaken in accordance with AS/NZS 2293 and this drawing. Supply and install 1 no. 2-hour test switch to the distribution board.
- Lighting in enclosed rooms shall generally be switched via stand alone passive infrared motion sensor lighting to deactivate after 5 minutes without motion
- Provide new controls to operate amenities extractor fan. Fan to operate when any light is switched on and set to stop 5 minutes after the last light is turned off.

**Power Notes**

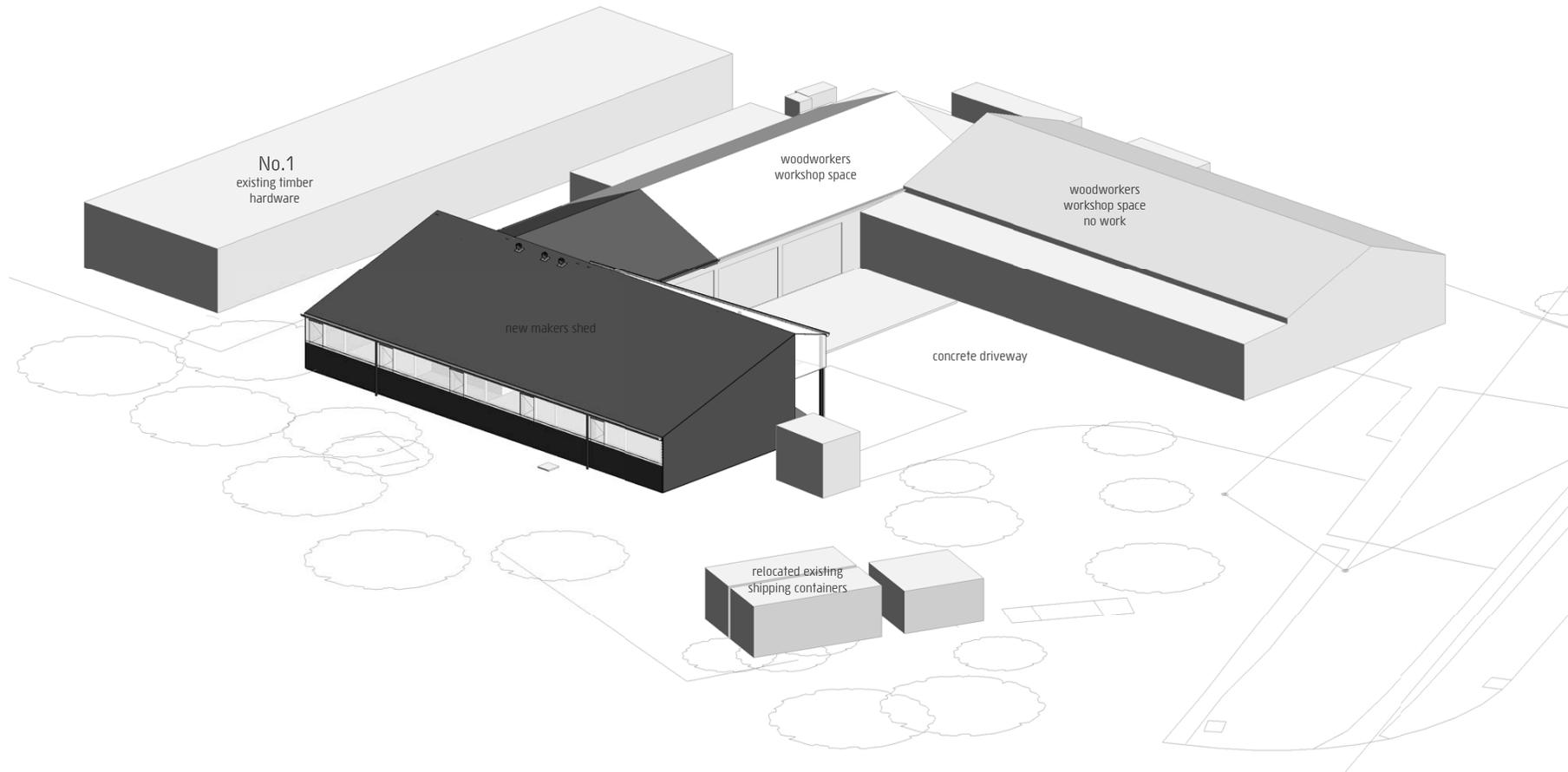
- The works shall include all work required to complete the installation in accordance with installation rules, the wiring rules AS/NZS 3000 including all current amendments, all regulatory requirements and electrical services specifications.
- Final locations of outlets to be set out on the architectural drawings. Coordinate setting out with latest revisions of architecture drawings.
- The existing Wood Workers space shall be maintained operational during the construction period.
- Survey and scan the existing services feeding the existing and divert all cabling interfering with the new construction.
- Contractor to carry out a maximum demand calculations as per AS3000. The calculations shall include all lighting, power, equipment, mechanical loads, hydraulics loads etc;
- The cable sizing shall be sized in accordance to the maximum demand in accordance to AS3000 & AS3008.
- Sizing of cable shall take into account current carrying capacity, installation method, voltage drop & type of cable;
  - Based on calculated MD, contractor to ensure the existing MSB has sufficient capacity to service the new area; and
  - The existing MSB has sufficient spare space for the addition of a new circuit breaker to service the new area.

TENDER ISSUE

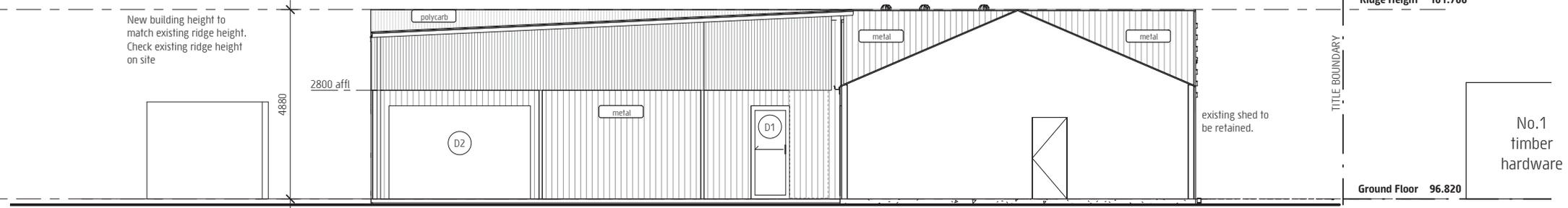




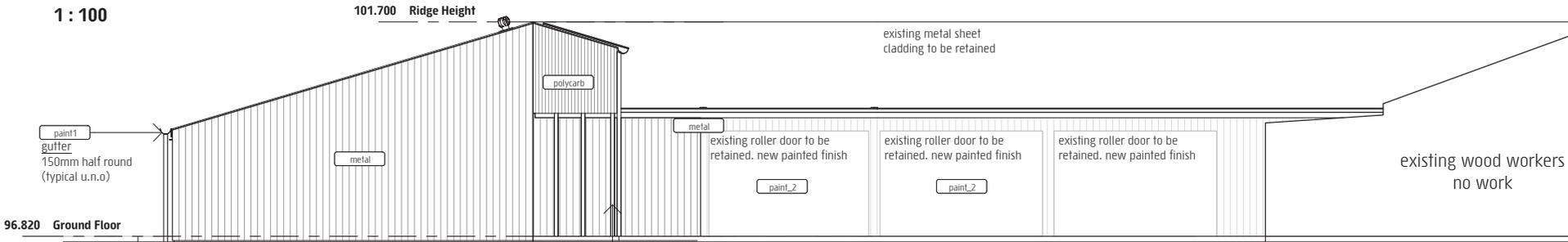
TENDER ISSUE



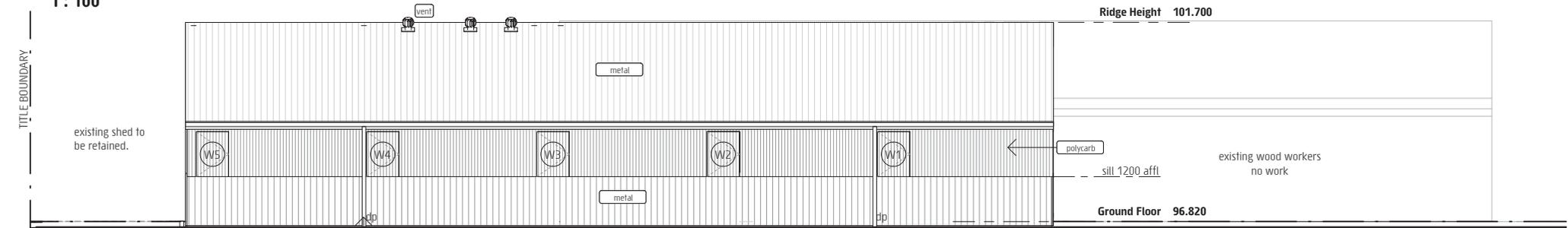
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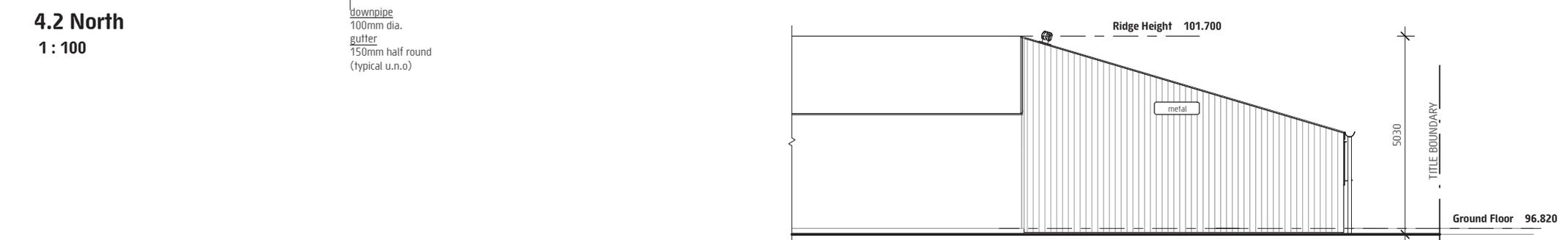
South  
1 : 100



West  
1 : 100

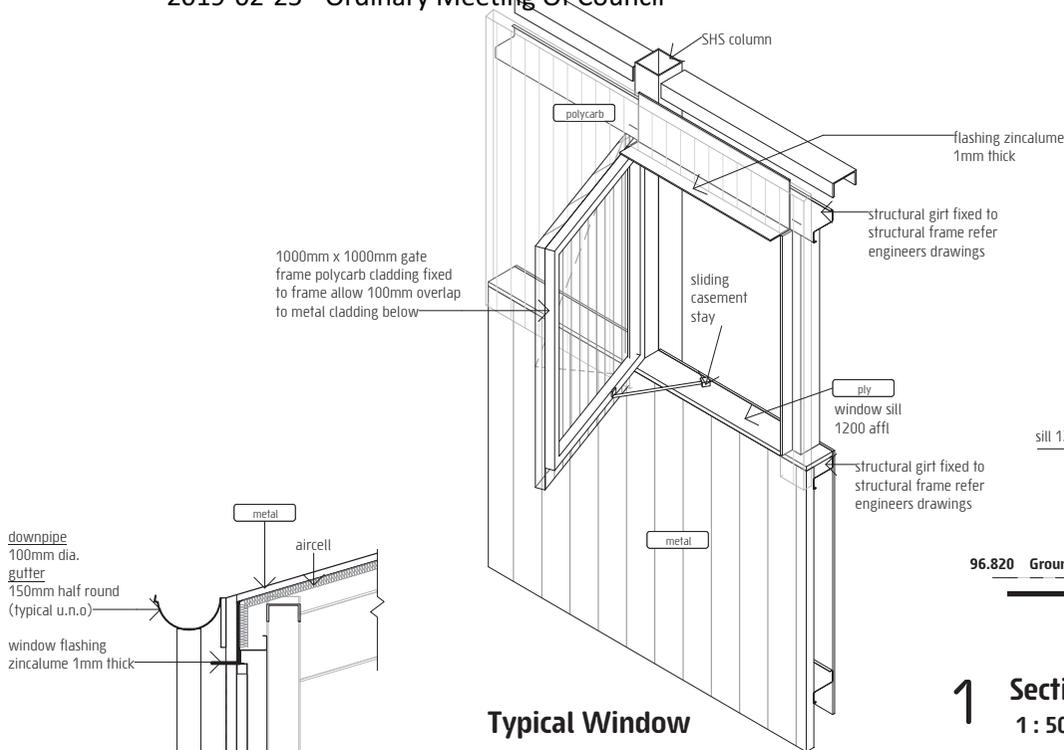


4.2 North  
1 : 100



East  
1 : 100

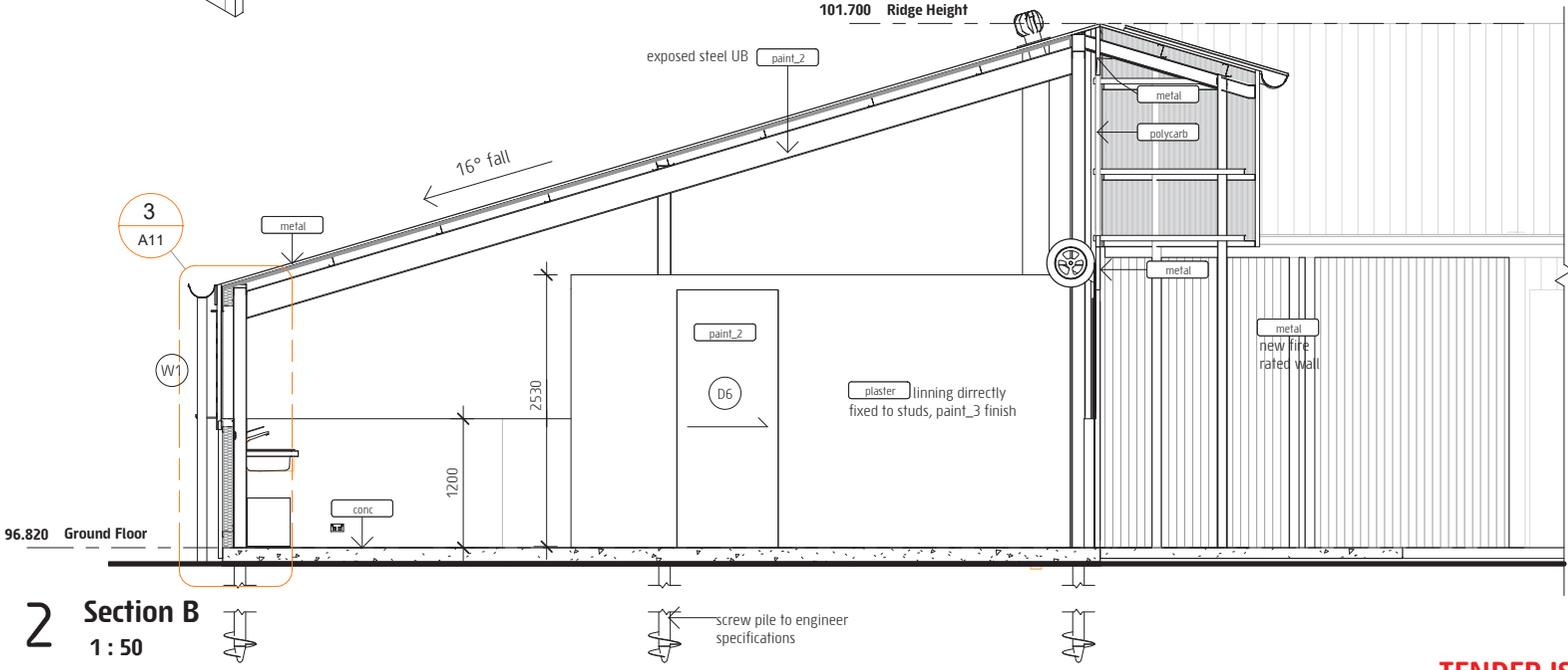
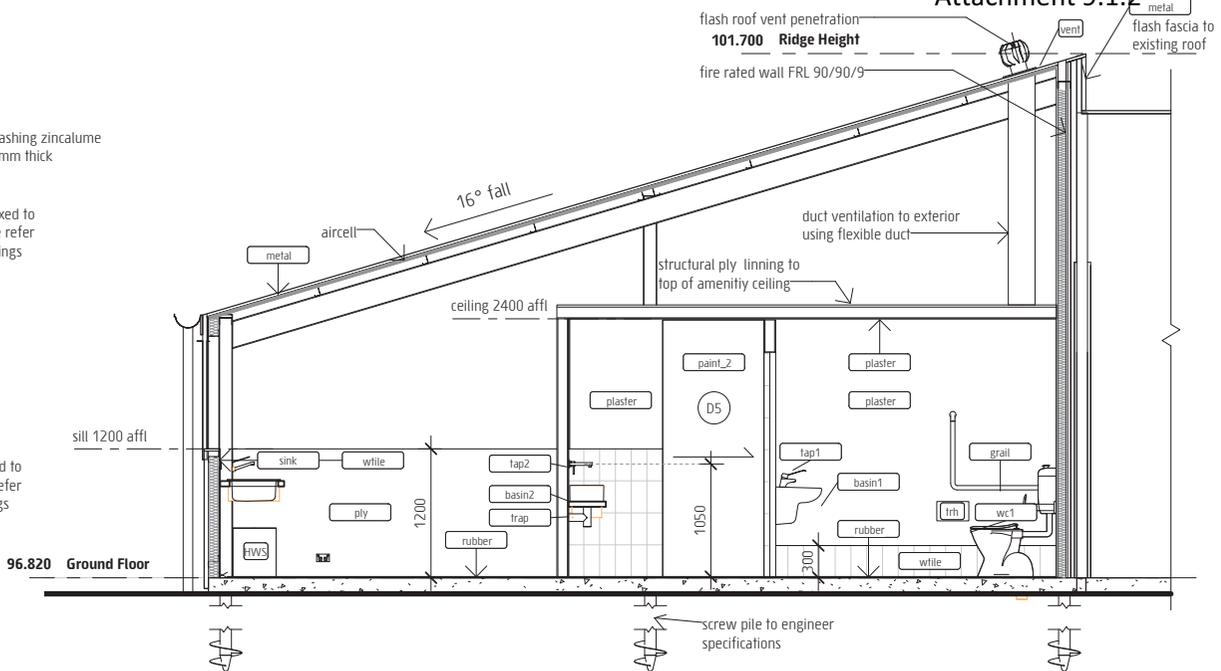
TENDER ISSUE



Typical Window

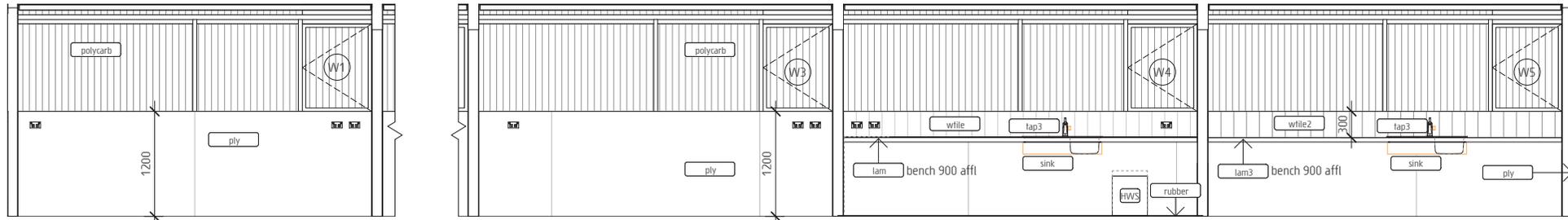
3 SECTION - Window Typical  
1 : 20

1 Section A  
1 : 50

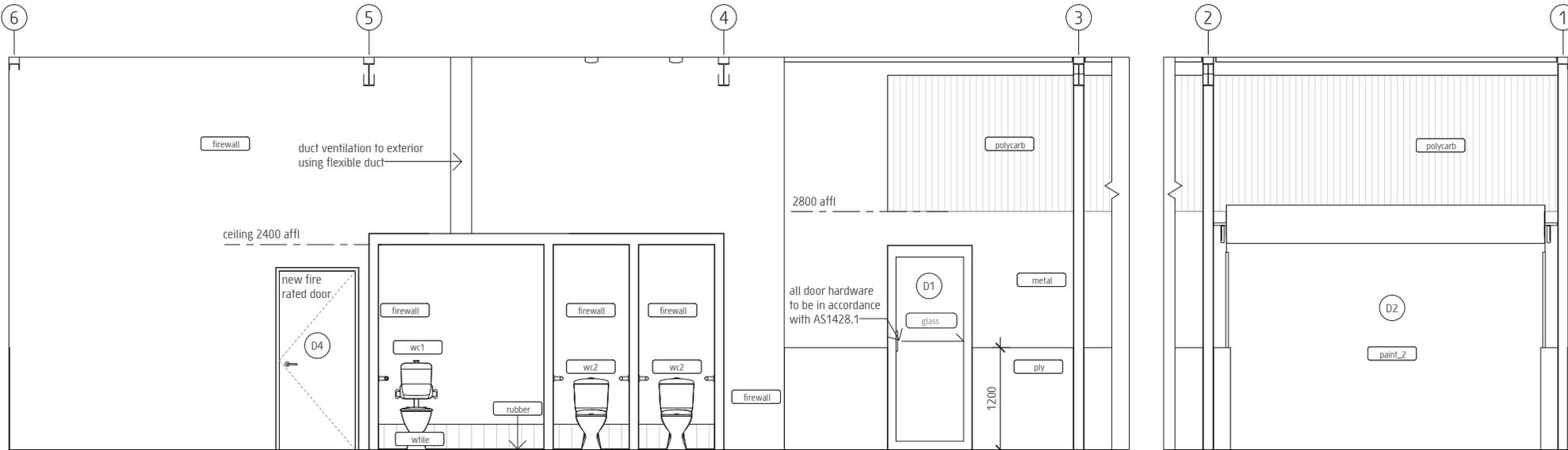


2 Section B  
1 : 50

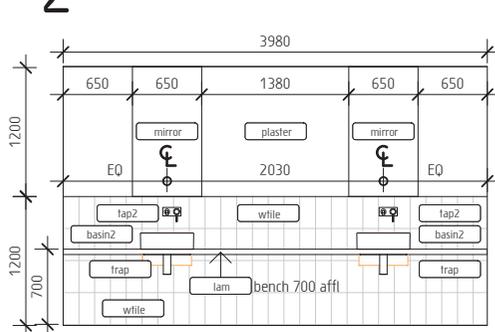
TENDER ISSUE



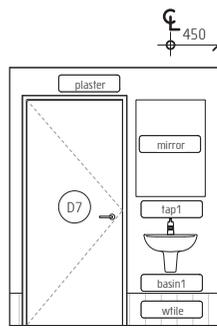
**1 Work Space\_**  
1 : 50



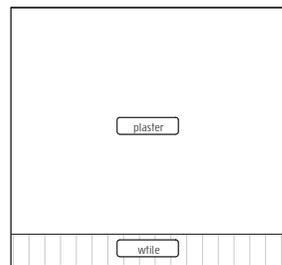
**2**



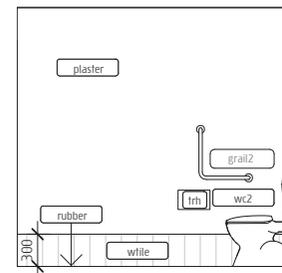
**3 Amenities**  
1 : 50



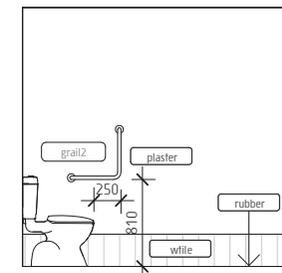
**4 DDA Bathroom**  
1 : 50



**5**



**6 Ambulant Toilet**  
1 : 50



**7**

**General Notes**  
**wet area notes:**  
provide sealed waterproof caulked joints at  
- junction of mirror & basin  
- junction of skirting tile and floor  
amenities to be constructed in accordance with AS1428.1

**signage notes:**  
provide signage to all accesable amenities in accordance with AS1428.1 refer schedule

**TENDER ISSUE**

Item 9.1 - Placemakers Rebuild

Confidential Attachment 3 has been circulated under separate cover

## 9.2 Use of Synthetic Turf on Council's Active Reserves Policy Review

### **SUMMARY: Team Leader Leisure Development – Daniel Clark**

**Council's Use of Synthetic Turf on Council's Active Reserves Policy and Procedure exists to assist sporting clubs seeking to install synthetic turf on Council's active reserves, and to provide a consistent and transparent approach to these installations. Following a recent review of these documents, a series of updates have been proposed to provide further clarity to clubs and contractors, to remove risk to participants, and to improve operational effectiveness for Council officers administering these projects.**

### **RECOMMENDATION**

**That Council:**

- 1. Notes the proposed changes to the updated use of Synthetic Turf on Council's Active Reserves Policy and Procedure; and**
- 2. Endorses the updated Policy and Procedure shown at attachment 2 and 3.**

### **1. INTRODUCTION**

Council's Use of Synthetic Turf on Council's Active Reserves Policy and Procedure exists to assist sporting clubs seeking to install synthetic turf on Council's active reserves, and to provide a consistent and transparent approach to these installations. Installations of such projects typically occur three ways – via Council's Leisure Minor Capital Works Grants Scheme, in conjunction with a broader Capital Works project (i.e., oval upgrade) or via requests from members affiliated with a sporting club that tenants a specific active reserve.

Synthetic turf installations at Knox active reserves are typically found in the following locations, which receive high traffic:

- "Run-off" areas between the boundary and the fence.
- In front of Coaches Boxes.
- Surrounding cricket pitches.
- Abutting football interchange gates.
- Abutting reserve access gates.
- Synthetic winter wicket covers.

Examples of these installations can be found in Attachment 1 of this report.

Following the implementation of the Policy and Procedure in June 2014, installation requests have been more streamlined for Council officers, club members, and contractors alike, and the number of installations occurring has increased significantly. These installations have helped reduce risk to participants (i.e. removal of tripping hazards, improved surface condition, etc.) and have improved the playability of many active reserves.

A recent review of these documents involved four stages that were undertaken throughout 2018. These stages included:

- Review of existing Policy and Procedure documents.
- Benchmarking with other Councils and State Sporting Associations.
- Consultation with Knox sporting clubs and various Council departments.

- Updating of Policy and Procedure documents with proposed changes.

Following these stages, a series of updates has been proposed to provide further clarity to clubs and contractors, to further reduce or remove risk to participants using Council's active reserves, and to improve the operational effectiveness for Council officers administering these requests. These updates are outlined below, in Section 2 of this report.

## **2. DISCUSSION**

Following the review process outlined seven key changes have been identified and are now proposed to be included within the updated Use of Synthetic Turf on Council's Active Reserves Policy (refer Attachment 2) and Procedure (refer Attachment 3) documents. These changes, and the justification for each, include:

### **1. Context**

Additional text has been included to highlight the increasing rates of synthetic turf installation at Council's active reserves, notably due to the increasing participation rates driven by female and junior sport.

### **2. References**

Updated to reflect the Knox Community and Council Plan 2017-2021.

### **3. Definitions**

Additional text has been included to note the installation of synthetic winter wicket covers, a risk minimisation tool used to cover cricket pitches over the winter months.

### **4. Approval Authority**

Given the frequency of installation requests and the relation to both capital works projects at Council's active reserves and the Leisure Minor Capital Works Grants Scheme, the level of approval required has altered from the Manager Youth, Leisure and Cultural Services, to the Team Leader Leisure Development.

### **5. Synthetic Winter Wicket Covers**

Additional text has been included which states that these covers are now a requirement at all of Council's active reserves that have a cricket pitch, and the facility is used for winter sport (i.e., football, soccer, etc.). It further notes that soil/sand is not to be used to cover cricket pitches – a practice that has previously been permitted however has been proven to cause damage to the active reserve.

### **6. Additional Documentation**

Additional text has been included to note the requirement of a Safe Work Method Statement being supplied by the contractor prior to any synthetic turf installation. This is to better manage risk and to ensure consistency with other infrastructure project requirements.

### **7. Inspection**

Additional text has been included to note the officers responsible for inspection of the installation upon completion. It is recommended that officers from both the Leisure

Services and Parks Services teams undertake these inspections given the relevant knowledge and expertise possessed within these two teams.

### **3. CONSULTATION**

A significant amount of consultation has occurred internally within Council, most notably with officers from the Leisure Services and Parks Services Units, and externally with community sporting clubs, which would be impacted by the proposed changes. Feedback received from these clubs was largely supportive of the proposed changes, however, one important consideration was requested – if Council now requires synthetic winter wicket covers to be installed at all cricket/winter sport facilities, an implementation period of two years should be afforded in order for clubs to budget for, purchase, and install this infrastructure.

Officers acknowledge and support this feedback and propose that the two-year implementation period commences upon adoption of this Policy and Procedure, should that occur.

Should the proposed Policy and Procedure be adopted, officers will immediately advise all sporting clubs of the key changes and send the updated documents to each club secretary via email. The revised documents will also be referenced within the Seasonal and Annual Tenancy Agreement, and copies will be available on Council's public website.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

The installation of synthetic turf on Council's active reserves reduces numerous negative impacts associated with overuse (i.e., damage to natural turf, uneven surfaces, etc.). This lowers reserve maintenance requirements, producing multiple environmental benefits (i.e., reduction in water usage, removal of need for re-seeding, etc.).

In order to blend in with the natural surrounds, when synthetic turf is being installed on active reserves, clubs and contractors must ensure a green colour is chosen.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

No direct financial implications are anticipated for Council given the installation of synthetic turf is typically funded by, and the responsibility of community sporting clubs. The only exceptions to this are when projects are undertaken as part of wider capital works projects (i.e., oval upgrade, cricket training facility, etc.) which have already been budgeted for, or when projects are funded through Council's Leisure Minor Capital Works Grants Scheme. In these instances, grant funding is awarded to the respective recipient club, however, this would come from existing budget allocations attributed to the Scheme.

The installation of synthetic turf in high traffic areas (i.e. centre square, reserve entrances, etc.) will reduce the levels of scheduled and reactive maintenance required, resulting in less expenditure and financial savings to Council. The reduction of risk derived from the installation of synthetic turf also reduces the likelihood of legal action being brought against Council and community clubs.

## **6. SOCIAL IMPLICATIONS**

Participation in sporting activities helps support positive mental health, improved physical health, improves social skills and has been shown to reduce instances of crime. Many social benefits resulting from participation in sports have a positive impact on the development of children and teenagers who will predominantly be the users of active reserves where synthetic turf is installed. Sports provide opportunities for children and teenagers to learn the importance and impact of strong teamwork, the significance of following rules, the ability to build resilience and overcome adversity, and helps the participant learn qualities of good sportsmanship and personal responsibility.

Further developmental benefits, which can be learned through sports, include time management and good organisational skills which must be demonstrated to achieve athletic success. These benefits transfer to everyday situations, providing social skills that allow the individual to succeed in school, work, and other aspects of life.

By providing high quality active reserves, which are enhanced by the considered installation of synthetic turf, Council is encouraging all of the benefits noted above.

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

### **Goal 1 - We value our natural and built environment**

Strategy 1.1 - Protect and enhance our natural environment

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

### **Goal 4 - We are safe and secure**

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

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

### **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 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 – Team Leader Leisure Development, Daniel Clark - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Co-Manager Youth, Leisure & Cultural Services, Nicole Columbine - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

Synthetic turf, when installed following careful consideration, can significantly improve the quality of Council's active reserves and improve the experience of users of all ages, genders, and abilities.

The Use of Synthetic Turf on Council's Active Reserves Policy and Procedure documents are important tools that assist clubs, contractors, and Council officers during the installation of synthetic turf and have been updated to reflect the current community sporting landscape.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Team Leader Leisure Development, Daniel Clark

**Report Authorised By:** Co-Manager Youth, Leisure and Cultural Services, Nicole Columbine

### **Attachments**

1. Attachment 1 - Examples of synthetic turf installations in Knox Active Reserves **[9.2.1]**
2. Attachment 2 - Use of Synthetic Turf on Council's Active Reserves Policy **[9.2.2]**
3. Attachment 3 - Use of Synthetic Turf on Council's Active Reserves Procedure **[9.2.3]**

**Attachment 1 - Examples of synthetic turf installations at Knox active reserves**

Fairpark Reserve, Ferntree Gully



Marie Wallace Bayswater Oval, Bayswater



# Use of Synthetic Turf on Council's Active Reserves Policy

Policy Number:	<del>2014/16</del> TBA	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	<del>Co-Managers</del> Youth Leisure & Cultural Services
Approval Date:	<del>June 2014</del> <u>25 February 2019</u>	Version Number:	<del>1</del> <u>2</u>
Review Date:	<del>June 2017</del> <u>25 February 2023</u>		

## 1. Purpose

Council recognises the increasing technological advances in the production of synthetic turf and its increasing use on community sports fields. The purpose of this policy is to ~~This Policy has been developed to~~ administer the installation of synthetic turf on Council's active reserves as well as providing a consistent and transparent approach to these installations. The Policy is consistent with ~~those previously adopted by the former Victorian Department of Planning and Community Development and current industry practice~~ industry practice and standards published by relevant sporting governing bodies.

## 2. Context

Community usage of Council's active reserves continues to increase at significant rates, largely being influenced by the growth of female and junior sport. As a result of this increasing demand by user groups. Council's active reserves often develop areas of wear and tear due to high traffic loads, with these areas typically including entry points, cricket run ups etc.

To combat this issue and remove safety risks for participants, synthetic turf can be used as an alternative to natural turf.

~~Historically, Council has not had a Policy to govern the installation of synthetic turf on its active reserves. Given the increasing demand by user groups for synthetic turf as an alternative to natural turf and the benefits which arise from installing synthetic turf, there is a need to have a set of standards. This Policy and accompanying Procedure will ensure that the future~~ installation of synthetic turf is done so in a correct manner and in a way which will not compromise the safety of user groups and community members whilst ensuring the amenity of an active reserve remains.

## 3. Scope

The Policy applies to all user groups of Council's active reserves which engage contractors to ~~who~~ undertake the installation of synthetic turf, whether replacing this be replacing existing synthetic turf or installing new synthetic turf. The Policy covers the use of synthetic turf on Council's active reserves, with a focus on the area surrounding a cricket pitch and around the boundary area.



Council remains in favor of natural turf options and will consider natural turf options and procedures (ie. oversowing) prior to considering the installation of synthetic turf.

## 4. References

### ~~4.1 Council Plan 2013-17~~

#### ~~4.1 Community & Council Plan 2017-2021~~

- ~~• Vibrant and Sustainable Built and Natural Environments; and~~
- ~~• Healthy and Connected Communities~~
- ~~• **Goal 1: We value our natural and Built Environment**~~
  - ~~Strategy 1.1 - Protect and enhance our natural environment~~
  - ~~Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure~~
- ~~• **Goal 4 - We are safe and secure**~~
  - ~~Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others~~
  - ~~Strategy 4.3 - Maintain and manage the safety of the natural and built environment~~
- ~~• **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 8 - We have confidence in decision making**~~
  - ~~Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations~~

### 4.2 Relevant Legislation

- Local Government Act 1989 – Conflict and Interest Provisions

### 4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

### 4.4 Related Council Policies

- Council's Occupational Health and Safety Policies and Procedures;
- ~~Recreation-Leisure~~ Minor Capital Works Grant Scheme Policy;
- Seasonal Tenancy Agreement ;
- Sporting Club Financial Contributions Towards Reserve Developments Policy;
- Sporting Reserve and Facility Development Guidelines Policy;
- Sporting Reserve Facility Usage Policy;
- Untied Funding Policy; and
- Use of Synthetic Turf on Council's Active Reserves Procedure.

### 4.5 Related Council Procedures

- Nil

### 4.6 Relevant Publications

- Artificial Grass for Sport Guide (undated);
- Victorian Department of Planning and Community Development Artificial Grass For Sports (2011);



- Development of Standards for the Use of Artificial Turf for Australian Football and Cricket (2011);
- FIFA Quality Concept for Football Turf (undated);
- Guide to Installing Hockey Pitches and Associated Facilities (2007);
- Handbook of Performance, Durability and Construction Requirements for Synthetic Turf Hockey Pitches (2013); and
- Artificial Rugby Turf Performance Specification - Technical Document (2012).

## 5. Definitions

<b>Active Reserve</b>	<del>Means r</del> Reserves where activities of a sporting nature primarily take place.
<b>Boundary Area / Run Off Area</b>	<del>Means t</del> The area between the boundary line and fence line, or 3m from the boundary line on an active reserve.
<b>Coaches Box</b>	<del>Means t</del> The structure whereby coaches and players stand/sit when not in the field of play.
<b>Council</b>	<del>Means k</del> Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Council Officer</b>	<del>Means a</del> Any staff member of Knox City Council.
<b>Cricket Pitch Surrounds</b>	<del>Means t</del> The area directly surrounding a cricket pitch on an active reserve.
<b>Full Synthetic Pitch</b>	<del>Means s</del> Synthetic turf to an entire playing surface of an active reserve.
<b>Interchange Gate</b>	<del>Means t</del> The area where players enter and exit the field of play.
<b>Pile Height</b>	<del>Means t</del> The height of the blades in synthetic turf.
<b>Reserve Access Gate</b>	<del>Means t</del> The gate which is used to gain access by foot to an active reserve.
<b>Shock Pad</b>	A shock absorbing layer which is placed over the base, directly under the synthetic carpet to reduce peak forces for head impacts.
<b>Sport's Governing Body</b>	The peak body for a sporting code.
<b><u>Synthetic Winter Wicket Cover</u></b>	<u>A synthetic turf cover used over the winter season to cover the cricket pitch, protecting it from damage and removing risk for users.</u>
<b>User Group</b>	A legal entity that provides services, support or activities to the Knox community. This includes both winter and summer tenants.

## 6. Council Policy

This Policy relates to the installation of synthetic turf on the following areas of Council's active reserves:

- Cricket pitch surrounds;
- Cricket pitch winter wicket covers; and
- Boundary areas / run off areas.

Synthetic turf must not be installed on any other area of an active reserve such as football goal squares.

### 6.1 Authority for Approval



Approval must be received from the Manager Youth, Leisure and Cultural Services (or delegate) prior to any installation of synthetic turf on Council's active reserves. Under no circumstances are works permitted to commence prior to receiving this written approval.

## 6.2 Specifications

It is ~~noted-acknowledged~~ that ~~the-respective~~ sport's governing bodies may adopt varying standards for synthetic turf to meet ~~that sport's specific needs~~~~the-needs-of-their-respective-sports~~. ~~The-s~~Standards ~~may will~~ differ in the requirement for the pile height, the use of shock pads, infill material and level/~~amount~~ of infill. It is also noted that sports governing bodies may change ~~their~~-specifications from time to time to reflect technological advances in synthetic turf.

The installing user group must ensure that the specifications set out by their sports' governing body for the installation of synthetic turf are followed at all times.

Should multiple sports be played on the one active reserve, the standards adopted by the respective sports' governing bodies may conflict with one another. If this is the case, approval will not be given by Council for the installation unless prior written approval is received from all respective sports' governing bodies (representing those sports currently tenanted at the active reserve on an annual basis) stating that the proposed synthetic turf is safe and meets their specifications. It is the user group's responsibility to ensure this approval is obtained from the relevant sports' governing bodies.

Sprinkler heads and valve boxes located on an active reserve must not ~~be~~ obstructed by the installation of synthetic turf.

All additional requirements are outlined in Council's Use of Synthetic Turf on Council's Active Reserves Procedure.

## 6.3 Full Synthetic Pitches

This Policy does not apply to the installation of synthetic turf to an entire playing surface of an active reserve.

Applications for full surface synthetic installations will be considered by Council on a ~~case--by--case~~ basis as part of Council's annual capital works planning process.

## 7. Administrative Updates

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

# Use of Synthetic Turf on Council's Active Reserves Procedure

Policy Number:	<del>2014/06</del> TBA	Directorate:	Community Services
Approval by:	CEO Council	Responsible Officer:	Co-Managers Youth, Leisure and Cultural Services
Approval Date:	<del>June 2014</del> 25 February 2019	Version Number:	<del>1</del> 2
Review Date:	June 2017		

## 1. Purpose

This Procedure has been developed to provide Council and the community with guidance on the implementation of the Use of Synthetic Turf of Council's Active Reserves Policy.

## 2. Context

Community usage of Council's active reserves continues to increase at significant rates, largely being influenced by the growth of female and junior sport. As a result of this increasing demand by user groups. Council's active reserves often develop areas of wear and tear due to high traffic loads, with these areas typically including entry points, cricket run ups etc. To combat this issue and remove safety risks for participants, synthetic turf can be used as an alternative to natural turf.

This Procedure and accompanying Policy ensures installation of synthetic turf is done so in a correct manner and in a way which will not compromise the safety of user groups and community members whilst ensuring the amenity of an active reserve remains.

Text

## 3. Scope

This Procedure applies to all tenant user groups of Council's active reserves ~~which seeks to who~~ undertake the installation of synthetic turf, ~~whether it be replacing existing synthetic turf or installing new synthetic turf on Council's active reserves, whether this is replacing existing synthetic turf or installing new synthetic turf. Further, it outlines the process in place for user groups to obtain approval for works to commence, as well as the final sign-off process following completion of works.~~

~~This Procedure outlines the process which is required to be followed in order to obtain the necessary assessment and approval prior to the project commencement, and at the completion of the works.~~

## 4. References



Each of the following headings must be completed. Examples are provided below each heading.

#### 4.1 Council Plan 2013-17

- ~~Vibrant and Sustainable Built and Natural Environments; and~~
- ~~Healthy and Connected Communities.~~

#### 4.1 Community & Council Plan 2017-2021

- **Goal 1: We value our natural and Built Environment**

Strategy 1.1 - Protect and enhance our natural environment

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

- **Goal 4 - We are safe and secure**

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

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

- **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 8 - We have confidence in decision making**

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

#### 4.2 Relevant Legislation

- Local Government Act 1989 – Conflict and Interest Provisions

#### 4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

#### 4.4 Related Council Policies

- Council's Occupational Health and Safety Policies and Procedures;
- Recreation Minor Capital Works Grant Scheme Policy;
- Seasonal Tenancy Agreement ;
- Sporting Club Financial Contributions Towards Reserve Developments Policy;
- Sporting Reserve and Facility Development Guidelines Policy;
- Sporting Reserve Facility Usage Policy;
- Untied Funding Policy; and
- Use of Synthetic Turf on Council's Active Reserves Policy.

#### 4.5 Related Council Procedures

- Nil

#### 4.6 Relevant Publications

- **Artificial Grass for Sport Guide (undated);**
- Victorian Department of Planning and Community Development Artificial Grass For Sports (2011);
- Development of Standards for the Use of Artificial Turf for Australian Football and Cricket (2011);
- FIFA Quality Concept for Football Turf (undated);
- Guide to Installing Hockey Pitches and Associated Facilities (2007);
- Handbook of Performance, Durability and Construction Requirements for Synthetic Turf Hockey Pitches (2013); and
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## 5. Definitions



<b>Active Reserve</b>	<del>Means</del> <del>R</del> eserves where activities of a sporting nature primarily take place.
<b>Boundary Area / Run Off Area</b>	<del>Means</del> <del>t</del> he area between the boundary line and fence line, or 3m from the boundary line on an active reserve.
<b>Coaches Box</b>	<del>Means</del> <del>t</del> he structure whereby coaches and players stand/sit when not in the field of play.
<b>Council</b>	<del>Means</del> Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Council Officer</b>	<del>Means</del> <del>A</del> ny staff member of Knox City Council.
<b>Cricket Pitch Surrounds</b>	<del>Means</del> <del>t</del> he area directly surrounding a cricket pitch on an active reserve.
<b>Full Synthetic Pitch</b>	<del>Means</del> <del>s</del> ynthetic turf to an entire playing surface of an active reserve.
<b>Interchange Gate</b>	<del>Means</del> <del>t</del> he area where players enter and exit the field of play.
<b>Pile Height</b>	<del>Means</del> <del>t</del> he height of the blades in synthetic turf.
<b>Reserve Access Gate</b>	<del>Means</del> <del>t</del> he gate which is used to gain access by foot to an active reserve.
<b>Shock Pad</b>	A shock absorbing layer which is placed over the base, directly under the synthetic carpet to reduce peak forces for head impacts.
<b>Sport's Governing Body</b>	The peak body for a sporting code.
<b>User Group</b>	A legal entity that provides services, support or activities to the Knox community. This includes both winter and summer tenants.

## 6. Procedure

This Procedure should be read in conjunction with Council's Use of Synthetic Turf of Council's Active Reserves Policy.

### 6.1 Council Standards

User groups must ensure that any synthetic turf installed in the areas listed below is compliant with the specifications listed within the Use of Synthetic Turf on Council's Active Reserves Policy.

#### 6.1.1 Cricket Pitch Surrounds

- Synthetic turf around cricket pitches must strictly comply with the specifications set out in the Policy.

Synthetic turf placed around a cricket pitch must not:

- Exceed 10m in length at either end of the existing cricket pitch; and
- Exceed 1.2m in width on either side of the existing cricket pitch.

#### 6.1.2 Boundary Areas

Synthetic turf may be considered for installation of the following areas around the boundary (run off) of an active reserve:

- In front of coaches boxes;
- In front of interchange gates; and
- In front of reserve access gates.



Installation of synthetic turf in the aforementioned areas must not:

- Exceed 1.2m in width on either side of the coaches box, interchange gate or reserve access gate; and
- Encroach on the playing area of an active reserve as defined by the boundary line or exceed 3m in from the boundary fence, whichever is lesser.

Council will consider the installation of synthetic turf on other areas outside those listed in section 3.1.1 and 3.1.2 on a case-by-case basis.

### 6.1.3 Synthetic Winter **Wicket** Covers

All facilities where cricket pitches are required to be covered for winter season use must have a sinter wicket cover installed. A combination of plastic and soil/sand is not to be used to cover a cricket pitch.

Responsibility for the installation and removal of synthetic winter covers is that of the user group.

The All handling of synthetic winter wicket covers must be undertaken by a qualified contractor in accordance with Council's Occupational Health and Safety Policies and Procedures.

The synthetic winter wicket cover must meet the standards adopted by the respective sports' governing bodies (ie. Cricket Victoria/Australia, AFL Victoria, Football Federation Victoria, etc). Additionally, the winter cover must meet the standards adopted by the respective sports' governing bodies.

At no time is soil to be spread on the entire surface area of the synthetic winter wicket cover, however soil can be spread around the edges of the synthetic winter wicket cover. User groups must contact Council to arrange for soil to be delivered to the active reserve and are not permitted to supply their own soil without approval from Council.

Storage of synthetic winter wicket covers is the responsibility of the user group and must be stored in designated storage areas within a reserve as determined by Council, or off site if required.

~~Should plastic be used to cover a cricket pitch, the user group is responsible for ensuring the plastic covers the entire cricket pitch, with soil spread evenly on the entirety of the plastic. Covering of cricket pitches using this method must comply with Council standards as prescribed in the user groups Seasonal Tenancy Agreement. It must be noted that soil is not permitted to be used as a basis of covering a pitch on grounds which have been converted to warm season grass.~~

Should a user group have uncovered a cricket pitch and surplus soil remains, user groups must contact Council to arrange for removal of the soil.

## 6.2 Approval Process

### 6.2.1 Governing Body's Standards

The installing user group must ensure that the specifications set out by their sports' governing body for the installation of synthetic turf are followed at all times. Should multiple sports be played on the one active reserve, the standards adopted by the respective sports' governing bodies may conflict with one another. If this is the case, approval will not be given by Council for the installation unless prior written approval is received from all respective sports' governing bodies (representing those sports currently tenanted at the active reserve on an annual basis) stating that the proposed synthetic turf is safe and meets their specifications. It is the user group's responsibility to ensure this approval is obtained from the relevant sports' governing bodies.

### 6.2.2 Additional Documentation

It is a requirement that the user group installing the synthetic turf provides Council with the following documentation:



- Detailed information on the synthetic turf being installed including but not limited to the pile height, rubber shock pads, measurements and whether chemicals will be used during the installation;
- A letter of support from all other users groups at the reserve including acceptance of maintenance responsibilities during their respective tenancy periods;
- Details of the contractor installing the synthetic turf including all relevant licenses, public liability insurance with a minimum value of \$20m as well as a Safe Work Method Statement; and
- Any other documentation as required by Council.

### 6.2.3 Approval

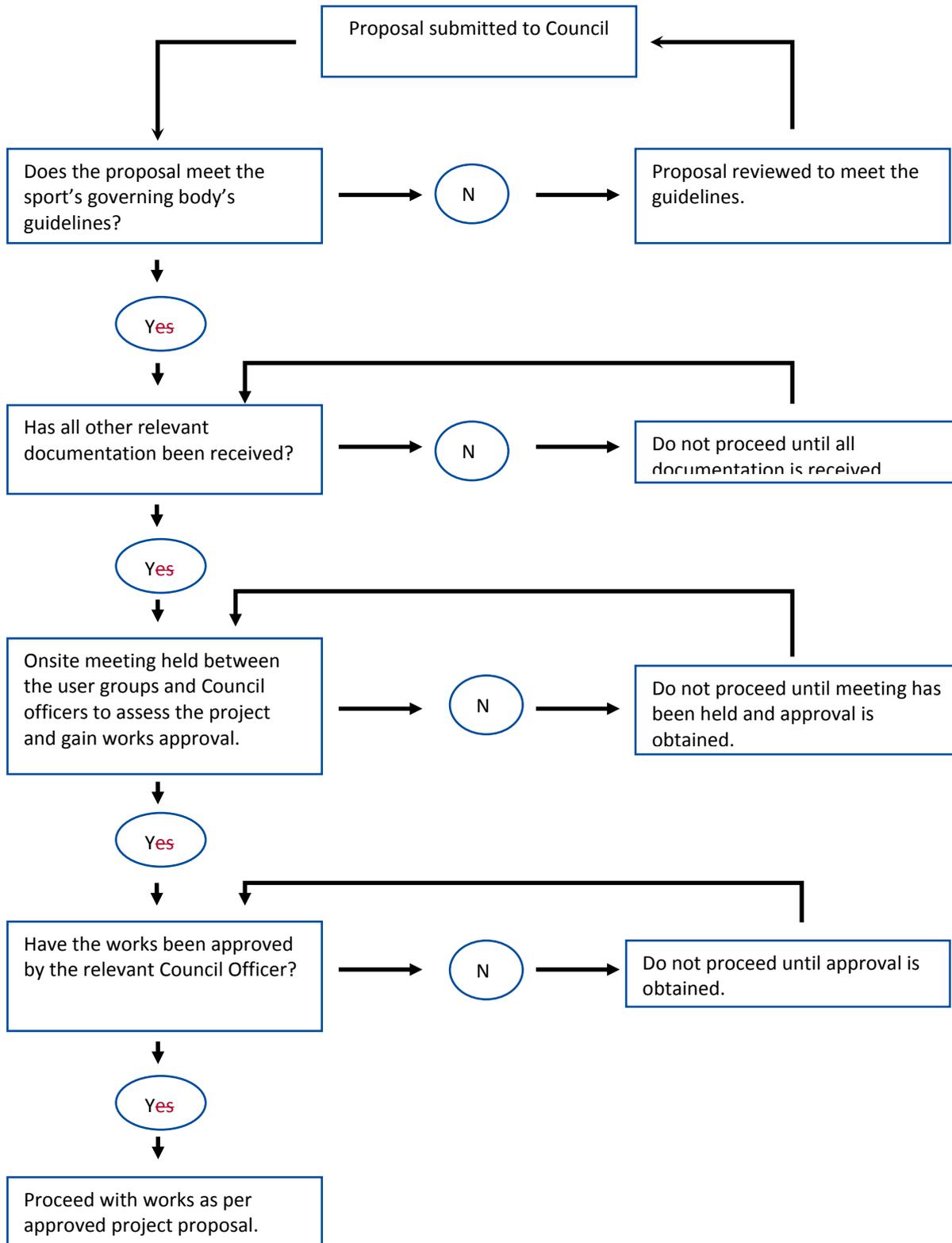
Council at its sole discretion reserves the right to approve or refuse any proposal made by a user group for the installation of synthetic turf.

Prior to the commencement of works by user groups, approval must be received from Council. Works are not to commence until the user group has obtained written approval from Council.

Flowchart 1 on the following page further outlines the process for obtaining the required approval.



**Flowchart 1 – Approval Process**





**6.3 Inspection**

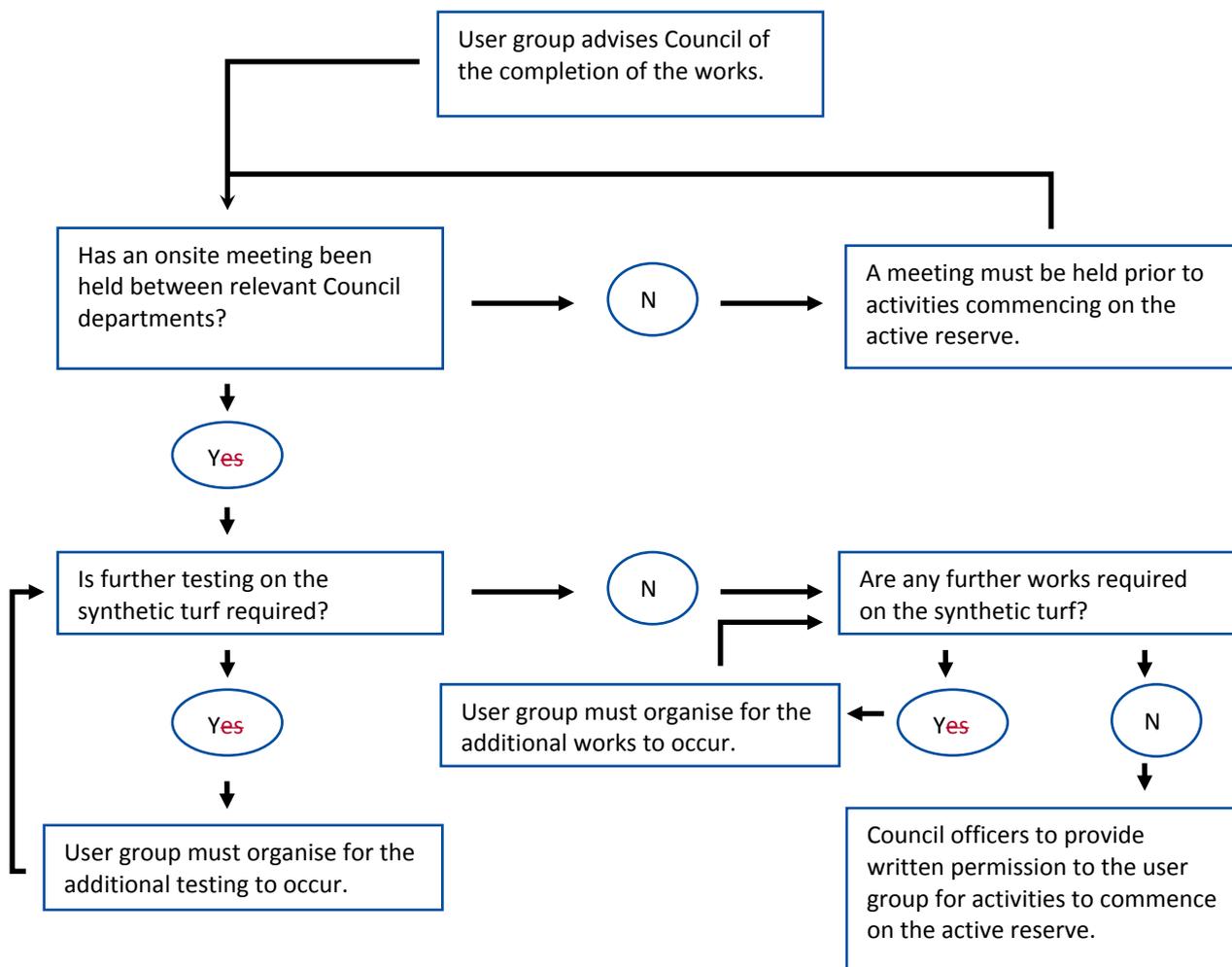
At the completion of the installation, the user group must advise Council and a follow up practical completion inspection is to be conducted by Council officers from both the Leisure Services and Parks Services units. Any outcomes (ie. rectifications) from this inspection must be acted upon by the user group as instructed by Council officers and all associated costs are to be met by the user group.

Furthermore, should the respective sport’s governing bodies require any testing to ensure the safety of the synthetic turf, this must be conducted at the user group’s expense with the results being made available to Council.

Activities on newly installed synthetic turf must not commence until written approval is obtained from Council.

Flowchart 2, below, further outlines the necessary steps for Council officers to undertake when inspecting the works.

**Flowchart 2 – Inspecting works**





#### 6.4 Maintenance

Unless otherwise advised by Council, responsibility for proactive and reactive maintenance of synthetic turf, including responding to vandalism, misuse or wear and tear, will be that of the current tenant user group.

Maintenance records must be retained by the user group outlining the type of maintenance that has been conducted. The user group will be required to provide Council with maintenance records at the completion of their respective tenancy period or as otherwise advised by Council.

It is essential that the correct maintenance of the synthetic turf is undertaken to ensure:

- The synthetic turf is kept clean;
- The synthetic turf remains level, of consistent texture and with the correct amount of rubber infill;
- The effective drainage of surface water is maintained throughout the life of the pitch;
- The synthetic turf does not become slippery due to the growth of algae and moss, or harder through the compaction of infill; and
- The optimum surface life is achieved.

The aforementioned points can be achieved by:

- Regular inspections;
- Sweeping leaves and other accumulated materials from the surface;
- Grooming the surface through brushing and/or drag matting;
- Power washing to remove algae growth; and
- Any joint or seam failure is repaired and reinstated promptly before loss of any synthetic surface pile or risk to user.

It is noted that diverse maintenance works may be required on various forms of synthetic turf. Sport's governing bodies and synthetic turf providers may also develop a minimum requirement for maintenance of synthetic turf for their respective sport/product. It is the full responsibility of the user group to ensure that any additional or varied maintenance requirements developed by a sport's governing body or synthetic turf installer are adhered to and reported through the maintenance record.

Council, at its sole discretion, may request the current tenant user group to undertake maintenance to enhance the surface to a quality approved by Council. Council has the right to refuse play on any active reserve where the synthetic surface is deemed unsafe and renders the active reserve unplayable.

#### 6.5 Replacement

Synthetic turf can remain in an operable condition for up to eight years; however replacement may be required prior to this date if the surface has experienced excessive levels of usage. Should synthetic turf show signs of vandalism, misuse or wear and tear (including but not limited to unevenness, a worn surface or holes in the turf), Council, at its sole discretion, may require the user group which installed the synthetic turf to undertake a replacement of the product with all associated costs to be met by the user group unless otherwise advised in writing by Council.



During the replacement of synthetic turf, should the shock pads ~~(where applicable)~~ be found to be unsuitable or doubt exists over their quality, the ~~y shock pads~~ must be removed and replaced with suitable shock pads.

Should the user group wish to reinstate the synthetic turf area to natural turf, Council will undertake the works or employ a suitable contractor to undertake the works, with all associated costs being met by the user group unless otherwise advised in writing by Council.

#### **6.6 Chemical Use**

At no stage are user groups permitted to use chemicals to clean synthetic turf. Any chemicals used during the installation of synthetic turf must be approved in writing by Council prior to the commencement of the installation.

### 7. Administrative Updates

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

## 9.3 Early Years Advisory Committee - Annual Report

**SUMMARY: Team Leader - Policy, Learning and Quality, Robyn Renkema**

**The Early Years Advisory Committee's (EYAC) current Terms of Reference (ToR) requires an annual report to Council to advise of the topics and key themes discussed by the Committee in the preceding year. This report provides the annual report of EYAC activities and achievements for 2018.**

### **RECOMMENDATION**

**That Council notes the report on the activities undertaken and subsequent feedback and advice of the Early Years Advisory Committee between January 2018 and December 2018.**

### **1. INTRODUCTION**

The role of the Early Years Advisory Committee (EYAC) is to provide advice to Council on early years issues and to promote greater awareness and understanding in the local community of early years services within the Knox municipality.

The Knox Community and Council Plan (2017-2021) sets the vision for the City of Knox through eight community and Council goals that include the needs of children and families as an important focus. In addition, Council's approved Key Life Stages Implementation Plan 2017 – 2021 provides the strategic framework for the work of the ongoing EYAC. This Implementation Plan focuses on the key life stages of early childhood, youth and older age and recognises that intervention during these key life stages has the greatest benefit for individuals, families and the community.

As an outcome of the Council Committee review completed in 2018, the EYAC was incorporated into the Key Life Stages Group. This Group is one of a larger cluster of Committees established by Council including the Sustainable Development, Inclusive, Active and Creative Communities and the Grants Evaluation Advisory Committees.

The current EYAC Terms of Reference (ToR) outline the Committee's key focus, which is to:

1. Provide advice and recommendations on the implementation of the early years key objectives of the Key Life Stages Implementation plan as incorporated in the Knox Community and Council Plan 2017-2021;
  - a. The advice and recommendations in relation to these plans include:
    - Agreed priorities;
    - The outcomes and achievements of the Knox Community and Council Plan's early years objectives; and
    - Effective communication and consultation strategies to facilitate engagement with the community and other key stakeholders on development and implementation of the Knox Community and Council Plan's early years objectives.
2. Provide advice to Council on emerging issues affecting families and children and the related services within the Knox community;
3. Identify emerging key research, policy and legislative issues that might impact on the implementation of the Key Life Stages Implementation Plan 2017-2021;

4. Consider advice and information make available through other Council advisory and community consultation processes related to families and children, local early years services and early years issues; and
5. Provide council with an annual report on the key discussion topics and achievements of the EYAC.

This report provides the annual report of EYAC activities and achievements for 2018.

## **2. DISCUSSION**

### **2.1 EYAC Topics and Key Themes for 2018**

The Committee discussed and endorsed a proposed Work Plan for 2018. The key topics proposed in the Work Plan emerged from a combination of identified policy changes for the early years in the State and Commonwealth, issues identified through the Council and Community Plan and Key Life Stages Plan and experiences and observations of individual Committee members relating to the life of children and families in the Knox Community.

Key themes included:

- Investment in the Early Years - Early Childhood Reform Plan - Ready for Kinder, Ready for School, Ready for life! The importance of engaging families' right from an early age;
- National Disability Insurance Scheme (NDIS) – Municipal Disability Leadership Model and NDIS Intervention Pathways. Providing clarity of a new system for referral for children with a disability;
- Family Violence - Reform in the Child and Family Services System – including Department of Health and Human Services' Conceptual Framework, Women's Health East Together for Equality and Respect Strategy 2017, Child Safe Standards and Reportable Conduct Scheme; and
- Engaging Family and Community – Building capacity through Community and Supported Playgroups.

In addition to the topics outlined in the 2018 Work Plan, the Committee provided feedback on the following:

- Early Years Management Project; and
- 'A Guide to Family and Children's Services in Knox'. This Guide is being developed to provide information for families relating to early years services delivered by Knox Council.

In the November 2018 meeting, the Key Life Stages Group met for the first time. Key themes explored included:

- A spotlight on one intergenerational project – Knox U3A Wellbeing & Intergenerational Pilot Program; and
- Group discussion of intergenerational opportunities aligned to the Key Life Stages Implementation Plan.

In the October 2018 meeting, the EYAC considered key insights and issues identified over the past 12 months resulting from the Work Plan and the opportunity to provide feedback relating to key policy and strategic work undertaken by Council.

## 2.2 EYAC Committee Insights and Considerations

The Committee has identified the following for Council to note:

1. *Ongoing role of Council*- the Committee reiterated its view that it was the role of Council to keep abreast of changing policy and to share this information with relevant stakeholders. They also commented that Council should consider what role it has in supporting all early years services in the Knox community through the many reforms in the early years sector.
2. *Fragmented early years service system* -the Committee observed that the early years service system could often be experienced as fragmented with competing agendas set by State and Commonwealth Governments and local community priorities. They observed that this has the potential to result in significant challenges for service providers when delivering ongoing services and new reforms at community level.
3. *Incompatible administration and IT systems across the sector*- the Committee noted that as a result of being briefed on a number of reforms for children and families across the State and Commonwealth governments, it is clear that the variety and incompatibility of systems that support and administer the many aspects of these reforms can present as a real burden to service providers through various reporting and information processing requirements.
4. *State Government Early Years Reform*- whilst there was genuine support for the State Government Early Years Reform package announced both prior and during the Victorian State Election, the Committee noted the lack of confidence and assurance for ongoing funding to provide 15 hours of funded kindergarten for eligible 4 year olds. They also noted the Victorian Government's commitment to the introduction of Universal Access to 3-year-old kindergarten.
5. *Mental Health for young children*-the Committee described having an increased awareness relating to mental health issues in the Knox community, particularly affecting young children dealing with anxiety and depression. Committee members noted that this awareness has increased since gaining knowledge and participation through their role as part of the EYAC. This has provided better understanding and highlighted a need for further advocacy of community mental health issues.
6. *NDIS referral pathways for children with complex needs*- the Committee recognised the ongoing issues identified by families in the Knox community relating to the referral process and services in the NDIS. In particular, they provided individual examples of continued difficulty in navigating referral pathways for children with complex needs. Following a presentation by the NDIS Local Area Coordinator and Early Childhood Intervention Partner for the Knox municipality, the Committee noted the efforts to provide a simple soft entry referral system for these families. However, they also noted that there are ongoing difficulties for many families in the Knox community.
7. *Impact of family violence on children*- the Committee noted data showing Knox residents experience higher rates of family violence compared to other municipalities within the Eastern Metropolitan Region. The Committee was supportive in relation to the New Conceptual Framework presented by guest speakers from the State Government. This Framework aims to break down the complexity for families receiving early help, targeted and specialist support, and continued care. The Committee acknowledged a continued need for advocacy for preventing violence against women and the impacts of witnessing and experiencing this violence on children in the Knox community.
8. *The role of gender equality in preventing family violence*- the National Framework for the Prevention of Violence Against Women and their children identifies gender inequality as one of the key preconditions to family violence. The Committee discussed and considered why gender

stereotypes matter and the issues associated with unconscious bias, the impacts of television and other social media and the inequality of gender roles in many existing children's books. The Committee recognised that breaking down gender stereotypes is an ongoing challenge in the Knox community. The Committee identified a need to further explore gender stereotypes and how they are influenced through interactions and experiences with family, culture, lifestyle, the media, education and the wider community.

9. *Establishment of Supported Playgroups* -the Committee expressed genuine excitement and celebration of Council's implementation of the Supported Playgroup program, which has had an immediate impact, benefiting a large cohort of young Knox families.

### **3. CONSULTATION**

From a consultation perspective, members of the EYAC bring a range of viewpoints and advice to the Committee. Through the agreed Work Plan for 2018, EYAC members have had the opportunity to consider and discuss a number of key issues impacting on the lives of children and their families in the Knox community.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

The EYAC continues to play a key role considering issues and advising Council in terms of child friendly spaces, which promote the health and wellbeing of Knox children and families into the future.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The Family and Children's Services Department supports the administration of Councils EYAC. Officer time of approximately ten hours each month is absorbed within the Departmental budget in addition to an annual catering and supplies allowance of \$2600.00.

### **6. SOCIAL IMPLICATIONS**

Research clearly states that when a community places the child as a central concern in the context of family, community and its culture, then significant and lifelong benefits will result for the community.

Children between the ages of 0-14 years represented 17.6% of the municipality's population, and this equates to 27,075 children according to data. (Census 2016).

The Key Life Stages Plan will continue to build on the opportunities to strengthen further partnership with non-Council services providers and community organisations. These partnerships will provide a benefit for all children and families across Knox, irrespective of the early years services they access within the community.

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

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

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

## **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 – Team Leader - Policy, Learning and Quality, Robyn Renkema - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Clark and Manager, Family & Children Services, Janine Brown - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

**The EYAC plays a key role in contributing to the objectives of Council’s overarching plan for families and children living in Knox. Through the agreed Work Plan for 2018, EYAC members have had the opportunity to consider a number of key issues impacting on the lives of children and their families and have highlighted these issues for Council to note as part of this report.**

## **10. CONFIDENTIALITY**

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

**Report Prepared By: Team Leader - Policy, Learning and Quality, Robyn Renkema**

**Report Authorised By: Director, Community Services, Tanya Clark  
Manager, Family & Children Services, Janine Brown**

## **Attachments**

Nil

## 9.4 Arts & Culture Committee Annual Report

**SUMMARY: Coordinator, Arts and Cultural Services, Elissa Pachacz**

**The Knox Arts and Culture Committee comprises 12 local community members with specialist skills and knowledge of the local arts and cultural industry and provides advice to Council on issues relating to the advancement of Arts and Culture in Knox.**

**The current advisory committee has completed a successful four-year term, effectively contributing to strategic service reviews, policy review and cultural planning for Arts and Cultural Services. Members also offer support, advocacy, partnerships, community engagement and promotion of Council's Arts and Cultural services, actively contributing to the successful implementation of a range of projects, programs and events.**

**The current Terms of Reference sunset on 9 December 2018, which represents the end of the current committees' term.**

**This report provides Council with:**

- **An overview of the achievements of the current Arts and Culture Committee;**
- **A review of the Arts and Culture Committee Terms of Reference;**
- **A proposal for progressing the recruitment for the new Arts and Culture Committee membership term of two years, commencing January 2019 for two years until December 2020.**

### **RECOMMENDATION**

**That Council:**

- 1. Acknowledge the achievements of the Knox Arts and Culture Committee over the past four years of its term;**
- 2. Thank the current members of the Knox Arts and Culture Committee for their contribution;**
- 3. Adopt the updated Arts and Culture Committee Terms of Reference (Attachment 1);**
- 4. Progress the recruitment for new membership of the Knox Arts and Culture Committee for the term of 2019 to 2020.**

### **1. INTRODUCTION**

The function of the Knox Arts and Culture Committee is to facilitate stakeholder engagement which supports quality decision making by Council, and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The Knox Arts and Culture Advisory Committee (the Committee) provides Council with advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater

awareness and understanding of arts and culture in Knox and provides Council with a greater understanding of the local needs and interests of the creative industries operating within Knox.

The objectives of the Committee are to:

- Provide advice and recommendations to Council on arts and cultural issues.
- Promote access to a diverse range of arts and cultural activities within the Knox.
- Assist Council in the development of arts and cultural policy, procedure and planning and in particular, support Council in the delivery of the Knox Arts and Cultural Plan 2012-22.
- Contribute ideas and recommendations on the key service portfolios of the Arts and Cultural services Unit, including but not limited to Festivals and Events, Community and Public Arts, and Cultural Venues; and
- Assist Council to promote and celebrate the arts and culture of Knox and to build connections between arts and cultural groups and individuals within the Knox community.

The Committee has delivered these objectives successfully, with members contributing significantly to a range of strategic reviews, service reviews, improvements and new initiatives within Councils Arts and Cultural Services, as outlined within Section 2 of this report.

The current Terms of Reference sunsetted on 9 December 2018, which represents the end of the current term or committee members, requiring a recruitment for new members in early 2019.

## **2. DISCUSSION**

The Arts and Cultural Advisory Committee provides an effective engagement tool for Council to access local arts and cultural representatives to build a stronger connection and understanding to the local creative industry, and the needs of the local community within the creative sector.

The current Committee comprises a skilled and diverse suite of community and industry/professional representatives who are strong advocates for arts and cultural development in Knox. Membership attendance has been consistently high at meetings, with actively engaged participation from all members during the bi-monthly meetings.

The Committee comprises 3 Councillors as follows:

- Cr Peter Lockwood (Chair)
- Cr Jackson Taylor (resigned 2018 due to being elected as a Member of Parliament)
- Cr Jake Keogh (resigned 2018 due to being elected as Knox Mayor, excess workload)

The current Community Representation is a skilled and highly engaged group comprising the following members:

- Andrea Cobern, A.S.V Singing Academy Director
- Barbara Oehring, Ferntree Gully News Photographer
- Chris Farace, Simply Rehearsals Studios Manager
- Chris Procter, 1812 Theatre Company President
- David Woods, SLAMS Music Theatre Company President

- Theresa Tan, Chinese Association of Victoria - Chinese Cultural Arts Committee Member
- Joe Grimes, Sound of Melbourne Records Recording Studios Manger
- Shirley Dougan, Ferntree Gully Arts Society President

Two community representatives resigned in early in 2017 due to work and other commitments. These members were Sheryle Griffiths, Knox Photographic Society and Fiona Valentine, Visual Artist. Both members were active contributors during their time in the Committee.

The committee has met bi-monthly (6 times in the 2018) for approximately 2 to 2.5hour meeting of lively discussion, enthusiastic sharing and networking and insightful ideas and feedback for Council consideration.

### **Achievements**

The Committee has been instrumental in a range of key arts and cultural service planning during this period. This includes, but is not limited to:

- Assistance in the development of priorities for Arts and Cultural Service Planning;
- Review of arts marketing and the support for increased digital media for arts and cultural services;
- Advocacy and support for the delivery of major public artworks in Knox and the detailed review of key documents relating to major projects such as Aeroplane Boy, Marie Wallace Reserve Mural and Stamford Park Public Art Project;
- Review of Immerse Exhibition Program and new biennial and hub model development;
- Review of the Arts Grants Program and transition as a stream of funding within the Community Development Fund governance;
- Review of Council's major Festivals and Events program with leadership in guiding the reduction of Stringybark to one day event and the introduction of smaller scale neighborhood events;
- Assistance with the development of the Public Art Implementation Plan, Civic Art Collection Policy the Public Art Assessment Panel;
- Support for the development and delivery of the Creative Victoria funded program, Knox Amplified, in lar with Andrea Cobern and Joe Grimes being industry mentors throughout the program;
- Knox Factor judging and support for the transition of the program onto the Carols by Candlelight stage in 2018;
- Advocacy for the development of increased support for community-run events in Knox with a strong focus on building an improved centralised service model;
- Support in the development of Cultural Venues Business Plans through program and venue analysis and future needs analysis.

These contributions have supported Council in making effective decisions regarding arts and cultural development within Knox, offering a diverse range of ideas, views and feedback to Council, representing a variety of community and industry perspectives.

### **3. CONSULTATION**

Committee members have contributed to the review of the purpose and priorities of the Knox Arts and Culture Advisory Committee, which are reflected within the Committee Terms of Reference 2019-2022.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

There are no environmental issues related to this report.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The Arts and Cultural Advisory Committee requires a budget of approximately \$2,000 in order to supply adequate catering for members during bi-monthly meetings.

### **6. SOCIAL IMPLICATIONS**

The Knox Arts and Cultural Committee provide a local engagement portal for Council to ensure that the Arts and Cultural Services and resources provided by Council reflect the needs and interests of our community. The arts are an established mechanism for social engagement, participation, and community development, as well as placemaking and urban renewal. The Knox Arts and Culture Committee plays a key role in advocating and positioning the arts as an important part of Council's role community wellbeing and social connections.

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

The Arts and Culture Advisory Committee supports the delivery of the following Knox Community & Council Plan goals:

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

Strategy 7.1 - Protect and preserve our local cultural heritage

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

### **8. CONFLICT OF INTEREST**

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

Author – Coordinator Arts & Cultural Services, Elissa Pachacz - 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 Knox Arts and Cultural Committee provides an effective mechanism for Council to work alongside our community to collaboratively plan, develop, engage and deliver arts and cultural activities that meet the needs, interests and aspirations of Knox residents.

The current membership term has sunsetted, and the Terms of Reference has now been reviewed. Proceeding to the recruitment for members to fulfill the 2019-20122 term is now required to ensure that this productive committee continues its positive work within arts and cultural development in Knox.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator, Arts & Cultural Services, Elissa Pachacz

**Report Authorised By:** Co-Manager, Youth, Leisure and Cultural Services, Peter Gore

## **Attachments**

1. Attachment 1 - Terms of Reference - Arts & Culture Committee **[9.4.1]**

## Arts & Culture Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Coordinator Arts & Cultural Services
Approval Date:	TBC	Version Number:	
Review Date:	3 Years from Meeting Date		

### 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 Knox Arts and Culture Advisory Committee (the Committee) provides Council with advice on issues relating to the advancement of arts and culture in Knox. It assists in promoting greater awareness and understanding of arts and culture in Knox, and provides Council with a greater understanding of the insight into the local needs and interests in arts, culture and creative industry development in Knox. -

### 2. Objectives

The objectives of the Committee are to:

- Provide advice and recommendations to Council on arts and cultural issues.
- Promote access to a diverse city range of arts and cultural activities within the CityKnox.
- Assist Council in the development of arts and cultural policy, procedure -and action-planning and implementation, and in particular, support Council in promoting and implementing the delivery of the Knox Arts and Cultural Plan 2012-22.
- Contribute ideas and suggestions-recommendations on the key service portfolios of the Arts and Cultural services Unit, including but not limited to Festivals and Events, Community and Public Arts, and Cultural Venues to the City of Knox's major festival and events program; and
- Assist Council to promote and celebrate the arts and culture of Knox and to build connections between arts and cultural groups and individuals within the Knox community.

The Committee supports the delivery of the following Knox Community & Council Plan goals:

Goal 1. We value our natural and built environment.

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

The Arts and Culture Committee is aligned to the '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 Communities' y-Group.s

#### ~~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 to 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 or May each year and will be ~~co-~~ordinated 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 Arts & Culture Committee shall comprise the following:

- A maximum of 12 community members
- A maximum of 4 industry members (including any relevant government agency representatives)
- 3 Councillors

#### 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:

- Arts and Cultural activities within Knox, including services, events, venues, programs and initiatives offered through Council, Community and local Businesses;
- A specialist field such as Arts and Cultural Development, Placemaking, Cultural Tourism, Arts Marketing, Community Engagement, Creative Industry Development, Arts Funding or Creative Arts Practice; and
- Local social, cultural, economic factors impacting the wider Knox community.

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 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;
- 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.

- Maximum of three (3) Councillors members appointed by Council annually as part of Committee appointments
- Maximum of twelve (12) Community members, including as a minimum:
  - One (1) youth member
  - Two (2) members of local community arts groups

The Mayor is, by virtue of the Office, ex officio a member of any committee which may be established by Council from time to time. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in his/her capacity as an ex officio member of the Committee.



Council officers will be nominated by the Chief Executive Officer or relevant Directors to provide administrative support and advice to the Committee. Council officers will not have voting rights.

### **Casual Vacancies**

Casual vacancies which can occur from time to time due to community members being unable to complete the term of their appointments may be filled by co-opting suitable candidates from a previous selection process in the first instance for the remainder of the term.

The selection and recommendation of the co-opted member will be made by the Chair of the Committee in consultation with the Committee and formal approval of the recommended candidate will be made by the Director Community Services.

Should there be no suitable alternative candidate from the previous selection process; the position will remain unfilled unless the total community membership of the committee has reached a level below half of agreed membership. If the level of membership falls below half of the agreed number, and the time left on the term of the committee is more than nine (9) months, a member of the arts community will be co-opted with the unanimous agreement of all the remaining members of the Committee.

### **Term of Membership**

Membership is for a one year period for Councillors. The period of membership of non-Councillor members will be four (4) years.

Council will be responsible for appointing all community members, and any requirements to fill vacancies that may occur during the term of the Committee, will be in accordance with the procedure stipulated above in the Casual Vacancies clause, above.

Members will be appointed based on a broad cross-representation of arts and heritage fields, age range, locality and specialisation. Care will be taken to ensure that a balance of representation is achieved.

Individuals appointed to the Committee as a representative member of local community arts group, as per the selection criteria above, may nominate an Executive member of the group's management committee to attend in their place if they are unable to attend themselves. The member will be required to advise the Co-ordinator Cultural Planning and Development of the nominated attendee's details, prior to the meeting.

Community members will be sought by public advertisement on Council's internet site, in the local newspaper(s) and through advertisement with relevant organisations/networks.

Community members will be selected for recommendation to Council by a panel comprising a Councillor and two Council officers.

Community members will be selected for recommendation to Council having taken into consideration that the members need to:

Be representative of the Knox community on issues relating to arts activity;

Have an appreciation of the Knox community, and the range of social, economic and cultural issues that impact upon the community; and

Incorporate skills, contacts and experience in the arts industry, heritage sector, events and entrepreneurial sector and government arts funding arena.

Community members need to:

- Provide consistent representation and meeting attendance for the period of appointment;
- Contribute to the roles and tasks set out in this Terms of Reference; and
- Improve the range and balance of knowledge, views and networks across the Committee's membership.



### **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:

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 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;
- 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 has no delegated authority to make decisions on behalf of Council.

#### 5. Meeting Procedures

The committee will meet ~~between four (4) and six (6) times a year, on a bi-monthly 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 6 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.

#### 6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

~~If~~ the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

#### 7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 4 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.

The meeting notes of a Council Committee must:



- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 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 information.

Agendas and notes from meetings are not required to be made available to the public.

## 8. Voting

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.

## 9. 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.

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.



## 10. Reporting

The committee will prepare a formal 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.

## 11. Administration Support

Administration support will be provided by ~~Council's Youth, Leisure and Cultural Services Department~~ the Community Services Directorate.

## 12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

## 13. Review Date

The committee will sunset after 4 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.

## 14. 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.

## 9.5 Knox Active Ageing Advisory Committee Annual Report and New Terms of Reference

**SUMMARY: Senior Active and Healthy Ageing Strategic Officer, Stuart Ireland**

**The Knox Active Ageing Advisory Committee's (KAAAC) current Terms of Reference (ToR), requires an annual report to Council on Committee activities and achievements in accordance with the objectives stated in these Terms of Reference. This report provides the annual report of KAAAC activities and achievements for 2018.**

### **RECOMMENDATION**

**That Council notes the report on the activities undertaken and subsequent feedback and advice of the Knox Active Ageing Advisory Committee between January 2018 and December 2018.**

### **1. INTRODUCTION**

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

A. Provide advice and recommendations to Council on:

The implementation of the Strategic Objectives under the Council Plan, in particular:

- To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population.
- Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation.

B. Provide advice to Council on emerging issues affecting all older people within the Knox community.

C. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

This report provides the annual report of KAAAC activities and achievements for 2018.

### **2. DISCUSSION**

#### **2.1 KAAAC Topics and Key Themes for 2018**

The Committee discussed and identified a number of priorities for 2018. These emerged from a combination of:

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

Key areas of focus and themes included:

- Gaming and older people – the negative effects on mental and financial health.
- Stamford Parklands – informing an All abilities and Intergenerational Activity space.
- My Aged Care – supporting older people to understand, engage with, and receive the appropriate level of service and supports.
- Community Transport – supporting the investigation of community transport services and availability in Knox to determine future options and requirements
- Knox Active Ageing Expo and Knox Seniors Festival.
- Elder Abuse – understanding new research and what abuse looks like in CALD communities
- Transition to Retirement – toolkit development, finalisation and distribution.
- Car park design, identification and technology.

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

- Boronia Renewal Strategy;
- Committee for Melbourne and Swinburne University's, A Place Like Home initiative; and
- Council's design of public toilets, and provision of rest stops along Stud Road.

Nearly half of KAAAC members attended and participated in the Key Life Stages Group Committee meeting in November 2018, which included:

- A spotlight on one intergenerational project – Knox U3A Wellbeing & Intergenerational Pilot Program; and
- Group discussion of intergenerational opportunities aligned to the Key Life Stages Implementation Plan.

## 2.2. KAAAC Committee Insights and Considerations

At the KAAAC meeting on Wednesday 30 January 2019, the Senior Active and Healthy Ageing Strategic Officer provided an overview of the aforementioned information, and then facilitated a group discussion which asked members to reflect on the Committee's key achievements; what has worked and is working well; what needs to improve; and to identify key priorities for 2019.

Key Achievements	Working well	Needs to improve	Key priorities
Design of public toilets – moving beyond an engineering discussion	Meeting attendance and participation	Greater consultation, input and influence on Council Strategy & Initiatives	Becoming an Age Friendly City
Provision of rest stops	Meeting focus and alignment to Council plans and actions	Better preparation to improve consultation effectiveness and impact (use of briefing notes)	Hoarding and Squalor
Design of Dementia Friendly playgrounds	Member knowledge and contributions increasing Council understanding translating into action	Lead time to review and contribute to Council discussions, policies and projects	Third Places
Provision of access keys to community		Guest presenters and ensuring they are genuine in their engagement with us /	Older people and alcohol and other drug use

Key Achievements	Working well	Needs to improve	Key priorities
		Pushing back on 'tick a box' presentations	
Ongoing focus on client and community safety		Use of Committee discussions and information, and Council data, to influence our external stakeholders and to support them with advocacy and funding submissions	My Aged Care education in the community (increasing our focus on building capacity e.g. with groups such as librarians)
		Ensuring the focus on our key priorities does not delay progress of practical actions	

### 2.3 Membership, Period of Membership and Method of Appointment

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

- KAAAC meetings were attended on average by 80% of members - fourteen members had the opportunity to attend all KAAAC meetings, of which four did so, whilst a further six attended four of the five meetings.
- Eight community members attended KAAAC meetings, of which three attended all meetings and six attended three or more of the five meetings.
- Seven industry representatives attended KAAAC meetings, of which five attended three or more of the five meetings.
- Three Council Officers, two industry representatives and one community member attended the Life Stages Group Committee meeting on Wednesday 15 November.

All community and industry representative terms are expiring in March 2019. Seven representatives will have completed their first term, whilst four will complete their second and final term.

In accordance with the current ToR, community and industry representatives will be sought through an Expression of Interest (EOI) process. The EOI process will involve public advertisement, on Council's Internet site, through local networks and in local community newspapers. Current eligible members and other community and industry members will be invited to express their interest in joining the Committee in February and March 2019.

### 3. CONSULTATION

The KAAAC were consulted and provided guidance and feedback concerning key strategies and initiatives within the Community and Council Plan 2017-2021 and Key Life Stages Plan 2017-21. The Committee's advice was also sought on programmatic and operational issues, thereby being able to draw upon and use their industry experience and community connections to provide Council with a deeper level of understanding when it comes community and client need and potential service gaps. There will, however, be an opportunity moving forward, through the Age Friendly Cities focus and supporting actions, to increase engagement (by both type and frequency) with the Committee and improve reach into and understanding of the Knox community.

#### **4. ENVIRONMENTAL / AMENITY ISSUES**

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

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The cost of conducting KAAAC meetings in 2018 was just under \$1200.00. This is purely costs associated with catering and does not take into account staff administration costs. All costs are provided for in Council's Operating Budget.

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

#### **6. SOCIAL IMPLICATIONS**

The KAAAC has been a positive step towards achieving greater engagement and civic participation of the older community in Knox by creating a formal structure for the provision of advice, feedback and recommendations to Council and Council Officers on topics and issues affecting older residents. The Committee has taken an active role in recommending initiatives to recognise and celebrate older persons in Knox, promoting active ageing and encouraging full participation of all residents in the social, economic and cultural life of the community.

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

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

- Goal 2 – We have housing to meet our changing needs
- Goal 3 – We can move around easily
- Goal 5 – We have a strong regional economy, local employment and learning opportunities
- Goal 6 – We are healthy, happy and well
- Goal 7 – We are inclusive, feel a sense of belonging and value our identity
- Goal 8 – We have confidence in decision making

#### **8. CONFLICT OF INTEREST**

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

Author – Senior Active and Healthy Ageing Strategic Officer, Stuart Ireland - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Clark, and Manager, Active Ageing and Disability Services, Judy Chalkley - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The KAAAC performs a vital role in helping to guide and inform Council's approach to engaging with older persons in the City of Knox and in shaping Council strategy, programming, policy and activities – evidenced by the breadth of discussions and high meeting attendance by members.

Whilst there will always be a delicate balancing act between supporting the progression of Council strategy and initiatives in a meaningful manner and being able to respond to emerging opportunities, the Committee can and is particularly keen to take on a key role when it comes to community consultation in the future. This very much aligns with the suggested approach within the World Health Organisation Global Age Friendly Cities Framework; follows the path taken by other Eastern Metropolitan Region Councils in their age friendly journey; and is in keeping with community development principles and practices.

## **10. CONFIDENTIALITY**

There are no confidential issues relating to this report.

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

**Report Authorised By:** Director, Community Services, Tanya Clark

## **Attachments**

1. Terms of Reference - Knox Active Ageing Advisory Committee - Draft for Approval February 2019 [9.5.1]

## Knox Active Ageing Advisory Committee

Directorate:	Community Services	Responsible Officer:	Director, Community Services
Approval Date:	To be added	Committee Group:	Life Stages Group
Review Date:	3 Years from Meeting Date		

### 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.

### 2. Objectives

The objectives of the Committee are to:

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

The Committee will provide advice and recommendations against all goals within the Knox Community & Council Plan:

- Goal 1 – We value our natural and built environment
- Goal 2 – We have housing to meet our changing needs
- Goal 3 – We can move around easily
- Goal 4 – We are safe and secure
- Goal 5 – We have a strong regional economy, local employment and learning opportunities
- Goal 6 – We are healthy, happy and well
- Goal 7 – We are inclusive, feel a sense of belonging and value our identity
- Goal 8 – We have confidence in decision making



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 to 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 Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of eight (8) community members (please add any specialist requirements)
- A maximum of six (6) industry members (including any relevant government agency representatives)
- Two (2) Councillors

#### 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 the needs of older people and the challenges facing them to continue to enjoy active, healthy and independent lives.

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 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;
- 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 be 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 has no delegated authority to make decisions on behalf of Council.

## **5. Meeting Procedures**

The committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the 6 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.



## 6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

## 7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting in both digital and hard copy formats with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business 6 days in advance. Officer reports that fail to meet the timelines will only be permitted to be included in the relevant agendas of; Ordinary Council Meetings, Strategic Planning meeting, Issues Briefings or Special Committees, with the approval of the Mayor, and Council Committees with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 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 information.

Agendas and notes from meetings are not required to be made available to the public.

## 8. Voting

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.

## 9. 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.

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.

## 10. Reporting

The committee will prepare a formal 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.

## 11. Administration Support

Administration support will be provided by the Community Services Directorate.

## 12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

## 13. Review Date

The committee will sunset after 4 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

## 14. 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 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 two (2) recommended Minor Grants Program application for a total of \$2,700.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Rowville Neighbourhood Learning Centre	Funding to run two Zest for Life workshops for senior citizens in the area.	\$1,200.00	\$1,200.00
Hindi Niketan	Funding for holding activities as part of the local Celebration of 'Holi-Festival of Colour'.	\$1,500.00	\$1,500.00
	<b>TOTAL</b>	<b>\$2,700.00</b>	<b>\$2,700.00</b>

2. Note the two (2) Minor Grants Program applications approved and paid under delegated authority for a total of \$939.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Mountain Gate Tennis Club	Funding to hire a jumping castle, face painter and equipment for a sausage sizzle as part of their family fun day.	\$440.00	\$440.00
St Jude the Apostle Primary School Parents Association	Funding to purchase a slushie machine to be used at their community events, including the St Jude's Market.	\$499.00	\$499.00
	<b>TOTAL</b>	<b>\$939.00</b>	<b>\$939.00</b>

**3. Note that inclusive of the above grants, a total of \$113,351.66 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 the Minor Grants Program applications was amended by Council at the Strategic Planning Committee Meeting held on 8 October 2018 to \$1,500.00.

Minor Grants 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.

## **2. DISCUSSION**

This report presents to Council recommended grant applications in accordance with the Policy.

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 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 29 January 2019 Ordinary Council meeting. It recommends two grants for Council's approval. The report also notes that two minor grants applications under \$500 have been approved and paid under delegated authority.

Applications under the Minor Grants Policy are 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 at the Strategic Planning Committee Meeting on 8 October 2018.

### **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**

A confidential attachment has been circulated under a separate cover.

**Report Prepared By: Governance Officer, Damian Watson**

**Report Authorised By: Director, Corporate Services, Michael Fromberg**

**Attachments**

**A confidential attachment has been circulated under a separate cover.**

## 10.2 Ferntree Gully Cemetery Report

**SUMMARY: Governance Advisor, Paige Kennett**

**This report provides Council with the outcomes of the community consultation for the proposed Ferntree Gully Cemetery ashes extensions, and recommends that Council proceed with the proposal.**

### **RECOMMENDATION**

**That Council:**

- 1. Note the outcome of the community consultation regarding the proposed ashes extensions at Ferntree Gully Cemetery;**
- 2. Proceed with the proposed ashes extension works for the Ferntree Gully Cemetery as detailed in the December 2018 Ferntree Gully Cemetery Works Report;**
- 3. Apply for grant funding to assist in funding the extension works; and**
- 4. Note that, should grant funding applications prove unsuccessful or insufficient to fund the whole works, the works would be funded through the Trust of the Ferntree Gully Cemetery.**

### **1. INTRODUCTION**

The Council in December 2018 resolved:

*That Council, as Trust of the Ferntree Gully Cemetery:*

- 1. Note the progress of Stage One works to the perimeter fence and the entrance of the Ferntree Gully Cemetery (the Cemetery) and the proposed Stage Two entrance works as described in the Officers' report;*
- 2. Note that a small ceremony will be held at the Cemetery to mark the completion of the former Ferntree Gully Cemetery Trust Committee's capital works program and to recognise the contribution of the three external community members who were on the Ferntree Gully Cemetery Trust Committee from 1999 to 2017;*
- 3. Note the proposal to create a new garden ashes area adjacent to the Cemetery entrance and install three additional columbarium walls in the Foothills Section of the Cemetery for the purposes of community consultation, with a further report to be submitted to Council on the outcome of community consultation.*

### **2. DISCUSSION**

The December 2018 Council report (10.3 Ferntree Gully Cemetery Works Report) advised that the Cemetery was nearing capacity, with only 34 ashes positions remaining. The report outlined information regarding the proposed extensions and the positive financial return, which would contribute to the long term sustainability of Ferntree Gully Cemetery.

The community consultation was completed in February 2019, showing overwhelming support for the proposed ashes extension, with those that provided commentary being very complimentary of the current Cemetery appearance.

Based on the community feedback, it is recommended that Council approve the ashes extension works proposed in the Ferntree Gully Cemetery Works Report (December 2018), and progress the Victorian State Government funding application to assist in financing the extension works.

### **3. CONSULTATION**

The key feedback mechanism for community consultation was a one question survey with room for comment, which was hosted on the Council website. This was supported by three posts through social media to promote the survey with residents, a 'Have Your Say' page on the webpage which linked back to the survey, and customer service notifications.

Community consultation was conducted for three weeks, from Monday 21 January through to Friday 8 February 2019. There were 61 respondents during this time, with 56 (92%) respondents supporting the proposal, 4 (6%) respondents that were neutral, and 1 (2%) that did not support the proposal.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

The proposed extension to the Foothills Section of the Cemetery would be consistent and respectful of the existing grove niche walls. There will have no impact to existing burial or ashes positions, utilising newly created space in the entrance area, and existing space at the rear of the Cemetery.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Financial and economic implications for the proposed ashes extension were provided to Council at the December 2018 Ordinary Meeting, which showed a positive net return, and overall provides support to Council to financially manage the perpetual maintenance requirements for the Cemetery.

### **6. SOCIAL IMPLICATIONS**

As demonstrated through the community consultation, there is overwhelming support to extend available ashes positions (see Attachment A).

### **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 - Governance Advisor, Paige Kennett - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director Corporate Services, Michael Fromberg - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

It is recommended that Council progress the proposed ashes extension works based on the positive support from the community.

## **10. CONFIDENTIALITY**

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

**Report Prepared By: Governance Advisor, Paige Kennett**

**Report Authorised By: Director Corporate Services, Michael Fromberg**

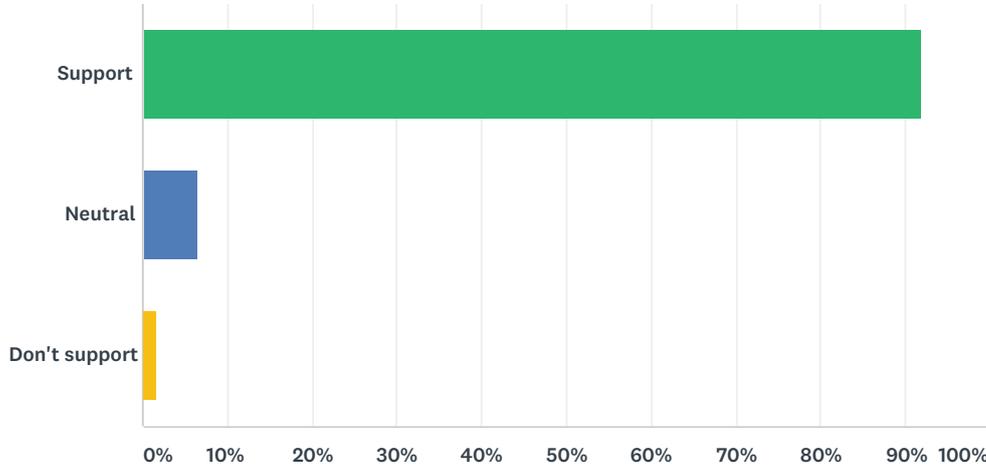
## **Attachments**

1. Survey results - Ferntree Gully Cemetery - 12-02-2018 [**10.2.1**]

Ferntree Gully Cemetery

Q1 Please indicate your support for this proposal.

Answered: 61 Skipped: 1



ANSWER CHOICES	RESPONSES	
Support	91.80%	56
Neutral	6.56%	4
Don't support	1.64%	1
TOTAL		61

#	PLEASE PROVIDE ANY OTHER COMMENTS.	DATE
1	Please ensure Ferntree Gully Cemetery continues to be maintained in the beautiful condition as is current and that this further expansion does not diminish from its upkeep.	2/5/2019 9:41 PM
2	Always have been impressed by the condition of this well kept cemetery, almost European in the way it's in the heart of town and accessible.	2/5/2019 7:56 PM
3	I already have a spot for my ashes at this beautiful cemetery so I would others to have this opportunity also. The two positions seem to be well placed and will not, I think, take away from the aesthetic look of this well kept and attractive land Mark in Ferntree Gully	1/24/2019 8:07 PM
4	I'd like clearer information, such as is it on old grave sites. How many extra plots will there be? Does it mean existing plots might be moved? My husbands memorial is close to the corner of the Glen on the road side, the map seems to indicate extensions there.	1/23/2019 6:31 PM
5	The recently completed new entrance looks stunning. The well kept gardens show respect for the people of our past and the current community. Well done!	1/23/2019 5:29 PM
6	This land would better suit high rise development just like the City of Knox loves doing. F#%*^ things up	1/22/2019 7:44 PM
7	A very good idea and will not detract from the beauty of the cemetery	1/22/2019 6:36 PM
8	about time	1/22/2019 3:44 PM
9	Where exactly is the new area on the left of photo. It looks very close too or in the pioneer section of the cemetery?	1/20/2019 9:00 PM

## 11 Items for Information

### 11.1 Works Report - Capital Works

#### **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 4 February 2019.**

#### **RECOMMENDATION**

**That Council receive and note the Works Report, as at 4 February 2019.**

#### **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 4 February 2019, is attached as Appendix A.

Highlights of the Works Report as at 4 February 2019 include:

- The commencement of operations at the Early Years Hub at Wantirna South on 30 January, 2019.
- Bayswater Early Years Hub – expected practical completion by end of February.
- Stamford Park Redevelopment - Homestead Gardens expected to be completed by end of February.
- Nearing completion of Council's road reconstruction program for 18/19.
- Consultation on the Upper Ferntree Gully streetscape enhancement program was completed in December.
- The Knox Gardens tennis courts - practical completion achieved.
- Marie Wallace reserve – commencement of bridge structures to support path connectivity/passive recreation.
- Rumann and Benedikt Reserves – Open Space enhancements nearing completion.
- Gilbert Park Drainage works – completed.
- Guy Turner Reserve drainage works – practical completion achieved.

**Report Prepared By: Coordinator, Capital Works, Gene Chiron**

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

#### **Attachments**

1. Capital Works Program - Works Report as at 4 February 2019 **[11.1.1]**

## Knox City Council Project Status Report

04-Feb-2019

Project Number	Project Name	Total Approved Budget
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$312,314</b>
All Wards	The program is progressing with works underway rebuilding the bridge near the Knox Transfer Station (destroyed by fire last year). Quotes have been received to renew a shared path bridge along Blind Creek near High Street Road (B26) and tender documents are being prepared to renew the deck of the road bridge at the entrance road to the Ferntree Gully Community Centre. Anticipate approximately \$200k reimbursement for works near the Knox Transfer Station through an insurance claim.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$500,000</b>
All Wards	Works commencing at Underwood Road Boronia and other locations.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,250,000</b>
All Wards	Program progressing with several streets programmed for asphalt resurfacing during February including Mareeba Crescent Bayswater and Old Orchard Drive Wantirna South.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,000,000</b>
All Wards	Drainage works progressing with works commencing in Frederick Street Ferntree Gully, Golding Avenue Rowville and Olive Grove Boronia.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$2,200,000</b>
All Wards	Footpath renewal works are progressing with works about to commence at locations identified in the recent condition audit.	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$540,000</b>
All Wards	Shared path renewal program is progressing with works commencing at Mountain Hwy The Basin, Underwood Road Boronia, and Stud Road Scoresby.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$5,468,310</b>
All Wards	Program is 46% committed/expended. Works commencing or nearing completion over January/February include Civic Centre - structural rectification works; Knox Park Athletics - kitchen refit; Coonara Community House - internal painting and floor covering replacement; Carrington Park Leisure Centre - heating/cooling; Carrington Park Pavilion - switchboard and hot water system replacement; State Basketball Centre - internal painting; Haering Road Preschool - floor covering replacement; Coinda Preschool - DDA ramp; Berrabri Preschool - DDA ramp; Wally Tew Pavilion - floor recoating; Rowville Community centre - external cladding works.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,767,181</b>
All Wards	Westburn Reserve, Tabilk Reserve and Agora Reserve have now been completed and are open. Peregrine Reserve playspace is scheduled to commence construction in March. The five playgrounds that are part of the 2018/19 renewal program are being prepared for tender in March.	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$130,000</b>
All Wards	Second payment due in June.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>24</b>	<b>Car Park Renewal</b>	<b>\$700,000</b>
All Wards	The program has been scoped and focus will shift from the road resurfacing program to carpark renewal program in the coming months and will include renewal works at Templeton Reserve, Placemakers and Batterham Reserve.	
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,984,000</b>
All Wards	Fleet Renewal Program 70% of funding committed.	
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$653,457</b>
All Wards	Online surveys completed. Removal works quoted and programmed for February.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$7,734,149</b>
Tirhatuan	Homestead - works complete and handed over to restaurant. Homestead Gardens - largely complete. Expect driveway completion in February. Parklands - progressing with design works and some construction. Aiming for planning submission in April.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Program progressing with various retaining wall projects either underway or completed.	
<b>147</b>	<b>Energy &amp; Greenhouse Program for Council Facilities</b>	<b>\$101,327</b>
All Wards	Project implementation for lighting and solar to commence in February and be completed by June.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$100,000</b>
All Wards	Program of works for 2018/19 is finalised using Building Condition Audit data and ESM inspection/audit data. Installation/rectification works have commenced, with continued rollout over February/March.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	Program for asbestos removal is finalised with removal works planned from February to April.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$250,000</b>
All Wards	The program is progressing with resurfacing works about to commence in Nyadale Drive, Scoresby.	

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Project Number	Project Name	Total Approved Budget
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$67,000</b>
All Wards	Works and installations ongoing and on schedule.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Audits are continuing and installation of replacement signs is progressing on schedule.	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$432,663</b>
All Wards	(1) Waterford Valley Golf Course - Detail design has been completed. Community consultation anticipated to occur in February. Works scheduled for March. (2) Maryville Gross Pollution Trap (GPT) sluice gate - works completed.	
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$360,000</b>
Dobson	Scoping of works in accordance with the Tim Neville Arboretum Masterplan is continuing on schedule.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$50,000</b>
All Wards	Works in progress with Knox Construction Services.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$50,000</b>
All Wards	Installations at Lewis Park Pavilion, Knox Park Grandstand and Talaskia Pavilion in tandem with Renewal kitchen refits scheduled from January to May.	
<b>494</b>	<b>Cathies Lane - Landfill Rehabilitation Works</b>	<b>\$175,000</b>
Scott	Audit report completed October 2018.  Landfill gas monitoring detects exceedances to EPA guideline values, but has not triggered the need for further work.  Monitoring of groundwater continues, and to date has not triggered the need for additional leachate extraction.	
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade</b>	<b>\$410,489</b>
Tirhatuan	Construction approximately 30% complete. Awaiting building permit to be completed by contractor and expect works to be completed by end February.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$65,000</b>
All Wards	Renewal works progressing as scheduled.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$61,506</b>
All Wards	Scoping of works is in final stages, further quotations coming in. Works to commence March/April.	
<b>543</b>	<b>Llewellyn Park - Landfill Rehabilitation Works</b>	<b>\$175,000</b>
Scott	Audit report completed January 2019.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
	Risk based trigger levels for landfill gas to be devised in conjunction with auditor. Monitoring of groundwater continues, and to date has not triggered the need for leachate extraction.	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$33,749</b>
All Wards	Portraits are in situ in libraries across Knox. The Placemaker Legacy restoration work continues throughout 2019. An audit of the Art in Public Spaces collection (including Placemaker Legacy works) will commence in March. An audit of the Civic Art Collection has commenced and is due for completion by June.	
<b>576</b>	<b>Emergency Warning Systems in Early Years Facilities</b>	<b>\$50,000</b>
All Wards	Remaining installations are complete.	
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre - Design</b>	<b>\$472,867</b>
Dobson	On site 'drop in' consultation completed end of January. Currently seeking quotes from consultants for the detailed design and documentation of the streetscape works.	
<b>593</b>	<b>Marie Wallace Reserve - Masterplan Implementation</b>	<b>\$952,383</b>
Dinsdale	(1) Bike training area and picnic space upgrade has been completed and is open to the public. (2) Consultants are working on the detailed design documentation around oval 1. (3) Pedestrian Bridges - Cultural Heritage Management Plan approved. Contract design underway and awaiting Melbourne Water approval. Pre-construction documentation to then be submitted and approved prior to supplying Possession of Site.	
<b>607</b>	<b>Ashton Road, FTG - Reconstruction</b>	<b>\$245,000</b>
Friberg	Annual renewal program packaged as one contract. Contractor anticipates commencing works late January and be completed by mid-March.	
<b>630</b>	<b>Early Years Hubs - Bayswater</b>	<b>\$8,529,851</b>
Dinsdale	(1) Early Years Hub - Construction will be completed end of February. (2) Hub Carpark - Design completed and quote being sought from Knox Construction.	
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation</b>	<b>\$10,000</b>
Tirhatuan	Project completed (2018/19).	

## Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
660	<b>Mountain Highway, Bayswater - Drainage Improvements</b> Dinsdale Report to VicRoads underway. The detailed design is planned for completion by June.	\$20,000
664	<b>Stormwater Harvesting Program Development</b> All Wards Functional concept designs are complete for Eildon Park, Batterham Reserve, Fairpark Reserve and Knox Gardens. Stakeholder presentation and discussion has been conducted. Functional design schematic is 70% complete. Construction anticipated by end of June.	\$74,925
667	<b>Dobson Creek Catchment - Streetscape Water Sensitive Urban Design</b> Chandler Wicks Road water sensitive urban design system to be constructed in February.	\$78,467
675	<b>Public Art Project</b> All Wards Projects are being developed, refined and aligned with the Public Art Plan and more specifically Boronia Renewal and Stamford Park Redevelopment. Additional funding is being applied for via Vic Health Gender Equality Grant program in regard to art projects for Boronia Renewal. The EOI Artist Brief for the Stamford Park Public Art Project will be advertised to artists from 4 February. Cinema Lane light boxes will be renewed in February, then again in September 2019 as part of Immerse. In line with the Public Art Plan, public art projects will also be developed as part of the Immerse exhibition program in September 2019.	\$166,081
689	<b>Lewis Park, Wantirna South Oval 1 Renewal</b> Dinsdale Coaches boxes have been installed.	\$26,229
708	<b>Cricket Run Up and Goal Square Renewal Works</b> All Wards Turf unavailable until February, further work being planned.	\$48,000
716	<b>Early Years Hubs - Wantirna South</b> Scott (1) Community Hub - Construction works completed. Certificate of Occupancy issued. Minor defects rectification and staff training underway. (2) School Crossing - Installation nearing completion before removal of existing crossing.	\$5,365,973
717	<b>Knox Central Package</b> 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.	\$8,235,000
724	<b>Knox (Interim) Library</b> Dinsdale Detailed design completed. Awaiting confirmed start date from Westfield.	\$664,205

**Knox City Council Project Status Report**

04-Feb-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>725</b>	<b>Placemakers Site</b>	<b>\$195,903</b>
Dobson	Tender assessment complete. Report to be presented to Council late February.	
<b>727</b>	<b>Knox Community Arts Centre - Furniture</b>	<b>\$9,517</b>
Dinsdale	Rigging repairs and theatre seating repairs are currently underway.	
<b>733</b>	<b>Preschool Office/Storage - Minor Works</b>	<b>\$50,000</b>
All Wards	Program of works 2018/19 now finalised. Works expected to be undertaken over April school holiday period.	
<b>737</b>	<b>Meals on Wheels site reconfiguration - Stage 2</b>	<b>\$50,000</b>
Dinsdale	Strategic review of Meals on Wheels configuration is underway. Plan to be developed over the next six months.	
<b>746</b>	<b>Revegetation Plan</b>	<b>\$100,000</b>
All Wards	Plant list is finalised and site preparation will be commencing in February.	
<b>751</b>	<b>Tim Neville Arboretum - Lake Structure Upgrade</b>	<b>\$27,800</b>
Dobson	Project completed.	
<b>752</b>	<b>Mountain Gate Shopping Centre Reserve - Implementation</b>	<b>\$240,894</b>
Friberg	Contractor awarded and works beginning in the coming weeks. Works to be completed by end of April.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation</b>	<b>\$582,500</b>
Dobson	Stage 1 works at Talaskia Reserve are complete. Works under defects maintenance period.	
<b>761</b>	<b>Dandenong Creek Gateways - Strategic Road Corridors Revegetation</b>	<b>\$145,795</b>
All Wards	Currently liaising with passive open space/parks team regarding tree planting in road reserves.	
<b>809</b>	<b>Bayswater Activity Centre Streetscape Improvements</b>	<b>\$741,536</b>
Dinsdale	Project completed.	
<b>833</b>	<b>Knox Gardens Reserve, Wantirna South - Tennis Court Renewal</b>	<b>\$282,157</b>
Scott	Contract works completed and practical completion achieved with minor defects noted.	

**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$40,000</b>
All Wards	Grounds selected and will be oversown in March.	
<b>837</b>	<b>Westfield (Permanent) Library - Design</b>	<b>\$200,000</b>
Dinsdale	Awaiting outcomes of discussions with Westfield.	
<b>838</b>	<b>Bayswater Community Hub - Scoping</b>	<b>\$120,000</b>
Dinsdale	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.	
<b>842</b>	<b>Knox Athletics - Hammer Throw Cage Upgrade</b>	<b>\$105,728</b>
Friberg	Project completed.	
<b>844</b>	<b>Score Boards - Design and Installation</b>	<b>\$396,194</b>
All Wards	All eight projects have been approved. Three projects are underway, five are set to commence soon. Three grants of \$40,000 awarded.	
<b>849</b>	<b>Repurposing Scoping of Facilities from Hub Projects.</b>	<b>\$56,454</b>
All Wards	Officers are working through actions from November Council meeting. Early Years services are being moved out ready for the next stage of this project.	
<b>853</b>	<b>Aimee Seebeck Hall, Amenities Upgrade</b>	<b>\$242,000</b>
Taylor	Tender submissions have been assessed with report currently being prepared. Construction expected to commence mid-February.	
<b>862</b>	<b>Burwood Highway Shared Path - Traydal Close to Knox School</b>	<b>\$52,162</b>
Collier	Project completed.	
<b>867</b>	<b>Knox Regional Netball Centre, Ferntree Gully - Masterplan</b>	<b>\$110,984</b>
Dobson	Council endorsed Knox Regional Netball Centre Feasibility Study at the December Council Meeting. Currently seeking quotes for a desktop Cultural Heritage Management Plan and a geotechnical investigation. A meeting with the landscape architectural consultants is scheduled for late January to proceed with the development of the masterplan.	
<b>868</b>	<b>H V Jones, Ferntree Gully - Masterplan Implementation</b>	<b>\$181,560</b>
Friberg	Masterplan endorsed by Council at September Council meeting. Currently seeking quotes for stage 1 detailed design and documentation.	

## Knox City Council Project Status Report

04-Feb-2019

Project Number	Project Name	Total Approved Budget
869	<b>Gilbert Park, Knoxfield - Masterplan Implementation</b>	\$249,722
Friberg	Masterplan endorsed by Council at September Council meeting. Currently seeking quotes for stage 1 detailed design and documentation.	
871	<b>Energy Performance Audit for Community Buildings</b>	\$1,149,291
All Wards	The Detailed Facility Report will be presented to Council as part of an Issues Briefing Discussion in February.	
875	<b>Parkhurst Drive, Knoxfield Reconstruction</b>	\$1,250,000
Dinsdale	Annual renewal program packaged as one contract. Works commenced 10 September and approximately 55% complete. Anticipate asphalt works to occur early February and be completed by mid-February.	
876	<b>Eastgate Court, Wantirna South Reconstruction</b>	\$162,904
Dinsdale	Project completed - practical completion inspection is imminent.	
889	<b>Wally Tew Reserve Floodlighting Upgrade</b>	\$54,265
Dobson	Currently liaising with Federal Government to seek approval to expend surplus funds on other projects at the reserve.	
891	<b>Henderson Road Bridge, Rowville</b>	\$6,960,625
Friberg	(1) Bridge works - tender closed with 5 submissions received. The tender evaluation panel is currently reviewing the submissions with a view to presenting a report to Council at its February meeting for a decision.  (2) Valleyview Drive LATM - Detailed design completed. Community consultation completed. Awaiting quote from Knox Construction.	
907	<b>JW Manson Reserve WSUD - Construction</b>	\$326,001
Collier	Detail design 95% complete. Tendering process to commence end of January, with construction scheduled for mid-March.	
924	<b>Cherrington Square, Wantirna Resconstruction</b>	\$235,000
Collier	Annual renewal program packaged as one contract. Works commenced 5 September and are now complete. Practical completion inspection imminent.	
927	<b>Selman Avenue, Ferntree Gully Reconstruction</b>	\$290,000
Dobson	Annual renewal program packaged as one contract. Works now complete and practical completion inspection to be arranged.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>929</b>	<b>Albert Avenue, Boronia Stage 1 Reconstruction</b>	<b>\$535,000</b>
Chandler	Annual renewal program packaged as one contract. Works completed and practical completion inspection provided.	
<b>930</b>	<b>Forest Road, Ferntree Gully - Design</b>	<b>\$40,000</b>
Dobson	Geotechnical investigation completed. Detailed design is approximately 40% complete with design expected to be completed by mid-March.	
<b>931</b>	<b>Underwood Road, Ferntree Gully Reconstruction</b>	<b>\$380,000</b>
Dobson	Annual renewal program packaged as one contract. Works completed with practical completion inspection imminent.	
<b>935</b>	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$200,650</b>
Tirhatuan	Practical completion achieved. Clarifying defect issue with contractor.	
<b>936</b>	<b>Carrington Park Reserve - Tennis Court Renewals</b>	<b>\$75,000</b>
Friberg	Project completed.	
<b>937</b>	<b>Kings Park Baseball Diamond - Safety Fencing</b>	<b>\$31,979</b>
Dobson	Project completed.	
<b>939</b>	<b>Millers Reserve, Boronia Oval Renewal</b>	<b>\$850,000</b>
Chandler	Grass starting to establish well. Project is on target for September 2019 opening.	
<b>940</b>	<b>Wally Tew Reserve, FTG - Cricket Net Renewals</b>	<b>\$225,000</b>
Dobson	Cricket net works are complete, lighting works to commence in March.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$80,000</b>
Dobson	Court 17 has been painted and Court 18 will be painted in March. Other courts are being considered.	
<b>942</b>	<b>Tree Management</b>	<b>\$99,321</b>
All Wards	Works undertaken as required in conjunction with Council initiatives.	

## Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
<b>944</b>	<b>Knox Central (Operations Centre Relocation)</b>	<b>\$8,077,040</b>
Dinsdale	<p>(1) Operations Centre - Construction contract has been awarded. Awaiting final endorsed planning drawings before commencing on site. Schedule to be reviewed once site works commence. Remediation works at the current Operations Centre are progressing.</p> <p>(2) Mulch area, west of Knox Regional Sports Park, off High Street Road - Scope of project clarified. Initial geotech investigation completed - this investigation work is to be extended before progressing further with Water Quality design requirements for pond treatment. This will be followed by design for mulch area base treatment.</p>	
<b>946</b>	<b>Boronia Precinct Planning</b>	<b>\$498,693</b>
Baird	Council has endorsed the draft Boronia Renewal Strategy 2018. Community consultation commenced November. Work on preparing a planning scheme amendment has commenced. A final draft Renewal Strategy and proposed planning scheme amendment will be presented to Council in April.	
<b>948</b>	<b>Modular Building Program (Modern Construction Systems)</b>	<b>\$3,013,459</b>
All Wards	Batterham And Knox Gardens (stage 1) are now complete. Stage 2 projects, Wally Tew and Colchester are proceeding to tender by mid-February.	
<b>949</b>	<b>The Basin Neighbourhood House Redevelopment</b>	<b>\$500,000</b>
Chandler	Installation and moving of furniture fittings and equipment currently underway with completion expected early February.	
<b>950</b>	<b>Family &amp; Childrens Services Buildings &amp; Facilities</b>	<b>\$270,000</b>
All Wards	Mariemont works currently under construction. Expected to be complete in early February.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$365,732</b>
All Wards	Wally Tew detailed design is nearing completion. Wicks Reserve concept plan to commence in February.	
<b>952</b>	<b>HV Jones Reserve Floodlighting Upgrade</b>	<b>\$11,080</b>
Friberg	Project completed.	
<b>954</b>	<b>Knox BMX Track - New Storage &amp; Start Gate Structure</b>	<b>\$154,365</b>
Friberg	Tender documents are complete. Project to proceed to tender early February.	
<b>956</b>	<b>Knox Athletics Track - Discus Cage Upgrade</b>	<b>\$92,000</b>
Friberg	Project completed.	

## Knox City Council Project Status Report

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>957</b>	<b>Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2)</b>	<b>\$250,000</b>
Dobson	Contractor has been appointed. Works expected to commence mid to late February.	
<b>958</b>	<b>Liberty Avenue Reserve, Rowville - New Floodlighting</b>	<b>\$250,000</b>
Taylor	Contract has been awarded and set to commence early to mid-February.	
<b>959</b>	<b>Rowville Community Centre - Lighting Upgrade</b>	<b>\$19,656</b>
Taylor	Project completed.	
<b>961</b>	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>	<b>\$198,130</b>
Dobson	The project is on hold pending revised masterplan direction.	
<b>962</b>	<b>Knox Regional Sports Park Signage</b>	<b>\$124,973</b>
Scott	Project on hold pending future Knox Regional Sports Park development outcomes.	
<b>963</b>	<b>Family &amp; Children Services - Site Master Plans - Stages 1 &amp; 2</b>	<b>\$50,000</b>
All Wards	Project is nearing completion with remaining plans due to be completed by end of January.	
<b>964</b>	<b>Relocate Preschool Bag Lockers</b>	<b>\$19,000</b>
All Wards	Project completed.	
<b>965</b>	<b>Billoo Park Preschool - Toilet and Storage Upgrade Design</b>	<b>\$10,000</b>
Collier	Project completed (design).	
<b>966</b>	<b>Alexander Magit Preschool - Verandah Replacement</b>	<b>\$82,200</b>
Friberg	Works nearing completion.	
<b>969</b>	<b>Orana Neighbourhood House Kitchen Upgrade</b>	<b>\$25,000</b>
Dinsdale	Delivery has been rescheduled to occur in April.	
<b>982</b>	<b>Anne Road, Knoxfield LATM Stage 1</b>	<b>\$166,140</b>
Friberg	Construction scheduled for March-April.	
<b>983</b>	<b>Stewart Street, Boronia LATM</b>	<b>\$55,000</b>
Chandler	Project completed.	

## Knox City Council Project Status Report

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Project Number	Project Name	Total Approved Budget
984	<b>Napoleon Road, Lysterfield Shared Path</b> Dobson Project completed.	\$11,712
994	<b>Picketts Reserve, Ferntree Gully Masterplan Implementation</b> Baird Consultants have been engaged and will commence works on draft layout plan.	\$30,000
995	<b>Peregrine Reserve, Rowville - Masterplan Implementation</b> Taylor Consultants have been engaged and have commenced detailed design work.	\$123,804
996	<b>Arcadia Reserve, Rowville - Masterplan Implementation Stage 3</b> Tirhatuan Detailed design documentation has been completed. Contractor has been engaged to construct outdoor gym equipment. Seeking quotes for skate area and landscaping.	\$100,000
997	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b> Scott Liaising with Facilities regarding renewal works to existing pavilion.	\$128,000
998	<b>Templeton Reserve, Wantirna - Masterplan Implementation</b> Collier (1) Construction of a new concrete path around the oval has been completed. (2) Consultants have completed detail design of stage 2. (3) Seeking quotes for construction of a basketball multi-court.	\$400,000
999	<b>Lewis Park, Wantirna South - Masterplan Implementation</b> Dinsdale Consultants have completed the final masterplan. Round 3 of community consultation is running throughout January and February for final community comments. Masterplan to be presented to Council in March.	\$142,379
1000	<b>Stud Park Reserve, Rowville - Masterplan Implementation</b> Tirhatuan Stud Park works have been re-tendered. Tender is currently open and will close end of January.	\$390,000
1001	<b>Scoresby Village Reserve - Masterplan</b> Tirhatuan Consultants have been engaged and will commence works on draft layout plan.	\$32,500
1002	<b>RD Egan Lee Reserve, Knoxfield - Masterplan</b> Scott Masterplan was endorsed by Council at the December Council Meeting.	\$16,433
1003	<b>Wantirna Reserve - Masterplan</b> Collier This project is on hold until Council have a resolution with Parks Victoria regarding future land use agreements.	\$26,944
1005	<b>Neighbourhood Green Streets</b> All Wards Liaising with passive open space/parks team regarding tree planting in road reserves.	\$100,000

## Knox City Council Project Status Report

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1006</b>	<b>Bush Boulevards</b>	<b>\$100,000</b>
All Wards	Liaising with passive open space/parks team regarding tree planting in road reserves.	
<b>1007</b>	<b>Koolunga Reserve (Catchment 910) - Feasibility</b>	<b>\$12,100</b>
Dobson	Detailed design is being conducted under Project 1180 - Forest Rd to Koolunga Reserve, Ferntree Gully Integrated Stormwater Solution.	
<b>1008</b>	<b>Mont Albert to Forest Road, Ferntree Gully - Drainage improvements</b>	<b>\$80,194</b>
Dobson	Investigation by consultant has clarified that the area delineated in principle by Parks Victoria is not large enough to have a cost effective flood mitigation impact on the downstream catchment.	
<b>1009</b>	<b>Talking Tanks Initiative - Flood Protection</b>	<b>\$179,568</b>
All Wards	Modelling is 80% complete, in partnership with South East Water. Results are expected in mid-February.	
<b>1016</b>	<b>Kings Park Solar Panel Installation</b>	<b>\$9,091</b>
Dobson	Works in progress with completion expected by mid-February.	
<b>1040</b>	<b>Dandenong Creek Amenity Improvements</b>	<b>\$36,196</b>
All Wards	Liaising with contractor to install new drinking fountain.	
<b>1045</b>	<b>Egan Lee Reserve - Pavilion Upgrades (Female Friendly)</b>	<b>\$250,000</b>
Scott	Tender submissions are currently being assessed. Construction expected to commence in early February.	
<b>1054</b>	<b>Knox Regional Sports Park - Stages 2 and 3</b>	<b>\$57,387</b>
Scott	Architect is finalising concepts for Rowville Recreation Reserve which will then be presented to the Victorian Association of Radio Model Soaring (VARMS) for discussion.	
<b>1068</b>	<b>Rowville Recreation Reserve - Multipurpose Community Workshop</b>	<b>\$346,528</b>
Taylor	Architect for the Multipurpose Community Workshop, including a Men's Shed facility, has been appointed. The architect is currently working on a concept design ready to be reviewed by the mid-February.	
<b>1097</b>	<b>Wally Tew Reserve - Changing Places Facility</b>	<b>\$200,000</b>
Dobson	Contract has been awarded and construction has commenced. It is expected the project will be completed in early March.	
<b>1098</b>	<b>Batterham Reserve, The Basin Oval 2 - Floodlighting Relocation</b>	<b>\$75,000</b>
Chandler	Project completed.	
<b>1101</b>	<b>Cathies Lane, Wantirna South (103 to 125 Cathies Lane) - Design</b>	<b>\$27,000</b>

## Knox City Council Project Status Report

04-Feb-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
Collier	Geotechnical investigation completed - detailed design due to commence in late April.	
<b>1102</b>	<b>Lydford Road, Ferntree Gully (Adele Avenue to Elton Road) - Design</b>	<b>\$28,000</b>
Friberg	Geotechnical investigation completed - survey completed and detailed design underway.	
<b>1103</b>	<b>Laser Drive, Rowville (19 Laser Drive to Henderson Road) - Design</b>	<b>\$30,000</b>
Tirhatuan	Geotechnical investigation completed. Survey planned for February/March.	
<b>1104</b>	<b>Boronia CCTV System Installation</b>	<b>\$39,200</b>
Baird	Project completed.	
<b>1105</b>	<b>Batterham Reserve, The Basin - Cricket Nets Replacement</b>	<b>\$251,500</b>
Chandler	Design complete. Tree protection zone issues clarified. Leisure consulted abutting residents and club on design. Quote being sought through Knox Construction.	
<b>1106</b>	<b>Batterham Reserve - Pavilion Extension for Female Change Facility</b>	<b>\$220,000</b>
Chandler	Detailed design has been revised and tender rescheduled to mid-February.	
<b>1107</b>	<b>Batterham Reserve, The Basin - All Ability Footpath Network</b>	<b>\$235,000</b>
Chandler	Detailed design completed and quote received from Knox Construction. Awaiting quote for associated cricket nets and will then assess budget requirements.	
<b>1113</b>	<b>Barry Street, Bayswater (60 Barry St to Holloway Dve) - Design</b>	<b>\$20,000</b>
Baird	Geotechnical investigation completed with detailed design due to commence in April.	
<b>1114</b>	<b>Studfield Shopping Centre Renewal - Design</b>	<b>\$35,000</b>
Dinsdale	Currently seeking quotes for an underground services identification survey.	
<b>1115</b>	<b>Windermere Reserve, Ferntree Gully - Oval Renewal - Design</b>	<b>\$15,000</b>
Friberg	Design has commenced.	
<b>1116</b>	<b>Guy Turner Reserve, Bayswater - Drainage Renewal</b>	<b>\$150,000</b>
Dinsdale	Works have commenced and expected to be completed in February.	

## Knox City Council Project Status Report

04-Feb-2019

Project Number	Project Name	Total Approved Budget
1117	<b>Batterham Reserve, The Basin - Tennis Court Renewals</b>	<b>\$100,000</b>
Chandler	Project on hold while scoping discussions are held with Leisure, Parks & Tennis Club. This is likely to lead to scope change - waiting on confirmation of this from Leisure.	
1118	<b>Wantirna Reserve, Wantirna - Cricket Net Renewals</b>	<b>\$30,000</b>
Collier	Currently awaiting approval from Parks Victoria.	
1119	<b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$200,000</b>
Collier	Scoping discussions held with Leisure & Tennis Club. Design has commenced and likely to be completed by June.	
1120	<b>Templeton Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$250,000</b>
Collier	Survey complete and scope discussions held with Leisure & Club. Design well underway. Anticipate design to be completed by mid-February.	
1121	<b>Eildon Park, Rowville - Cricket Net Renewal</b>	<b>\$10,000</b>
Taylor	Design to commence in February.	
1122	<b>Knox Regional Sports Park - Soccer Cages Renewal</b>	<b>\$20,000</b>
Scott	New boards will be installed in February.	
1123	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$150,000</b>
All Wards	Works commenced renewing tennis courts at Kathryn Road although subgrade issues have caused a minor delay while geotechnical investigation occurs.	
1124	<b>Sporting Oval Fencing Renewals</b>	<b>\$100,000</b>
All Wards	Work at Kings Park has commenced and will be completed in February.	
1125	<b>Stormwater Harvesting Infrastructure Renewal</b>	<b>\$50,000</b>
All Wards	Upgrade works identified for Carrington Reserve.	
1126	<b>Knox Skate &amp; BMX Park – New Youth Pavilion (Design)</b>	<b>\$75,000</b>
Friberg	Project scope has been finalised. Concept/detailed design brief being currently being prepared; expected to be completed in mid-February.	
1128	<b>Gilbert Park Reserve, Knoxfield - New Drainage</b>	<b>\$100,000</b>
Friberg	Works have been completed.	

## Knox City Council Project Status Report

04-Feb-2019

Project Number	Project Name	Total Approved Budget
1129	<b>Picketts Reserve, Ferntree Gully - Floodlighting Upgrade</b> Baird Concept design only for 2019/20 SRV grant application.	\$0
1130	<b>Wantirna Reserve, Wantirna - Floodlighting and Security Lighting</b> Collier Concept design only for 2019/2020 SRV grant application	\$0
1131	<b>Carrington Park Reserve, Knoxfield - Floodlighting Upgrade</b> Friberg Awaiting outcome of SRV grant application.	\$0
1132	<b>Arcadia Reserve (Scouts), Rowville - Carpark Design</b> Tirhatuan Leisure have sought feedback from Scout Group to inform scope of works - awaiting feedback. Due to commence design in May.	\$8,000
1133	<b>Arts Facility Planning Documentation</b> All Wards Internal wiring works are now being undertaken to improve the safety, function and security of the Knox Community Arts Centre. This project now moves towards implementation of works, rather than any further 'arts facility planning documentation', as we now have a facility audit complete, which identifies the asset improvements required.	\$50,000
1134	<b>Ferntree Gully Arts Centre &amp; Library Deck Enclosure</b> Dobson Scope of works being finalised with expectation to proceed to quotation mid-March.	\$50,000
1135	<b>Knox Community Arts Centre - Theatre Lighting Upgrade</b> Dinsdale Submissions have been received with contractor expected to be appointed in early February.	\$30,000
1136	<b>Arts Facility Upgrades</b> All Wards Works are progressing to upgrade the internal functionality of the Knox Community Arts Centre box office/candy bar area.	\$80,000
1137	<b>Knox Leisureworks UV for 50m Indoor Pool</b> Baird Project completed.	\$60,000
1138	<b>Knox Regional Sporting Centre Funnel and Overhead Fencing</b> Scott Project not going ahead due to masterplan of Knox Regional Sports Park.	\$110,000
1140	<b>Community Facility Signage Upgrade</b> All Wards Project is being scoped with view to commence template design in late February.	\$2,500

## Knox City Council Project Status Report

04-Feb-2019

Project Number	Project Name	Total Approved Budget
1141 Tirhatuan	<b>Stud Road, Scoresby (786 to 804 Stud Road) - Footpath 1</b> Programmed for March/April.	\$65,000
1142 Dobson	<b>Albert Street, UFTG (Ferndale Rd to 14-18 Albert St) - Footpath 1</b> Works to be under taken with future road works.	\$68,000
1143 Dobson	<b>Burwood Hwy, UFTG (opposite Dawson St) - Footpath 3</b> Design completed and with Knox Construction Group for construction.	\$47,000
1144 Dinsdale	<b>Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath 1 - Design</b> Concept plan distributed to Traffic & Transport for comment - awaiting feedback.	\$10,000
1145 Dobson	<b>Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath</b> Detailed design around 90% complete. Design delayed - now due to be completed and ready for review by March.	\$85,000
1146 Taylor	<b>Wellington Road, Rowville (Straughan Cl to Napoleon Rd) - Footpath - Design</b> Initial consultation with internal stakeholders completed.	\$5,000
1147 Collier	<b>Wantirna Road, Wantirna (Ashley St to 699 Boronia Rd) - Footpath</b> Construction programmed for February/March.	\$40,000
1148 Chandler	<b>Montana Avenue, Boronia - Footpath</b> Alignment scoped out. Second round of community consultation to be carried out prior to finalising the design.	\$85,000
1149 Baird	<b>London Drive, Bayswater (southern side) - Footpath</b> Works have commenced	\$51,000
1150 Scott	<b>Knoxfield LATM Stage 2 - Kathryn Road</b> Majority of resident support received. Survey being prepared for upcoming detailed design plan.	\$20,000
1151 Dobson	<b>Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program</b> Project being scoped. Possibility of receiving external funding to improve potential outcome.	\$125,000
1152 Dobson	<b>Burwood Hwy, Upper Ferntree Gully Shared Path Link 1</b> Concept design prepared and presented for feedback. Traffic and Transport team have commenced consultation - awaiting scoping clarification and instruction.	\$20,000
1153 Dobson	<b>Napoleon Rd, Lysterfield (Kelleys Rd to Anthony Dr) - Shared Path 1 Design</b> Survey completed along with site inspection with key internal stakeholders. Design has	\$23,000

## Knox City Council Project Status Report

04-Feb-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
	commenced.	
<b>1154</b>	<b>Mountain Highway, Wantirna (Pedestrian Crossing to Eastlink) - Shared Path 1</b>	<b>\$182,000</b>
Collier	Design drafted and submitted to VicRoads for comment. Feedback received from VicRoads with final detailed design underway and expected to be finalised by mid-March.	
<b>1155</b>	<b>Kelletts Road, Rowville (Stud Rd to Taylors Ln) - Shared Path 1</b>	<b>\$25,000</b>
Taylor	Currently undertaking design brief.	
<b>1156</b>	<b>Kelletts Road, Rowville (Jacob Rd to Napoleon Rd) - Shared Path 2</b>	<b>\$20,000</b>
Friberg	Design is being finalised.	
<b>1157</b>	<b>Lewis Reserve, Wantirna South - Bicycle Repair Station</b>	<b>\$7,000</b>
Dinsdale	Project completed.	
<b>1158</b>	<b>Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade</b>	<b>\$21,000</b>
Scott	Project brief being prepared for a structural engineering report.	
<b>1159</b>	<b>Burwood Highway Underpass (near Stud Rd) - Solar Lighting Upgrade</b>	<b>\$25,000</b>
Scott	Waiting on external supplier to reconnect existing meter.	
<b>1160</b>	<b>Carrington Park to Henderson Road, Rowville - Wayfinding and Linemarking</b>	<b>\$4,000</b>
Friberg	Design currently being finalised.	
<b>1161</b>	<b>Wally Tew Reserve, Ferntree Gully - Bicycle Repair Station</b>	<b>\$7,000</b>
Dobson	Project completed.	
<b>1162</b>	<b>Templeton Street, Wantirna - Linemarking and Intersection Treatments</b>	<b>\$70,000</b>
Collier	Design on hold. Awaiting VicRoads' grant application. To be carried out in conjunction with other projects.	
<b>1163</b>	<b>Renou Road, Wantirna South - Intersection Treatments Design</b>	<b>\$20,000</b>
Collier	Waiting on outcome of VicRoads grant application.	

## Knox City Council Project Status Report

04-Feb-2019

Project Number	Project Name	Total Approved Budget
1164	<b>Coleman Road, Boronia - Linemarking and Sharrows</b> Dinsdale Design on hold. Awaiting VicRoads' grant application. To be carried out in conjunction with other projects.	\$45,000
1165	<b>Mowbray Drive, Wantirna South - Retrofit Parking Lanes and Intersection Treatments</b> Scott Waiting on outcome of VicRoads grant application.	\$20,000
1166	<b>Timothy Drive, Wantirna South - Intersection Treatments</b> Scott Design on hold. Awaiting VicRoads' grant application. To be carried out in conjunction with other projects.	\$35,000
1167	<b>Bergins Road, Rowville - Kerb &amp; Channel</b> Taylor Programmed for March/April.	\$20,000
1168	<b>Liverpool Rd, The Basin - Dynamic School Speed Zone Signs</b> Chandler Installation scheduled for March.	\$55,000
1169	<b>Stud Road, Rowville - Footpath Connection</b> Taylor Extent of works being scoped.	\$20,000
1170	<b>Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4</b> Baird Works to be under taken with future road works.	\$80,000
1171	<b>Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 2</b> Baird (1) Daylighting of Creek - Melbourne Water currently out to tender for daylighting works. Construction expected to commence in March. (2) Carpark - Survey completed with design due to start in March.	\$420,000
1172	<b>Tormore Reserve, Boronia - Masterplan Implementation Stage 3</b> Baird Consultants have completed the detailed design documentation. Tender documents are being prepared.	\$400,000
1173	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 5</b> Dobson (1) Masterplan works - Consultants are working on detailed design documentation. (2) Fencing - Preparation of tender documentation of perimeter fencing has commenced. Vegetation permit to be sought prior to advertising fencing contract. This necessitates a vegetation assessment report to be prepared by a consultant - quotes are being sought.	\$900,000

## Knox City Council Project Status Report

04-Feb-2019

Project Number	Project Name	Total Approved Budget
1174	<b>Principal Avenue - Dorset Road Streetscape Upgrade</b> Chandler Liaising with passive open space/parks team regarding tree planting in road reserves.	\$40,000
1175	<b>Orson Road, Scoresby - Retarding Basin Improvements</b> Tirhatuan Scoping underway. Survey quotes have been received.	\$20,000
1176	<b>Solar in Community Facilities</b> All Wards Scoping and design completed for Knox Gardens Pavilion. Project is scheduled for implementation between March and June.	\$40,000
1177	<b>Electric Vehicle Charging Station - Civic Centre</b> Dinsdale Quotes have been sought with installation expected in early March.	\$25,000
1178	<b>Knox Gardens Reserve, Wantirna South - Stormwater Harvesting</b> Scott Refer to the update provided for Project 664 Stormwater Harvesting Program Development. They are part of the same project.	\$20,000
1179	<b>Eildon Park Reserve, Rowville - Water Harvesting</b> Taylor Refer to the update provided for Project 664 Stormwater Harvesting Program Development. They are part of the same project.	\$20,000
1180	<b>Forest Rd to Koolunga Reserve, FTG - Integrated Stormwater Solution</b> Chandler Survey and tree assessment completed. Functional design 50% complete.	\$40,000
1182	<b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b> Baird The developer has provided Council with a Stormwater Quality Management Plan including the concept of the sediment pond. Council has commented on the report and is awaiting a response from the developer before approval.	\$40,000
1183	<b>Peregrine Reserve, Rowville - Treatment Wetlands</b> Taylor Scoping underway. Survey quotes have been received.	\$20,000
1184	<b>Egan Lee Reserve, Knoxfield - Treatment Wetlands</b> Scott Scoping underway. Survey quotes have been received.	\$20,000
1185	<b>Lewis Road Reserve, Wantirna South - Treatment Wetlands and Stormwater Harvesting Scheme</b> Dinsdale Awaiting landscape masterplan approval by Council.	\$20,000

**Knox City Council Project Status Report**

04-Feb-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1186</b>	<b>Wantirna Reserve, Wantirna - Treatment Wetlands</b>	<b>\$20,000</b>
Collier	Awaiting landscape masterplan approval by Council to commence scoping.	
<b>1187</b>	<b>David Cooper Park, Jenola Parade, Wantirna South - Wetlands</b>	<b>\$20,000</b>
Scott	Scoping will be undertaken in 2019/20.	
<b>1195</b>	<b>Boronia Safer Communities</b>	<b>\$105,750</b>
Baird	A tender for lights in Tormore Reserve is due to close mid-February.	
<b>1197</b>	<b>Tim Neville Arboretum - Memorial Pathway</b>	<b>\$112,762</b>
Dobson	Project completed.	
<b>1206</b>	<b>Brenock Park Drive School Crossing Relocation</b>	<b>\$70,000</b>
Dobson	Design finalised and approved by VicRoads.	
<b>1217</b>	<b>Boronia Activity Centre and Station Precinct Renewal Project</b>	<b>\$95,000</b>
Baird	Project scope to be confirmed and inter-agency working group is being established.	
<b>1222</b>	<b>Ramon Cowling Bushland Reserve - New Walkway</b>	<b>\$70,850</b>
Chandler	Seeking quotes for the proposed walkway works.	
	<b>Total:</b>	<b>\$97,382,932</b>

## 11.2 ICT Capital Works Program Report

### SUMMARY

**The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 31 January 2019.**

### RECOMMENDATION

**That Council receive and note the ICT Capital Works Report, as at 25 February 2019.**

### 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 January is attached as Attachment 1.

Highlights of the Works Report as at 31 January include:

- 1036 - Human Resource (HR) System Enhancement project.
  - The Request for Tender (RFT) has now closed. Supplier responses are currently being consolidated in preparation for assessment. The project remains on track.
  
- 812 – Asset Management System.
  - The Request for Proposal (RFP) has now closed. Assessment of the supplier responses has commenced. The project remains on track.
  
- 819 – Security Framework Management & Penetration Testing.
  - Resolution of the Remediation Actions are well advanced with actions categorised into four (4) Work Packages.
    - Work Package 1 - Event Logging (Status - On Track)  
Critical, High and Medium issues mitigated, new Event Logging system being implemented and on track to be completed Feb.
    - Work Package 2 - Patching (Status - Completed)
    - Work Package 3 - Policy (Status - Completed)
    - Work Package 4 - Connectivity (Status - Completed)

**Report Prepared By: Business Engagement Lead, Information Technology, Ian Bertram**

**Report Authorised By: Director, Corporate Services, Michael Fromberg**

### Attachments

1. ICT Project Status Report #9 - Council Comments - 2019-01-31 [11.2.1]

## Knox City Council Project Status Report

31-Jan-2019

Project Number	Project Name	Total Approved Budget
<b>589</b>	<b>I.T. Knox Early Years (KEYS) Project</b>	<b>\$92,500</b>
All Wards	KEYS Priority Of Access (POA) changes commenced and on track to be completed by close Mar 2019	
<b>668</b>	<b>Knox Active Aging Management System (KAAMS)</b>	<b>\$50,000</b>
All Wards	Project Completed	
<b>785</b>	<b>Printer Upgrade</b>	<b>\$43,000</b>
All Wards	Multi Function Printer device rollout completed. Rollout of automated faxing capabilities awaiting scheduling	
<b>786</b>	<b>MS Office Upgrade</b>	<b>\$200,000</b>
All Wards	MS Office 365 rollout completed. Rollout of remaining Skype For Business and Yammer capabilities awaiting scheduling	
<b>787</b>	<b>Website Redevelopment</b>	<b>\$200,000</b>
All Wards	Initial planning activities underway with team being establish to conduct project scoping phase.	
<b>788</b>	<b>Network Drive Migration</b>	<b>\$199,412</b>
All Wards	Project awaiting scheduling	
<b>789</b>	<b>Facilities Booking Review/Upgrade</b>	<b>\$98,300</b>
All Wards	Requirements Gathering phase originally targeting Civic Centre bookings only has been extended to include KCC external facilities. Civic Centre requirements gathering activities have concluded with external facility requirements gathering activities now scheduled for Jan 2019. Impact on project timeline will be assessed once requirements have been defined for the external facilities	
<b>793</b>	<b>Non Leased Software and Hardware</b>	<b>\$177,275</b>
All Wards	Non leased hardware and software acquired as required throughout the year for new and replacement devices	
<b>794</b>	<b>Switch Replacement Program</b>	<b>\$164,074</b>
All Wards	Switch Replacement program completed.	
<b>812</b>	<b>Asset Management System</b>	<b>\$0</b>
All Wards	Request For Proposal (RFP) has closed and responses are currently being assessed. Project remains on track.	

## Knox City Council Project Status Report

31-Jan-2019

Project Number	Project Name	Total Approved Budget
<b>813</b>	<b>Information Architecture Design and Planning</b>	<b>\$430,000</b>
All Wards	Project awaiting scheduling	
<b>814</b>	<b>Standard Operating Environment Upgrade</b>	<b>\$150,335</b>
All Wards	MS Windows 10 is being rolled out, installed on new devices as existing devices reach End Of Lease	
<b>815</b>	<b>Pathway Smartclient implementation</b>	<b>\$75,000</b>
All Wards	Project closed and being reported under #977	
<b>816</b>	<b>ePathway Payment Enhancements/Extension</b>	<b>\$50,000</b>
All Wards	Project Closed and being reported under # 977	
<b>817</b>	<b>WAN Network Enhancements</b>	<b>\$20,000</b>
All Wards	WAN environment upgrade rollout completed.  Wantirna and Bayswater Community Hub WAN integration remains On Track and once done will complete WAN project.	
<b>818</b>	<b>DRP Update and full test</b>	<b>\$20,000</b>
All Wards	Project completed.  Relocation of Disaster Recovery Centre to NextDC (South Melbourne) completed.  Full test of recovery capabilities completed	
<b>819</b>	<b>Security Framework Management &amp; Penetration Testing</b>	<b>\$45,650</b>
All Wards	Annual IT Security Penetration testing completed.  Remediation actions categorised into four (4) Remediation Work Packages.  Work Package 1 - Event Logging (Status - On Track) Critical, High and Medium issues mitigated, new Event Logging system being implemented and on track to be completed Feb.  Work Package 2 - Patching (Status - Completed)  Work Package 3 - Policy (Status - Completed)  Work Package 4 - Connectivity (Status - Completed)	

## Knox City Council Project Status Report

31-Jan-2019

Project Number	Project Name	Total Approved Budget
<b>820</b>	<b>Security Framework Development</b>	<b>\$20,000</b>
All Wards	Project awaiting scheduled commencement	
<b>822</b>	<b>Security, Email Filtering and Firewall</b>	<b>\$57,581</b>
All Wards	Email filtering rollout completed. Rollout of remaining capabilities awaiting scheduling	
<b>823</b>	<b>DC1 - Server Room AC &amp; UPS</b>	<b>\$90,133</b>
All Wards	Civic Centre Computer room upgrade completed. Additional small enhancements awaiting scheduling.	
<b>825</b>	<b>Microsoft Licensing (True Up)</b>	<b>\$300,000</b>
All Wards	Annual MS Software Licence "True Up" scheduled for May - Jun 2019. Project on track to complete June 19	
<b>826</b>	<b>Microsoft SQL Licence</b>	<b>\$220,000</b>
All Wards	Additional and replacement MS SQL licences acquired as needed throughout the year.	
<b>827</b>	<b>Intranet Update</b>	<b>\$665,000</b>
All Wards	Awaiting scheduling. Project is dependant on selection of Website development platform and is likely to be undertaken 2019/2020	
<b>945</b>	<b>ICT - Website Development (Part of Project 787)</b>	<b>\$817,303</b>
All Wards	Project consolidated with Project 787 (Website Development)	
<b>975</b>	<b>AV Equipment Enhancements</b>	<b>\$157,909</b>
All Wards	Stage 1 - Selection and acquisition of new Conference system/microphones (Status - Completed)	
	Stage 2 - Selection and installation of new ceiling speakers and audio equipment (Status - Completed)	
	Stage 3 - Training and trial use of new system at Council Briefings (Status - On track) Governance team working with Councilors to schedule system trials	
<b>976</b>	<b>iChris - Chris21 Upgrade</b>	<b>\$217,400</b>
All Wards	iChris (Payroll) upgrade project consolidated into project 1036 - HR System Enhancements "Program" of work	

## Knox City Council Project Status Report

31-Jan-2019

Project Number	Project Name	Total Approved Budget
<b>977</b>	<b>Pathway Enhancement Projects</b>	<b>\$341,848</b>
All Wards	Pathway Roadmap and Delivery Framework approved by ICT Steering Committee and subsequently implemented. Scheduled projects commenced. Project on track.	
<b>978</b>	<b>Microsoft Exchange Upgrade</b>	<b>\$150,000</b>
All Wards	MS Exchange (Cloud) rollout completed. Rollout of remaining smaller capabilities awaiting scheduling to complete project	
<b>979</b>	<b>GIS Phase 3</b>	<b>\$200,000</b>
All Wards	LIDAR Data Capture project is underway. RFQ for Vicmap Swapover completed. Scoping of 3D GIS Boronia Pilot commenced. Project tracking to plan	
<b>981</b>	<b>Applications Support - Mobile Computing &amp; Information Integrity (EFT)</b>	<b>\$150,000</b>
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.	
<b>1026</b>	<b>ICT - DRP Update and full test (Part of Project 818)</b>	<b>\$269,641</b>
All Wards	Project consolidated with Project 818 (DR Update and full test)	
<b>1027</b>	<b>ICT - Agenda &amp; Minutes Management</b>	<b>\$64,400</b>
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.	
<b>1031</b>	<b>ICT - Data Integration - Spatial</b>	<b>\$70,000</b>
All Wards	Project awaiting scheduling	
<b>1032</b>	<b>ICT - CRM Citizen Portal for Web</b>	<b>\$65,000</b>
All Wards	Project awaiting scheduling	
<b>1033</b>	<b>ICT - CMS Integration and Portal</b>	<b>\$160,000</b>
All Wards	Project awaiting scheduling	

## Knox City Council Project Status Report

31-Jan-2019

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1034</b>	<b>ICT - Business Intelligence</b>	<b>\$1,100,000</b>
All Wards	Project awareness and scoping workshops have successfully concluded with valuable stakeholder feedback having been received. Planning is now underway for the preparation of the Data Warehouse(s) to be used for the Proof of Concept	
<b>1035</b>	<b>ICT - Payment Gateway</b>	<b>\$150,000</b>
All Wards	Project awaiting scheduling	
<b>1036</b>	<b>ICT - HR System</b>	<b>\$270,968</b>
All Wards	Request for Tender (RFT) has closed and tender responses are currently under assessment. Project remains on Track.	
<b>1037</b>	<b>ICT - Key Project Initiation Documentation</b>	<b>\$141,921</b>
All Wards	Project awaiting scheduling	
<b>1038</b>	<b>ICT - Business Strategy and Benefits Identification</b>	<b>\$14,846</b>
All Wards	Benefits Assessment model delivered and trialed with HR and Asset Management Business Cases. Currently refining Return On Investment (ROI) model for future use in Business Cases	
<b>1039</b>	<b>ICT - IT Network Security Evaluation and Upgrade</b>	<b>\$554,000</b>
All Wards	Annual IT Security Penetration testing completed. Currently addressing Remediation Actions identified by Penetration tests. Extreme high and medium priority vulnerabilities have been resolved and/or mitigated. Working through remaining lower priority actions. On track to conclude project Feb 19	
<b>1188</b>	<b>Office 365 Additional Licensing</b>	<b>\$20,000</b>
All Wards	MS Office 365 additional licenses are purchased on an "As Needed" basis throughout the year as new and replacement devices are required.	
<b>1189</b>	<b>Knox Explorer - G Drive Decommission (Part of project 788)</b>	<b>\$200,000</b>
All Wards	Project consolidated with Project 788 (Network drive migration)	
<b>1190</b>	<b>KX Integration to other Modules</b>	<b>\$50,000</b>
All Wards	Project awaiting scheduling	
<b>1191</b>	<b>Security Framework Management &amp; Penetration Testing (2)</b>	<b>\$50,000</b>
All Wards	Project consolidated with Project 1039 (ICT Network Security Evaluation and Upgrade)	

**Knox City Council Project Status Report**

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved Budget</b>
<b>1192</b>	<b>Data Storage - Hardware</b>	<b>\$300,000</b>
All Wards	Additional storage has been installed. Project on track to commission new storage by end Jan	
<b>1193</b>	<b>Email Filtering Renewal</b>	<b>\$30,000</b>
All Wards	Email filtering rollout completed.	
<b>1194</b>	<b>Digital/ICT Strategy Implementation</b>	<b>\$2,000,000</b>
All Wards	Governance framework, guidelines and templates completed.	
	Organisational Change Management Strategy currently being reviewed with OCM disciplines on track to be implemented in Feb 2019.	
	Portfolio Management systems currently under assessment.	
	Scope of works also includes initial PMO resourcing for Strategy projects. These projects will be reported separately once initial works have completed.	
	Project on track	
	<b>Total:</b>	<b>\$10,913,495</b>

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