

# AGENDA

Meeting of the Strategic Planning  
Committee of Council



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

On

Monday 7 November 2022 at 7:00 PM

This meeting will be conducted as a hybrid  
meeting

**Order of Business**

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Bruce Dobson

Chief Executive Officer

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1 Apologies

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 12 September 2022

## 4 Considering and Ordering Upon Officers' Reports

### 4.1 714 & 716 Stud Road, Scoresby

#### **SUMMARY: Principal Planner, Renee Harrosh**

**This report considers Planning Application P/2021/6703 for the development of land for ten (10) triple storey dwellings and two (2) double storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby.**

#### **RECOMMENDATION**

**That the Committee authorise officers to negotiate a settlement with the parties to the Victorian Civil and Administrative Tribunal (VCAT) in Application for Review P924/2022 on the basis that the issue of a Planning Permit by VCAT for the development of the land for ten (10) triple storey dwellings and two (2) double storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby be subject to the conditions detailed in the full recommendation in Section 10 below.**

#### **1. INTRODUCTION**

Planning Application P2021/6703 proposed the development of the land for twelve (12) triple storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby. The application was considered by Council at its meeting on 27 June 2022, where it was determined to refuse the application. The applicant subsequently lodged an appeal at VCAT against the refusal of the application.

A compulsory conference was held at VCAT on 13 October 2022. Prior to the conference, the applicant circulated amended plans to all parties that reduced the two rear dwellings to double storey and provided for individual waste bin storage and collection. At the compulsory conference, an agreement was reached between all parties that 'without prejudice' plans were to be circulated, which proposed further amendments that improved the internal amenity to bedrooms within Units 8-11 and provided an accessible dwelling, for further consideration by Council.

The purpose of this report is to provide Council with the Council Planning Officer's assessment of the 'without prejudice' proposal to assist in forming a position on the application. It should be read in conjunction with the other attachments.

#### **2. DISCUSSION**

The 'without prejudice' proposal will result in the two (2) rear dwellings being double instead of triple storey, and contain two (2) bedrooms. The layout of these dwellings will provide for a kitchen, living/dining and bathroom at ground level, with two (2) bedrooms and a rumpus on the first floor. The two (2) rear dwellings will be provided with a single garage.

The size of Bedroom 1 on the first floor and Bedroom 2 on the second floor of Dwellings 8 to 11 have been increased. Improvements have also been made to Bedroom 3 on the second floor of Dwelling 7. While these changes do improve the internal amenity to these bedrooms, a condition on any permit to issue will require the wardrobe within Bedroom 2 (adjacent the bathroom wall)

of Dwellings 8 to 11 be deleted, to ensure sufficient area with a minimum floor to ceiling height of 2.4 metres is provided. With this requirement, it is considered that amenity to the bedrooms within all dwellings will be reasonable.

On the ground floor of Dwellings 1 and 7, a 'multi-purpose room' is proposed to contain a sink. These dwellings propose four (4) bedrooms in total, with the ground floor to contain a bedroom, bathroom and 'multi-purpose room'. To meet the design guidelines for Activity Areas and Accessible Design in Clause 22.07 (Development in Residential Areas and Neighbourhood Character) in developments of three or more dwellings, at least one dwelling should be provided with a bedroom, kitchen, bath or shower, and a toilet and wash basin on the same level as the entrance. There is capacity to provide a kitchen within the 'multi-purpose room', to provide a satisfactory response to the design guidelines. A condition on any permit to issue will require the 'multi-purpose room' to include a kitchen to the satisfaction of the responsible authority.

Waste bin storage has been shown to be via individual bins, stored either within the garage of each dwelling, rear open space area or within the front setback. Collection will be via Council kerbside and subject to the submission and approval of a Waste Management Plan. A condition on any permit to issue will require the waste bins for Dwellings 1 and 7 to be re-located from the front setback to within the garage for each dwelling, to maintain the front setback area for landscaping and ensure an attractive area as part of the Stud Road streetscape.

It is considered that subject to conditions, the 'without prejudice' plans will provide a development that provides an appropriate balance between the need for additional housing, while also ensuring the amenity of future occupants and surrounding properties is not compromised.

### **3. CONSULTATION**

The original application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total, five (5) objections were received. The main issues related to neighbourhood character, increased density, visual bulk, overlooking, increased noise, car parking and traffic, dwelling diversity and waste bin location.

The application was referred to external authorities and internal departments for advice. The initial referrals are still relevant.

### **4. CLIMATE CHANGE CONSIDERATIONS**

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this. However, as required by Clause 22.04 (Environmentally Sustainable Design) of the Knox Planning Scheme, a Sustainable

Design Assessment has been submitted with the application and is considered satisfactory by Council's Sustainable Design Officer, subject to conditions on any permit to issue.

In addition, Drainage Plans to the satisfaction of the Responsible Authority would be required for any proposal for multi-dwellings, to ensure that flood risk is not detrimentally impacted by the proposal.

#### **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

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 5 of the Officer's Report at Attachment 1.

#### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

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

#### **7. 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 5 of the Officer's Report at Attachment 1.

#### **8. RELEVANCE TO KNOX COMMUNITY PLAN 2021-31 AND COUNCIL PLAN 2021-2025 Neighbourhoods, Housing & Infrastructure**

- Plan for and support diverse housing to meet changing community needs.
- Create, enhance, maintain places and spaces for people to live, work, play and connect.

#### **9. CONFLICT OF INTEREST**

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

#### **10. RECOMMENDATION**

**That the Committee authorise officers to negotiate a settlement with the parties to the Victorian Civil and Administrative Tribunal (VCAT) Application for Review P924/2022 on the basis that the issue of a Planning Permit by VCAT for the development of the land for ten (1) triple storey dwellings and two (2) double storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby be subject to the following conditions:**

##### **Amended Development Plans**

- 1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans dated 19 October 2022 Ref: Revision E TP00,**

**TP01, TP02, TP03, TP04, TP05, TP06, TP07, TP08, TP09.1, TP09.2, TP09.3, TP09.4, TP09.5, TP09.6 and TP09.7, but modified to show:**

- 1.1. A fully equipped kitchen provided in the multi-purpose room of Dwellings 1 and 7.**
- 1.2. The wardrobe positioned on the northern internal wall of Bedroom 2 in Dwellings 2 to 8 deleted.**
- 1.3. The bin storage for Dwellings 1 and 7 removed from the front setback and accommodated within the dwellings respective garages (outside of the minimum internal dimensions of 6m x 5.5m and not intruding into the storage area).**
- 1.4. Annotation stating: "All structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances. Letterboxes must front the street."**
- 1.5. The height, location and design of front fencing, the mail boxes and electricity supply structures to comply with Condition 1.4 of this Planning Permit.**
- 1.6. Annotation on the elevation plans stating that: "Windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used."**
- 1.7. Delete the water tanks. Include annotation that: "The location, size and connection of water tanks are shown on the approved Drainage Plan".**
- 1.8. The footpath along the southern boundary to connect to the porches of Dwellings 8-12.**
- 1.9. Tree Protection Zones of vegetation on adjoining properties and within the nature strip.**
- 1.10. The location of Tree Protection fencing and other tree protection requirements in accordance with Conditions 15-22 of this Permit, for vegetation on adjoining properties and within the nature strip. The location of Tree Protection fencing must be consistent with the approved Landscape Plan required by Condition 4 of this Permit.**
- 1.11. Details of the priority warning light system, including location and type of infrastructure required, which must be shown in accordance with a recommendation from a consultant Traffic Engineer.**
- 1.12. Section to show bin storage area and storage within the garage/s. The bins must have clearance to open lids fully.**
- 1.13. Accessway grades of the driveway within the first five (5) metres of the site frontage to be no steeper than 1:10 (10 per cent).**
- 1.14. Setback of the proposed central crossover to be a minimum 3 metres from the street tree to the north of the crossover.**
- 1.15. A window in the garage walls of Dwellings 2-5 and Dwellings 8-11 to provide surveillance to the internal accessway.**
- 1.16. Delete paths through front setbacks. Pedestrian access to be direct from porches to driveway or paths adjacent to boundaries.**
- 1.17. Pedestrian path adjacent northern boundary must be constructed above grade using permeable paving with excavation limited to removal of existing pavement and surface debris only, within Tree Protection Zone of T1 and T5.**

- 1.18. All levels to be to AHD (Australian Height Datum).
- 1.19. An amended Sustainable Design Assessment in accordance with Condition 12 of this Permit, including any modifications to the plans.
- 1.20. A Waste Management Plan in accordance with Condition 14 of this Permit.  
To the satisfaction of the Responsible Authority.

#### **Other Plans**

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
  - 2.1. Drainage plans in accordance with Condition 3 of this Permit.
  - 2.2. Landscape plans in accordance with Condition 4 of this Permit.
  - 2.3. Construction Management Plan in accordance with Condition 26 of this Permit.To the satisfaction of the Responsible Authority.

#### **Drainage Plans**

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:
  - 3.1. All stormwater drainage discharge from the site connected to a legal point of discharge.
  - 3.2. The internal drains of the dwellings to be independent of each other.
  - 3.3. An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
  - 3.4. The on-site detention system to be installed in a suitable location for easy access and maintenance.
  - 3.5. A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
  - 3.6. Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.
  - 3.7. Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.
  - 3.8. All levels to be to AHD (Australian Height Datum).  
To the satisfaction of the Responsible Authority.

#### **Landscaping**

4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:



- 4.1. A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
- 4.2. The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines).
- 4.3. Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.
- 4.4. Details of the surface finishes of pathways and driveways.
- 4.5. Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
- 4.6. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
- 4.7. Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
- 4.8. The Landscape plans must show the provision of at least 6 additional indigenous or native canopy trees and 10 additional large feature shrubs with a mature height of 4-5 metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:
  - 4.8.1. Front setback (Unit 1) – 2 large indigenous canopy trees and 1 small indigenous or native canopy tree.
  - 4.8.2. Front setback (Unit 7) – 2 large indigenous canopy trees and 1 small indigenous or native canopy tree.
  - 4.8.3. Rear Boundary – 10 large feature shrubs with a mature height of 4-5 metres. (Select narrow, upright species/cultivars.
- 4.9. Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.
- 4.10. Pedestrian path adjacent northern boundary must be constructed above grade using permeable paving with excavation limited to removal of existing pavement and surface debris only, within TPZs of T1 and T5.

To the satisfaction of the Responsible Authority.

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

#### General

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

- 8.1. An open-sided pergola to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or**
- 8.2. A deck to a dwelling with a finished floor level not more than 800mm above ground level.**

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

- 9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

#### **Sustainable Design Assessment**

- 12. Prior to the commencement of the development approved under this Permit, a Sustainability Management Plan (SMP) detailing Environmentally Sustainable Development (ESD) initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The SMP must include:**
  - 12.1. An Integrated Water Management (IWM) Assessment addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective requirements and expectations pursuant to a person's general environmental duty under section 25 of the Environment Protection Act 2017 (Vic) and with regard to the Environment Reference Standard issued under section 93 of the Environment Protection Act 2017 (Vic), are satisfied. This includes sufficiently sized rainwater tank(s) for retention purposes for each dwelling, to the satisfaction of the Responsible Authority.**
  - 12.2. Rainwater tanks connected to all toilet flushing, laundry and irrigation areas.**
  - 12.3. A complete, published BESS Report, with an acceptable overall score of at least 50% which also meets the 'pass' marks in the categories of Water, Energy, Stormwater and Indoor Environment Quality (IEQ) or is otherwise to the satisfaction of the Responsible Authority.**
  - 12.4. Preliminary First Rate 5 Reports for 50% of thermally unique dwellings which demonstrates that the development achieves a minimum average NatHERS 6.5 star energy efficiency rating. Upon finalising an energy efficiency assessment for each dwelling, a shortfall with the development's thermal performance requirements and minimum obligations must not be met through the utilisation of renewable energy systems, treated as an offset measure, to proclaim compliance.**
  - 12.5. LED light fittings used to provide artificial lighting and designed to achieve a maximum illumination power density of 4 W/m<sup>2</sup> or less.**
  - 12.6. All common and external area lighting fitted with sensors or timers.**
  - 12.7. Heating and cooling systems include a minimum 4 star energy efficiency rating.**
  - 12.8. Hot water systems include a minimum 6 star energy efficiency rating system.**
  - 12.9. Water efficient fixtures and fittings include minimum 5 star WELS taps, 4 star WELS toilets and 3 star WELS showerheads (≤7.5 L/min).**

- 12.10. Double glazing used to all living and bedroom area windows.**
- 12.11. One secure bicycle parking space per dwelling.**
- 12.12. A commitment to divert at least 80% of construction and demolition waste from landfill.**
- 12.13. Use of low Volatile Organic Compound (VOC) and formaldehyde products.**
- 12.14. Timber species intended for use as decking or outdoor timber are not unsustainably harvested imported timbers (such as Merbau, Oregon, Western Red Cedar, Meranti, Luan, Teak etc.) and meet either Forest Stewardship Council or Australian Forestry Standard criteria.**

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

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

#### **Waste Management Plan**

- 14. Prior to the commencement of the development approved under this Permit, a Waste Collection and Management Plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, to the satisfaction of the Responsible Authority.**

#### **Tree Protection**

- 15. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 16. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
- 17. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 18. The tree protection fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 19. No temporary removal of the tree protection fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 20. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within**

**the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**

- 21. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
  - 21.1. Construction activities.**
  - 21.2. Dumping and/or storage of materials, goods and/or soil.**
  - 21.3. Trenching or excavation.**
  - 21.4. Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.**
- 22. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.**

#### **Car Parking & Accessways**

- 23. Before the dwellings are occupied, driveways and car parking areas must be:**
  - 23.1. Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and**
  - 23.2. Formed to such levels and drained so that they can be used in accordance with the approved plan; and**
  - 23.3. Treated with an all-weather seal or some other durable surface.****To the satisfaction of the Responsible Authority.**
- 24. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
- 25. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.**

#### **Construction Management Plan**

- 26. Prior to the commencement of the development approved under this Permit, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:**
  - 26.1. A detailed schedule of works including a full project timing;**
  - 26.2. A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.**
  - 26.3. The location for the parking of all construction vehicles and construction worker vehicles during construction;**
  - 26.4. A fully detailed plan indicating where construction hoardings would be located;**
  - 26.5. A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing;**

- 26.6. Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site;
  - 26.7. Site security;
  - 26.8. Public safety measures;
  - 26.9. Construction times, noise and vibration controls;
  - 26.10. Restoration of any Council assets removed and/or damaged during construction;
  - 26.11. Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site);
  - 26.12. Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site);
  - 26.13. An emergency contact that is available for 24 hours a day.
  - 26.14. All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
27. During the construction, the following must occur to the satisfaction of the Responsible Authority:
- 27.1. Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines;
  - 27.2. Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system;
  - 27.3. Vehicle borne material must not accumulate on the roads abutting the site;
  - 27.4. The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks;
  - 27.5. All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly; and
  - 27.6. All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

#### **Fencing**

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

#### **Amenity During Construction**

- 30. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
  - 30.1. the appearance of building, works or materials on the land
  - 30.2. parking of motor vehicles
  - 30.3. transporting of materials or goods to or from the site
  - 30.4. hours of operation
  - 30.5. stockpiling of top soil or fill materials
  - 30.6. air borne dust emanating from the site
  - 30.7. noise
  - 30.8. rubbish and litter

**30.9. sediment runoff**

**30.10. vibration**

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

#### **Stormwater**

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

#### **Permit Expiry**

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

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

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

**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.**

## **11. CONFIDENTIALITY**

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

**Report Prepared By: Principal Planner, Renee Harrosh**

**Report Authorised By: Director City Liveability, Matt Kelleher**

#### **Attachments**

- 1. Attachment 1 - Officer Report - 714 716 Stud Road, Scoresby [4.1.1 - 9 pages]**
- 2. Attachment 2 - Council Attachments - 714-716 Stud Road, Scoresby [4.1.2 - 18 pages]**



# Attachment 1



## Planning Application P/2021/6703 for the development of land for ten (10) triple storey dwellings and two (2) double storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby.

### 1. Summary:

Subject Site:	714 & 716 Stud Road, SCORESBY VIC 3179
Proposed Development:	Development of ten (10) triple-storey dwellings and two (2) double storey dwellings and create and alter access to a road in a Transport Zone Schedule 2
Existing Land Use:	Single dwelling on each lot
Site Area:	1,453m <sup>2</sup>
Planning Scheme Controls:	Residential Growth Zone – Schedule 1 (RGZ1) / No Overlays
Application Received:	15 November 2021
Number of Objections:	Five (5)
PCC Meeting:	Not applicable
Ward:	Tirhatuan

### 2. Purpose

Planning Application P/2021/6703 proposed the development of twelve (12) triple-storey dwellings and create and alter access to a road in a Transport Zone Schedule 2. The application was considered by Council at its meeting on 27 June 2022, where it was determined to refuse the application. The applicant subsequently lodged an appeal at VCAT against the refusal of the application.

A compulsory conference was held at VCAT on 13 October 2022. Prior to the conference, the applicant circulated amended plans to all parties that reduced the two rear dwellings to double storey and provided individual waste bin storage and collection. At the compulsory conference, an agreement was reached between all parties that 'without prejudice' plans were to be circulated, which proposed further amendments that improved the internal amenity to bedrooms within Dwellings 8-11 and provided an accessible dwelling, for further consideration by Council.

The purpose of this report is to provide Council with the Council Planning Officer's assessment of the 'without prejudice' proposal to assist in forming a position on the revised proposal. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Subject Site and Surrounds

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



## Attachment 1

- The subject site comprises two allotments and is located on the west side of Stud Road in Scoresby. The subject site is regular in shape and has a gentle slope of 1m from the east (Stud Road) to west. The site has a combined frontage of 35.87m, a depth of 40.46m and an overall size of 1,453m<sup>2</sup>.
- The subject site and surrounds are located within an established residential area, with single and double storey built form and landscaped front setbacks. There are examples of multiple dwellings located on a single site within the immediate area. Properties to the west are located within the General Residential Zone – Schedule 3.
- Each allotment has vehicular access via a single width crossover adjacent the north boundary.
- A 2.44m and 3.05m wide drainage and sewerage easement is located along the western (rear) boundary of the land, while a 1.83m wide drainage and sewerage easement runs along the northern boundary of 716 Stud Road.
- There are no covenants registered on the Copy of Title.
- The site contains no vegetation. There are established street trees within the nature strip.

### 3.2 The Proposal (Assessed by Council – 27 June 2022)

The proposal sought permission for the construction of for twelve (12) triple storey dwellings and access and alteration to a road in a Transport 2 Zone. Refer to attached plans at Attachment 2. Details of the proposal were as follows:

- The existing single storey dwelling on each lot will be removed (planning permit not required for demolition).
- The construction of twelve (12) three (3) storey dwellings, arranged as 6 attached dwellings in a townhouse style construction, on either side of a shared central driveway.
- Dwellings 2-6 and 8-12 contain three (3) bedrooms, whilst Dwellings 1 and 7 contain four (4) bedrooms.
- Access to the garages for all dwellings will be via a new centrally located crossover. Pedestrian access to the dwellings is along the northern or southern boundaries via a pedestrian path.
- The development will have a minimum front setback of 6m. Maximum height of the development will be 8.9m.
- Site coverage is 60% and permeability is 22%.
- There is no vegetation to be removed.

### 3.3 Assessment of the Application

On 27 June 2022, the original application was refused by Council for the following reasons:

1. *The proposal does not provide a scale of development that provides a transition between areas of more intensive use and development and other residential areas, consistent with the purpose of the Residential Growth Zone.*
2. *Non-compliance with the following objectives of Clause 55 of the Scheme as follows:*
  - a. *Neighbourhood character objectives at Clause 55.02-1 as the development will not contribute to the preferred neighbourhood character in terms of the massing of the built form to the rear of the site and the resultant visual bulk and impact on adjoining properties.*
  - b. *Residential policy objective of the Scheme at Clause 55.02-2.*
  - c. *The development has not provided for a range of dwelling sizes and types, including dwellings with a different number of bedrooms and at least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground level, at Clause 55.02-3.*





## Attachment 1

- d. *The proposal does not achieve the objective of Clause 55.04-1 as the height and setback of the development to the rear boundary does not respect the existing or preferred neighbourhood characteristic and does not limit the impact on the amenity of existing dwellings.*
  - e. *The location of the bin storage area is not convenient for residents, there is no enclosure for the bin area, and the large volume of waste being stored in the open adjacent a residential property is not appropriate.*
3. *The proposal is not consistent with State and Local Planning Policy, particularly Clause 15 (Built Environment and Heritage), Clause 16 (Housing) Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing) and Clause 22.07 (Development in Residential Areas and Neighbourhood Character) of the Knox Planning Scheme.*
  4. *The design response to comply with Standard B21 (Overshadowing) has resulted in reduced amenity to future occupants, with south facing bedrooms in Dwellings 7-12 having a ceiling height of 2.4 metres for approximately two thirds of the bedroom area, and a narrow window that will sit above the bed, which will significantly impact the amenity of these bedrooms.*
  5. *The proposed development is not site responsive.*

### 3.4 VCAT – Compulsory Conference

Following Council's decision, the applicant lodged an appeal with VCAT against Council's refusal.

On 13 October 2022, a compulsory conference was held at VCAT. A compulsory conference is a meeting chaired by a member of the tribunal with all parties in attendance. The purpose of the compulsory conference is to identify and clarify the issues in dispute and to promote a settlement of the dispute. Parties to the conference were Council, the permit applicant (including architect and owner) and three objector parties.

Prior to the compulsory conference, the applicant circulated 'without prejudice' plans to show the two (2) rear dwellings reduced from triple storey to double storey, and individual bins stored within garages or front/rear setbacks. The change to the two rear dwellings also resulted dwellings with two (2) bedrooms, and a kitchen, bathroom and living areas on the ground floor. At the conference, the Tribunal extended an opportunity to the applicant to prepare further 'without prejudice' plans to address Council's concerns in relation to internal amenity, with a direction that plans must be submitted by 20 October 2022, to enable the proposal to be reported to a Council meeting for a position. VCAT have required that Council advise of its position on the revised plans by 11 November 2022.

The changes that the 'without prejudice' plans propose are:

- Dwellings 6 and 12 reduced from three (3) storey to two (2) storey. These dwellings are provided with a single garage and kitchen, dining, living and bathroom at ground level. At first floor, the dwellings are provided with two bedrooms, an open rumpus area and bathroom.
- The size of Bedroom 1 on the first floor of Dwellings 8 to 11 is increased (no change to the overall length of the first floor).
- The size of Bedroom 2 on the second floor of Dwellings 8 to 11 is increased, by deleting the en-suite.
- Modifications to Bedroom 3 on the second floor of Dwelling 7 to remove the chamfered wall.
- At the ground floor of Dwellings 1 and 7, the study has been re-named to 'multi-purpose room' and provided with a bench and sink.
- Individual waste bins provided to each dwelling, with kerbside Council collection.



## Attachment 1

Should Council not support the revised plans, the application will be considered by VCAT at a full hearing, which is listed for 14 and 15 December 2022.

### 4. Consultation

#### 4.1 Advertising

The original application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total, five (5) objections were received. The main issues related to neighbourhood character, increased density, visual bulk, overlooking, increased noise, car parking and traffic, dwelling diversity and waste bin location.

#### 4.2 Referrals

The application was referred to external authorities and internal departments for advice. The initial referrals are still relevant.

### 5. Discussion

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

#### 5.1 Zoning and Overlays

##### 5.1.1 Zone

The site is located within the Residential Growth Zone – Schedule 1. A permit is required for the construction of two or more dwellings on a lot. Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B6 (Minimum street setback) and Standard B13 (Landscaping).

- *The proposal is consistent with the purpose of the Residential Growth Zone to provide housing at increased densities in buildings up to and including four storeys. The double storey dwellings to the rear provide an appropriate transition to the residential properties to the rear and the inclusion of two (2), two (2) bedroom dwellings with ground level private open space provides for a diversity of housing types.*
- *Minimum street setback – Complies. A 6 metre setback is provided.*
- *Landscaping - The site can accommodate an additional 6 canopy trees, which complies with the minimum landscaping requirements for Standard B13.*

##### 5.1.2 Overlays

The site is not affected by any overlays.

#### 5.2 Policy Consideration: State and Local Planning Policy Framework

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



## Attachment 1

## 5.2.1 Housing

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

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

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

The subject site is located within an 'Activity Area', which has direct access to the Principal Public Transport Network (PPTN) and access to regular public transport options. A greater range and increased densities of residential development are encouraged within these areas.

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

- *The proposal provides for a scale of development that provides an appropriate transition between areas of more intensive use and development and other residential areas, through the inclusion of double storey to the rear.*
- *Housing choice – The development comprises eight (8) three (3) bedroom dwellings, two (2) four (4) bedroom dwellings and two (2) two (2) bedroom dwellings.*
- *Existing infrastructure – The site is located within a fully serviced area.*
- *Energy efficiency – This has been discussed under Clause 22.04.*
- *Location – While the site is not located within an Activity Centre, it is in an Activity Area and has access to a number of urban services within an established area. The site is ideally located for a multi-level development, and this is supported at a State and Local policy level.*

## 5.2.2 Sustainability and Environment

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

- *Council's Sustainability Officer has advised that subject to conditions that require improvements to the submitted Sustainable Design Assessment, the development can be supported.*



## Attachment 1

## 5.2.3 Transport

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

The site is within walking distance of Bus Routes 681/682 and 901 along Stud Road.

## 5.2.4 Urban Design (including Neighbourhood Character)

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

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

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

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

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

- *The proposal has provided an appropriate balance between the need for providing housing, and the amenity of the area and future occupants of the site. A condition on any permit to issue will require the wardrobe within Bedroom 2 (adjacent the bathroom wall) of Dwellings 8 to 11 be deleted, to ensure sufficient area with a minimum floor to ceiling height of 2.4 metres is provided.*
- *The proposal has addressed diversity through a range of dwelling types and sizes. A condition on any permit to issue will require Dwellings 1 and 7 to show food preparation facilities (kitchen) within the multi-purpose rooms.*
- *The first and second floors are now setback significantly from the ground floor level, particularly to the rear interface with the properties in the General Residential Zone.*

## 5.3 Particular Provisions

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

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



## Attachment 1

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

- *Car parking provision: The proposal satisfies the car parking provision as each dwelling is provided with either a single garage, double width garage or a tandem length garage.*
- *Car parking design: Complies.*

**Clause 52.29 Land Adjacent to the Principal Road Network:** To ensure appropriate access to the Principal Road Network. A Permit is required to create or alter access to a road in a Transport Zone 2. An application must be referred to Head, Transport of Victoria (DoT):

- *The application was referred and DoT has no objection.*

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

##### **Neighbourhood Character and Infrastructure**

Neighbourhood Character – The development meets the preferred neighbourhood character outcomes sought by Council’s Development in Residential Areas and Neighbourhood Character Policy at Clause 22.07, refer above.

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Infrastructure – Complies. A condition on any permit to issue will require a Drainage Plan that include retention of peak stormwater at pre-development levels.

Integration with the Street – Complies.

##### **Site Layout and Building Massing**

Street Setback – Complies.

Building Height – Complies. Maximum height is 8.9m.

Site coverage – Complies.

Permeability and stormwater management – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Can comply, subject to a condition that requires the laundry windows facing the shared pedestrian path to have lower sill heights to allow for direct views (cupboards can be installed above the window).

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

Access – Complies.

Parking Location – Complies.



## Attachment 1

### **Amenity Impacts**

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Complies.

Internal views – Complies.

Noise Impacts – Complies.

### **On-Site Amenity and Facilities**

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access to open space – Complies.

Storage – Complies.

### **Detailed Design**

Design Detail – Complies.

Common Property – Complies.

Site Services – Can comply subject to a condition that requires the bins for Dwellings 1 and 7 to be re-located from the front setback to within the garages for each dwelling. This will ensure that the front setback is clear of waste bins.

Front fence – Complies.

### **5.5 General Decision Guidelines**

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

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



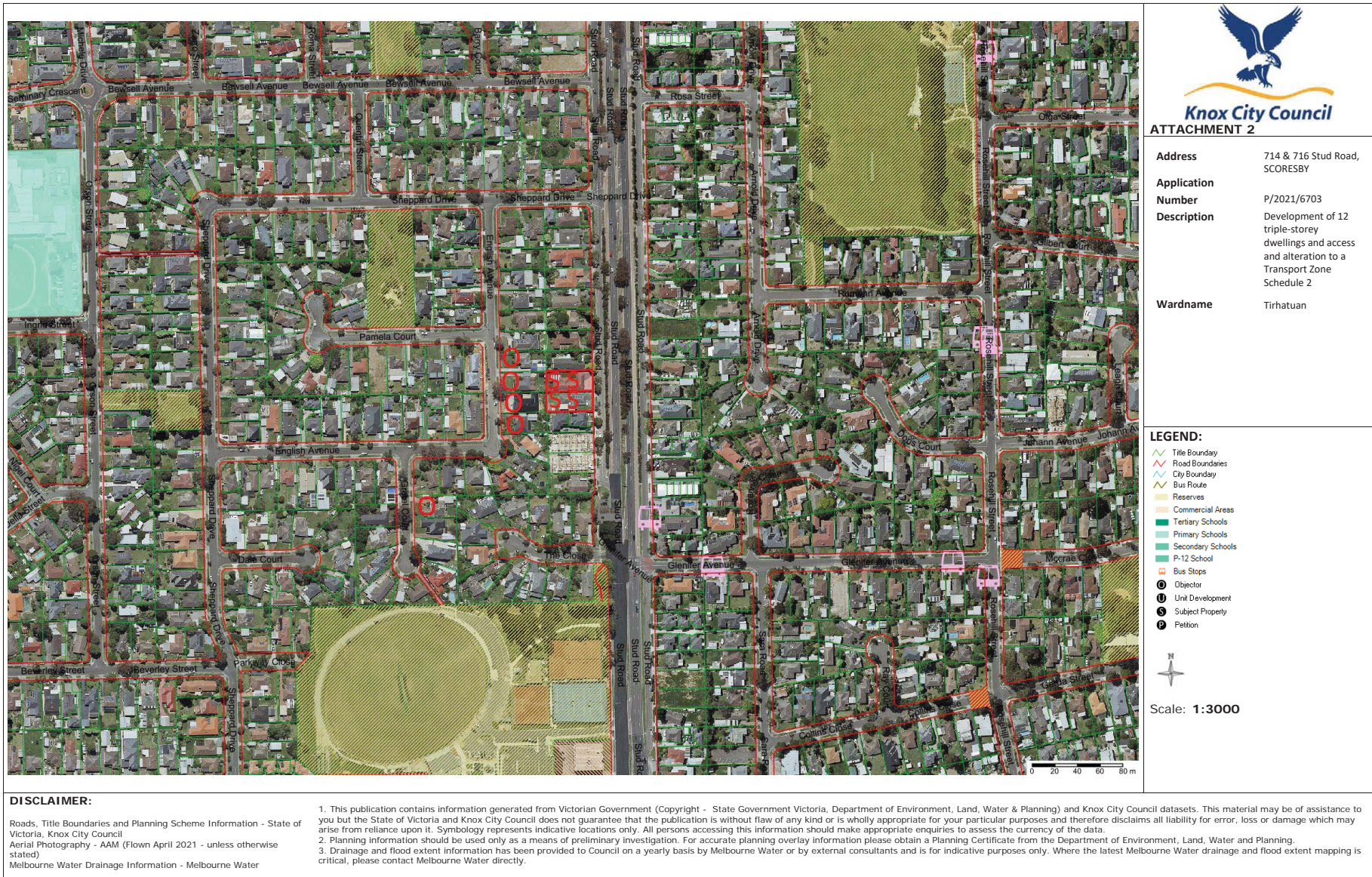
## Attachment 1

### 6. Conclusion

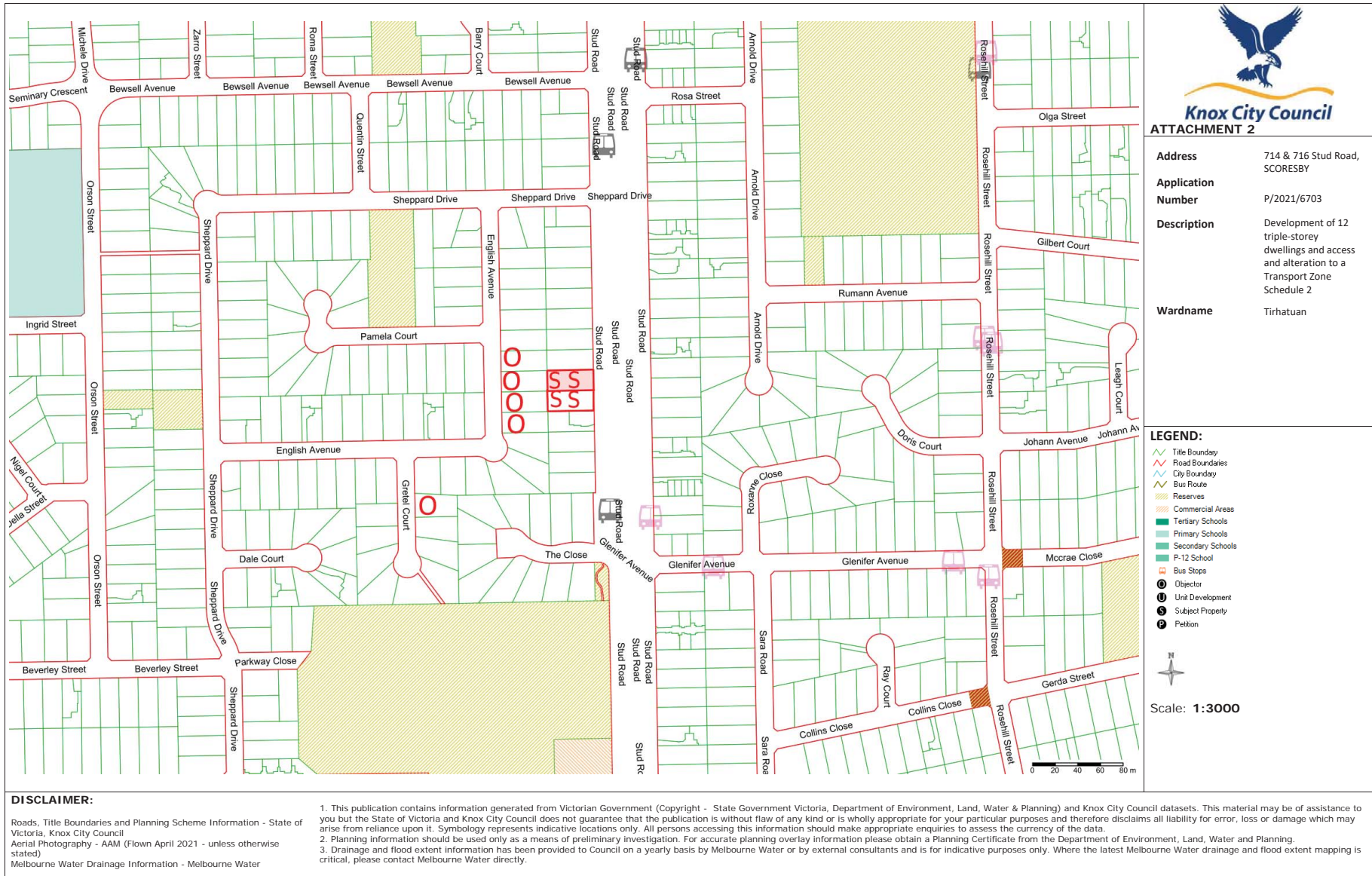
Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is now considered appropriate given the following:

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the purpose of the Residential Growth Zone - Schedule 1.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.









# PROPOSED MULTI-UNIT DEVELOPMENT AT 714-716 STUD ROAD, SCORESBY

## DRAWING SCHEDULE TP

Sheet Number	Sheet Name
TP00	Cover Page
TP01	Neighbourhood & Site Description Plan
TP02	Design Response & Site Plan
TP03	Proposed Ground Floor Plan
TP04	Proposed First Floor Plan
TP05	Proposed Second Floor Plan
TP06	Proposed Roof Plan
TP07	Proposed Elevations
TP08	Internal Elevations
TP09.1	Shadow Diagrams_Sep22_9am
TP09.2	Shadow Diagrams_Sep22_10am
TP09.3	Shadow Diagrams_Sep22_11am
TP09.5	Shadow Diagrams_Sep22_1pm
TP09.6	Shadow Diagrams_Sep22_2pm
TP09.7	Shadow Diagram_Sep22_3pm



**DESEEN**  
DESIGN & ASSOCIATES  
ARCHITECTURAL DEVELOPMENT CONSULTANT  
A/office 2, 8188 Riverside Rd, Moorabool VIC  
P/03 5020 8000 Fax/03 5020 8100  
E/design@deseen.com.au

**HARTLAND**  
ARCHITECTURE | TOWN PLANNING |  
DEVELOPMENT CONSULTANTS  
HARTLAND GROUP PTY LTD  
P/03 8323 1000  
P/03 8323 2000 Melbourne VIC 3001

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PROJECT NAME:  
714-716 Stud Road, Scoresby

SHEET NAME: **Cover Page**

REV	DATE	BY	REVISION
A	2022-11-07	TP	Submission
B	2022-11-07	TP	Client
C	2022-09-08	TP	VCAC approval
F	2022-10-19	TP	VCAC submission

STATUS: **Town Planning**  
PROJECT NUMBER: **2374**  
CLIENT: **INVESTMENT GROUP**  
SCALE: 1:50  
DRAWING NUMBER:

**TP00**



710 STUD ROAD, SCORESBY



720-722 STUD ROAD, SCORESBY



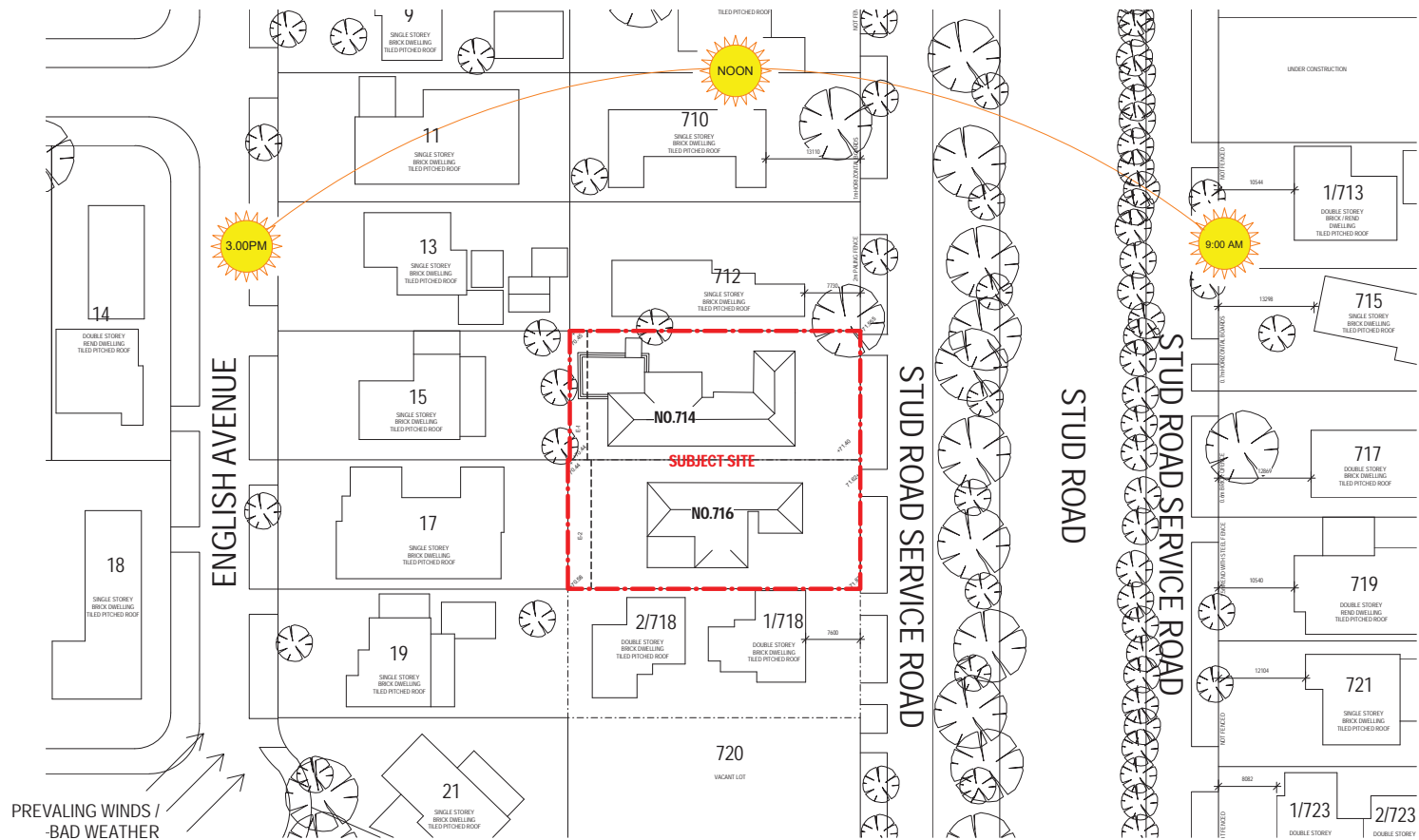
747-749 STUD ROAD, SCORESBY



661-663 STUD ROAD, SCORESBY



10m WALKING DISTANCE



PREVAILING WINDS /  
-BAD WEATHER

Neighbourhood & Site Description Plan  
1:300



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ARCHITECTURAL CONSULTANTS

A 10/19/2018 Victorian Planning Panel (VPP) Order  
P 170/2018 (in relation to the proposed development)



HARTLAND  
ARCHITECTURE & ASSOCIATES  
ARCHITECTURAL CONSULTANTS

HARTLAND GROUP PTY LTD  
1/15 WATSON ST  
ST. ALBANS, VIC 3011  
P 03 9336 2888 M 03 9336 2888



Notes: See a VPP Construction Drawing

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PROJECT NAME:

SHEET NAME:

Neighbourhood & Site Description

NOV 2022

DATE: 2022-11-07

BY: [Signature]

FOR: [Signature]

DATE: 2022-11-07

DATE: 2022-11-07

DATE: 2022-11-07

DATE: 2022-11-07

DATE: 2022-11-07

DATE: 2022-11-07

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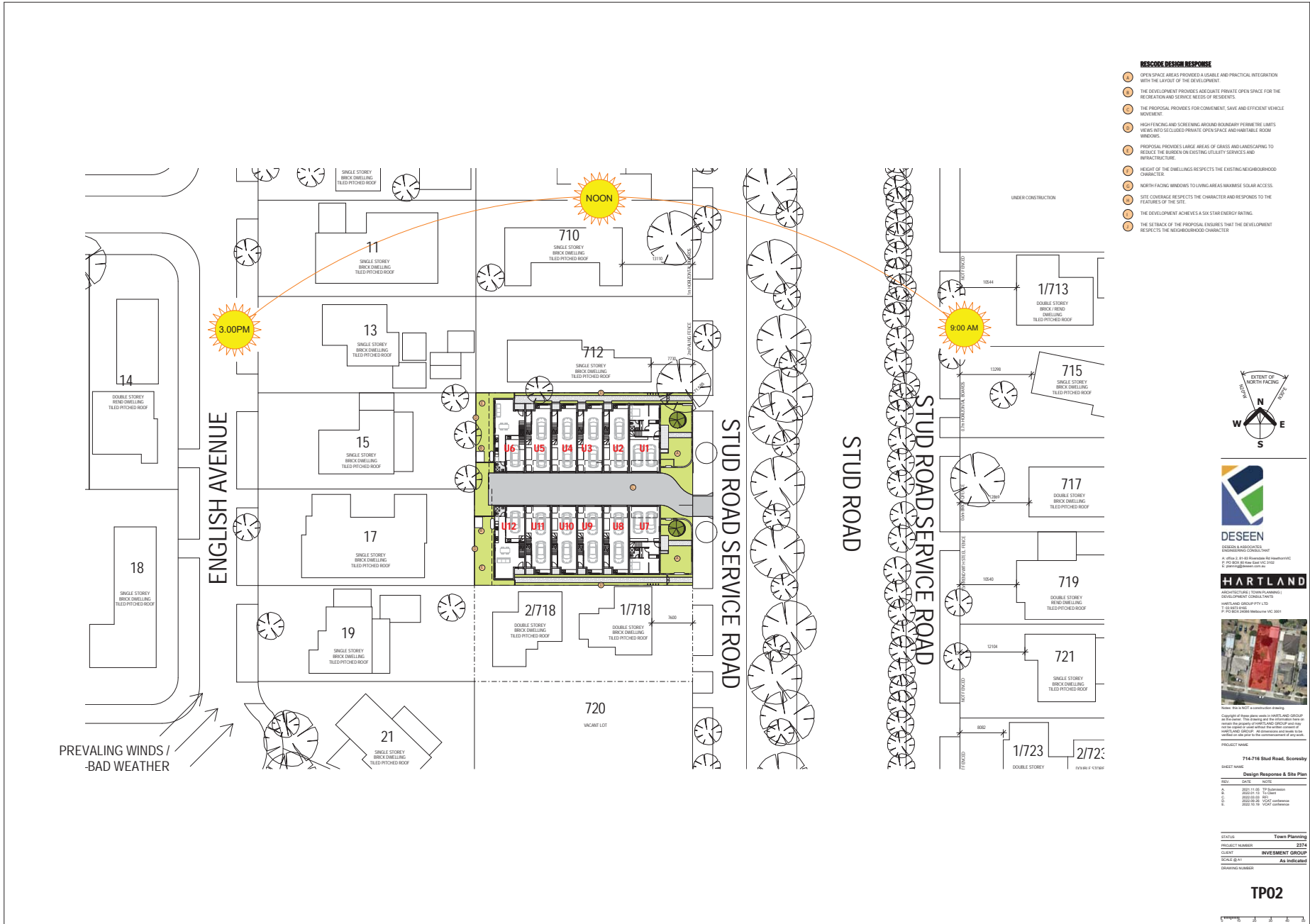
DATE: 2022-11-07

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DATE: 2022-11-07





- BCODE DESIGN RESPONSES**
- 1 OPEN SPACE AREAS PROVIDED A USABLE AND PRACTICAL INTEGRATION WITH THE LAYOUT OF THE DEVELOPMENT.
  - 2 THE DEVELOPMENT PROVIDES ADEQUATE PRIVATE OPEN SPACE FOR THE RECREATION AND SERVICE NEEDS OF RESIDENTS.
  - 3 THE PROPOSAL PROVIDES FOR CONVENIENT, SAFE AND EFFICIENT VEHICLE MOVEMENT.
  - 4 HIGH FENCING AND SCREENING AROUND BOUNDARY PERMETRE LIMITS VIEWS INTO SECLUDED PRIVATE OPEN SPACE AND HABITABLE ROOM WINDOWS.
  - 5 PROPOSAL PROVIDES LARGE AREAS OF GRASS AND LANDSCAPING TO REDUCE THE BURDEN ON EXISTING UTILITY SERVICES AND INFRASTRUCTURE.
  - 6 HEIGHT OF THE DWELLINGS RESPECTS THE EXISTING NEIGHBOURHOOD CHARACTER.
  - 7 NORTH FACING WINDOWS TO LIVING AREAS MAXIMISE SOLAR ACCESS.
  - 8 SITE COVERAGE RESPECTS THE CHARACTER AND RESPONDS TO THE FEATURES OF THE SITE.
  - 9 THE DEVELOPMENT ACHIEVES A SIX STAR ENERGY RATING.
  - 10 THE SETBACK OF THE PROPOSAL ENSURES THAT THE DEVELOPMENT RESPECTS THE NEIGHBOURHOOD CHARACTER.



**DESEEN**  
 DESIGN & ASSOCIATES  
 ARCHITECTURAL CONSULTANT  
 A/pt 2, 8-10 Pineside Rd, Scone NSW  
 P 02 682 8288 Fax 02 682 8289



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 ARCHITECTURE | TOWN PLANNING | ENVIRONMENT CONSULTANTS  
 HARTLAND GROUP PTY LTD  
 11-13 WYNDHAM ST  
 SYDNEY NSW 2000 Australia



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PROJECT NAME:  
 714-716 Stud Road, Scone NSW

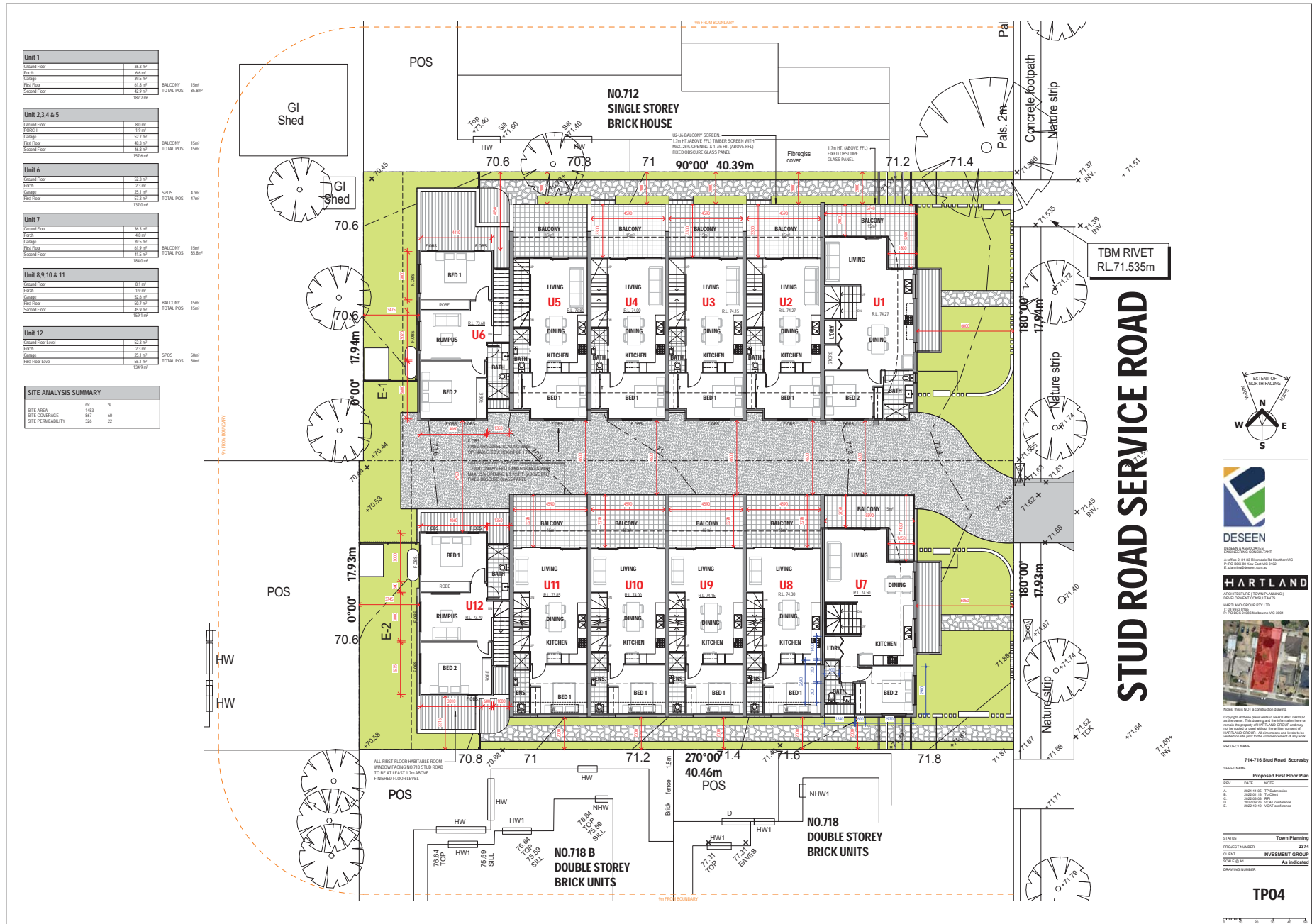
SHEET NAME:  
 Design Response & Site Plan

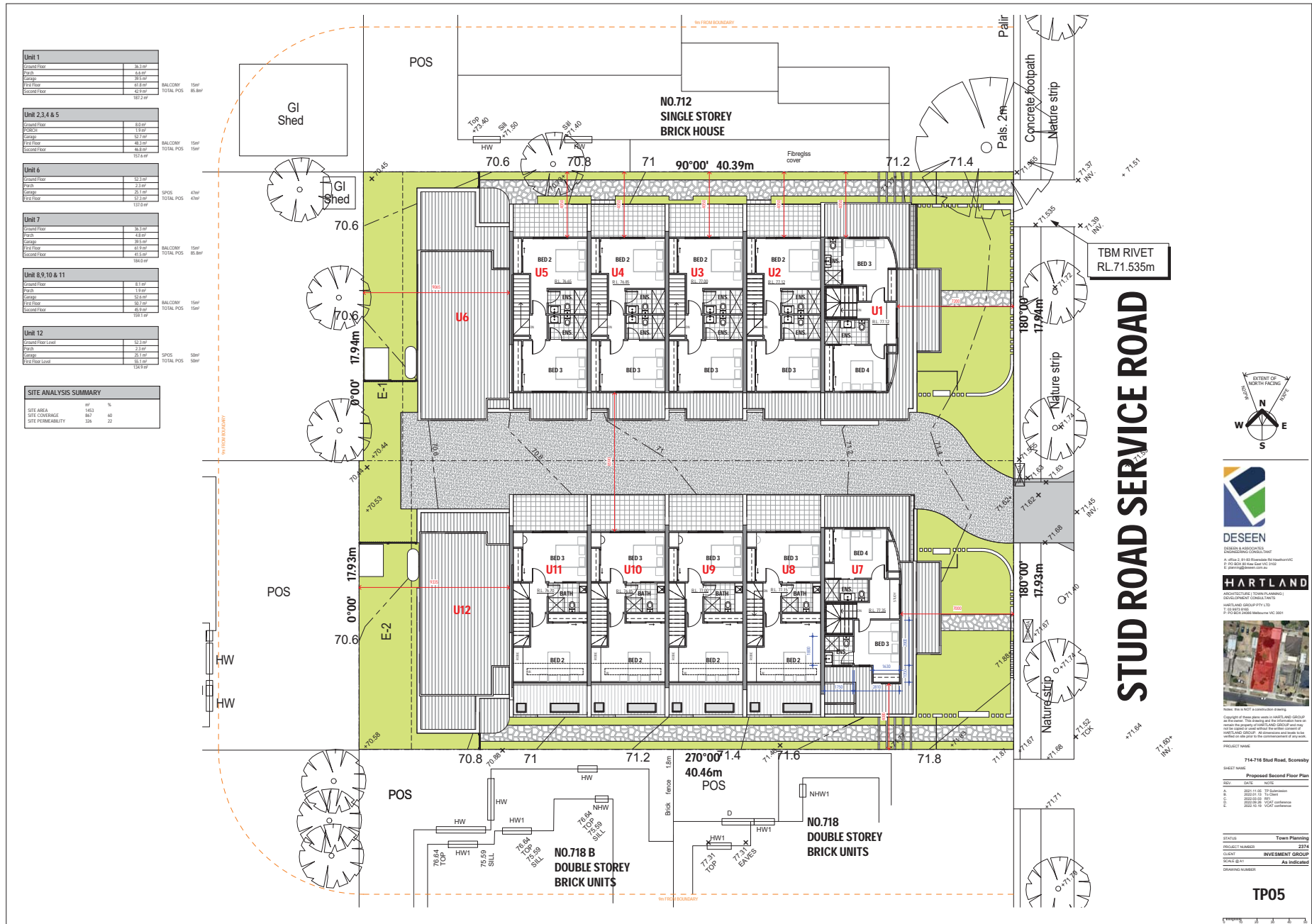
REV	DATE	BY	REASON
A	2022-11-07	TP	Submission
P	2022-08-04	TP	Final
F	2022-02-04	TP	VOC submission
F	2022-10-18	TP	VOC submission

DATE: 2022-11-07  
 PROJECT NUMBER: 2374  
 CLIENT: INVESTMENT GROUP  
 SCALE: AS SHOWN  
 DRAWING NUMBER:

**TP02**







Unit 1	
Ground Floor	36.31m <sup>2</sup>
1st Floor	18.81m <sup>2</sup>
2nd Floor	15.97m <sup>2</sup>
3rd Floor	41.87m <sup>2</sup>
4th Floor	24.99m <sup>2</sup>
5th Floor	187.27m <sup>2</sup>
<b>TOTAL POS</b>	<b>35.88m<sup>2</sup></b>

Unit 2,3,4 & 5	
Ground Floor	33.01m <sup>2</sup>
1st Floor	13.97m <sup>2</sup>
2nd Floor	52.77m <sup>2</sup>
3rd Floor	48.31m <sup>2</sup>
4th Floor	28.82m <sup>2</sup>
5th Floor	157.67m <sup>2</sup>
<b>TOTAL POS</b>	<b>154m<sup>2</sup></b>

Unit 6	
Ground Floor	52.31m <sup>2</sup>
1st Floor	23.89m <sup>2</sup>
2nd Floor	52.77m <sup>2</sup>
3rd Floor	52.31m <sup>2</sup>
4th Floor	132.47m <sup>2</sup>
<b>TOTAL POS</b>	<b>47m<sup>2</sup></b>

Unit 7	
Ground Floor	36.31m <sup>2</sup>
1st Floor	18.81m <sup>2</sup>
2nd Floor	15.97m <sup>2</sup>
3rd Floor	41.87m <sup>2</sup>
4th Floor	24.99m <sup>2</sup>
5th Floor	187.27m <sup>2</sup>
<b>TOTAL POS</b>	<b>35.88m<sup>2</sup></b>

Unit 8,9,10 & 11	
Ground Floor	8.17m <sup>2</sup>
1st Floor	13.97m <sup>2</sup>
2nd Floor	18.81m <sup>2</sup>
3rd Floor	50.71m <sup>2</sup>
4th Floor	41.57m <sup>2</sup>
5th Floor	194.47m <sup>2</sup>
<b>TOTAL POS</b>	<b>154m<sup>2</sup></b>

Unit 12	
Ground Floor Level	51.21m <sup>2</sup>
1st Floor	23.89m <sup>2</sup>
2nd Floor	25.17m <sup>2</sup>
3rd Floor Level	134.97m <sup>2</sup>
<b>TOTAL POS</b>	<b>50m<sup>2</sup></b>

SITE ANALYSIS SUMMARY		
SITE AREA	1403	%
SITE COVERAGE	847	60
SITE PERMEABILITY	326	22



**DESEEN**  
CONSULTANTS  
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ARCHITECTURE & INTERIOR DESIGN  
HARTLAND GROUP PTY LTD  
1/100 BUCKINGHAM STREET  
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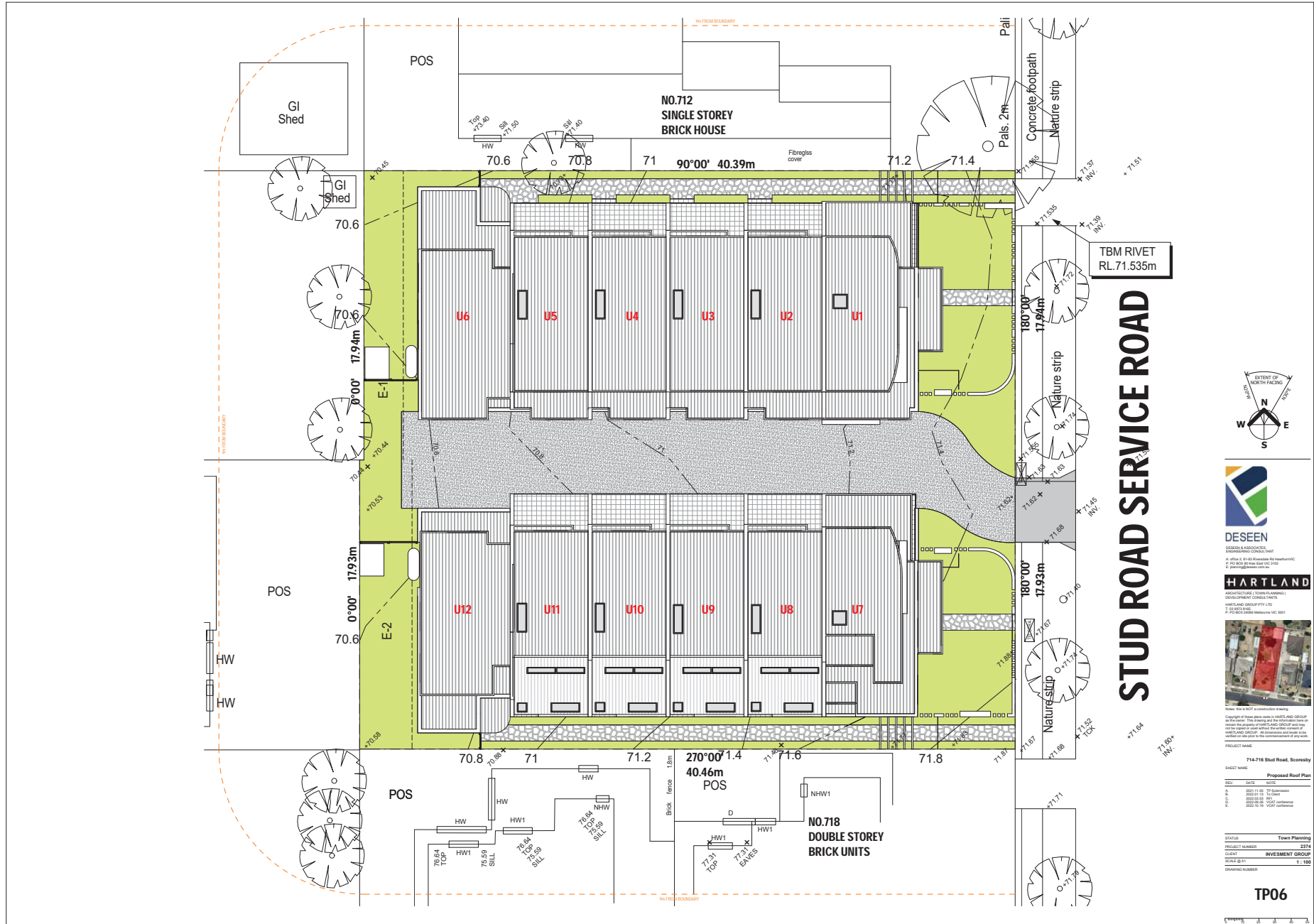
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PROJECT NAME: 714-716 Stud Road, Scone NSW

SHEET NAME	
Proposed Second Floor Plan	
DATE	11/07/2022

CLIENT	
PROJECT NUMBER	2374
CLIENT	INVESTMENT GROUP
SCALE	As indicated
DRAWING NUMBER	

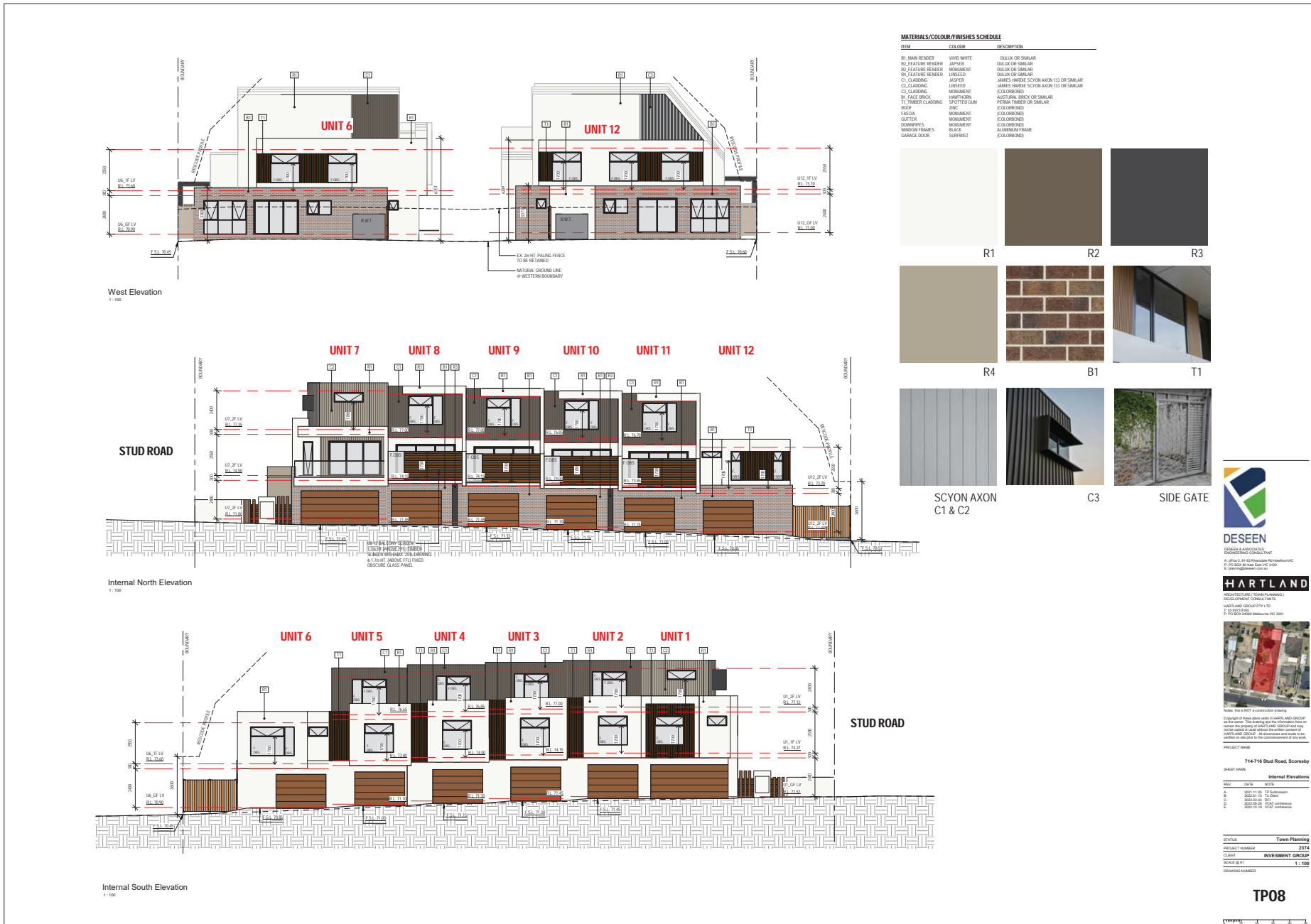
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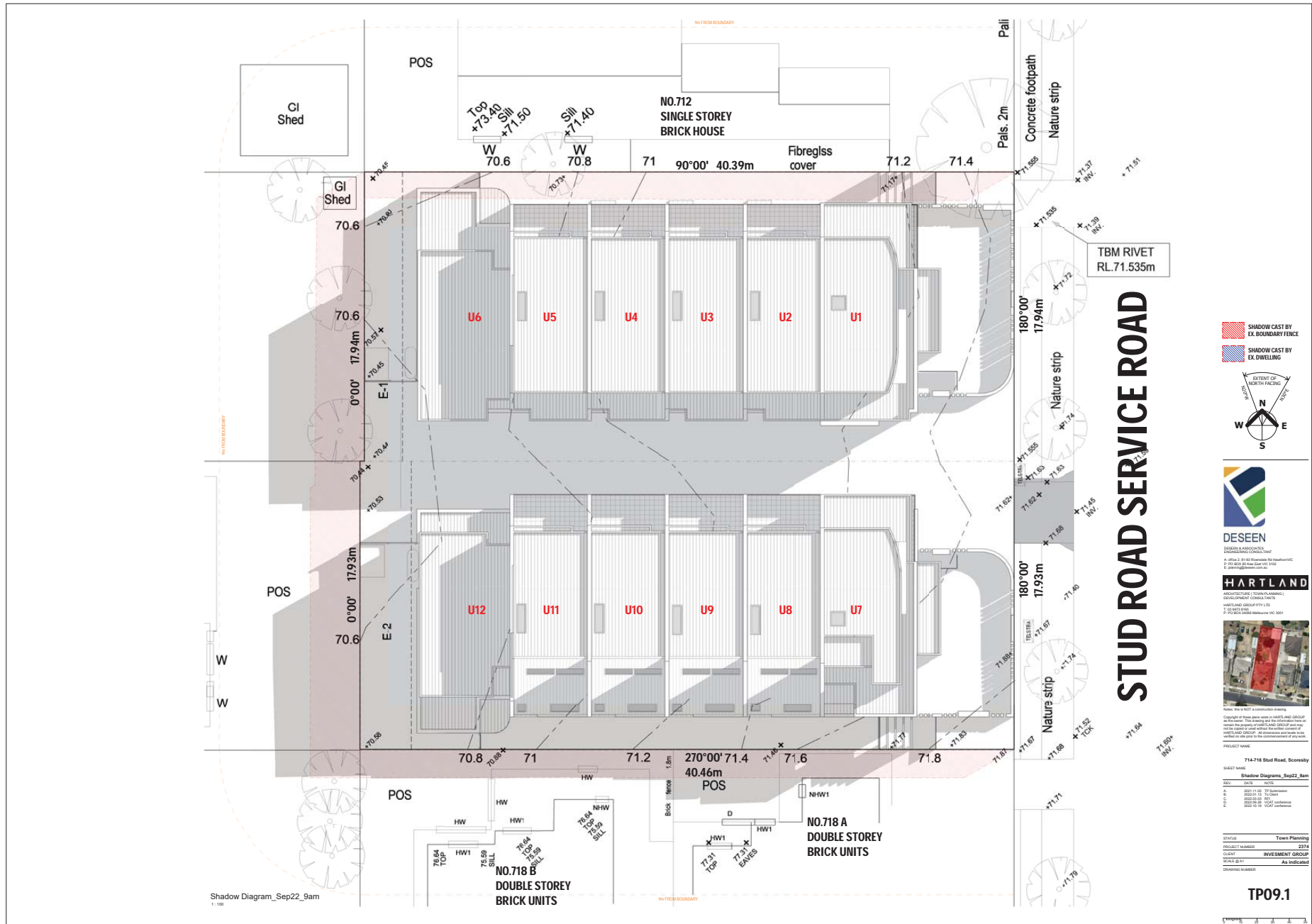


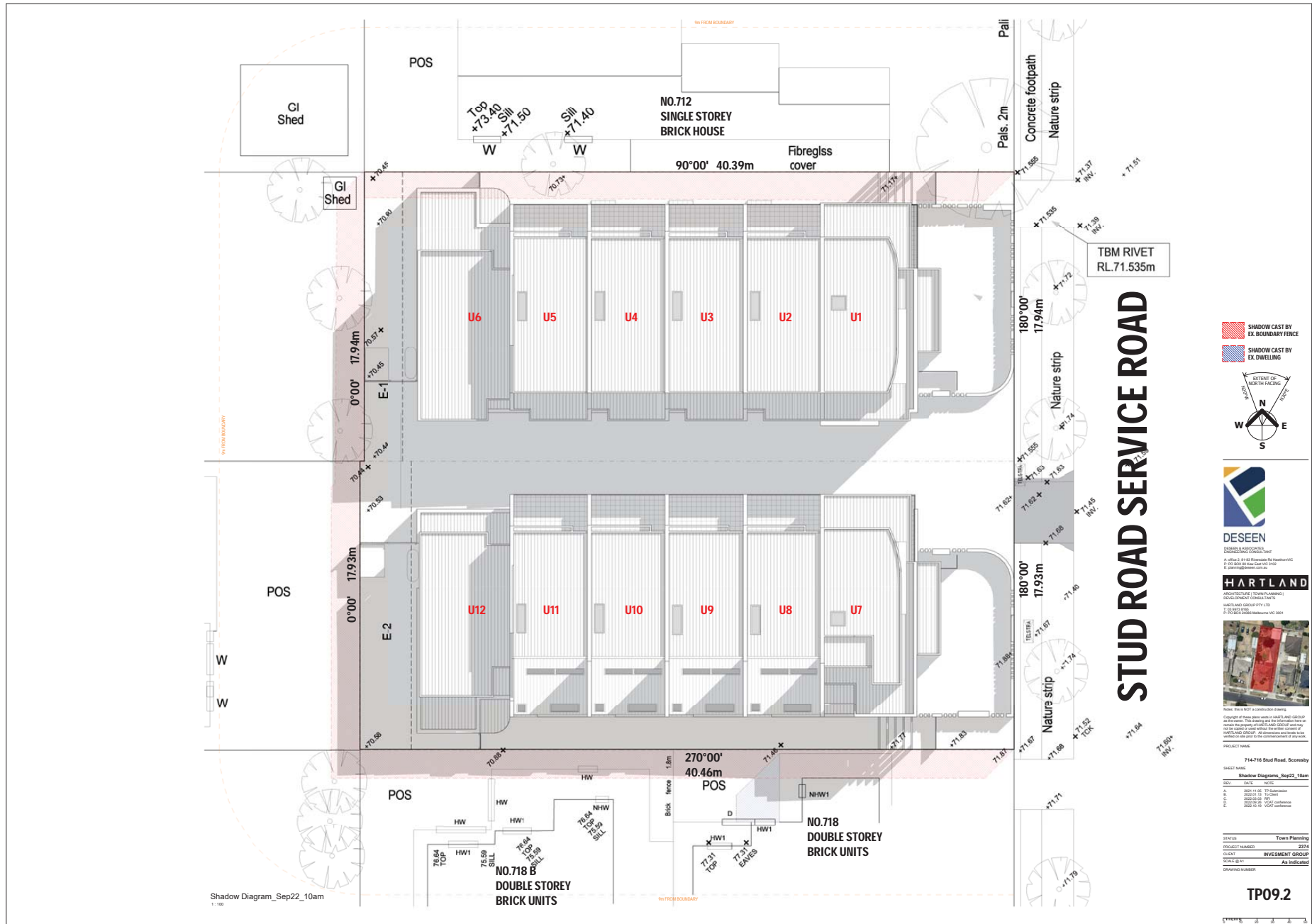


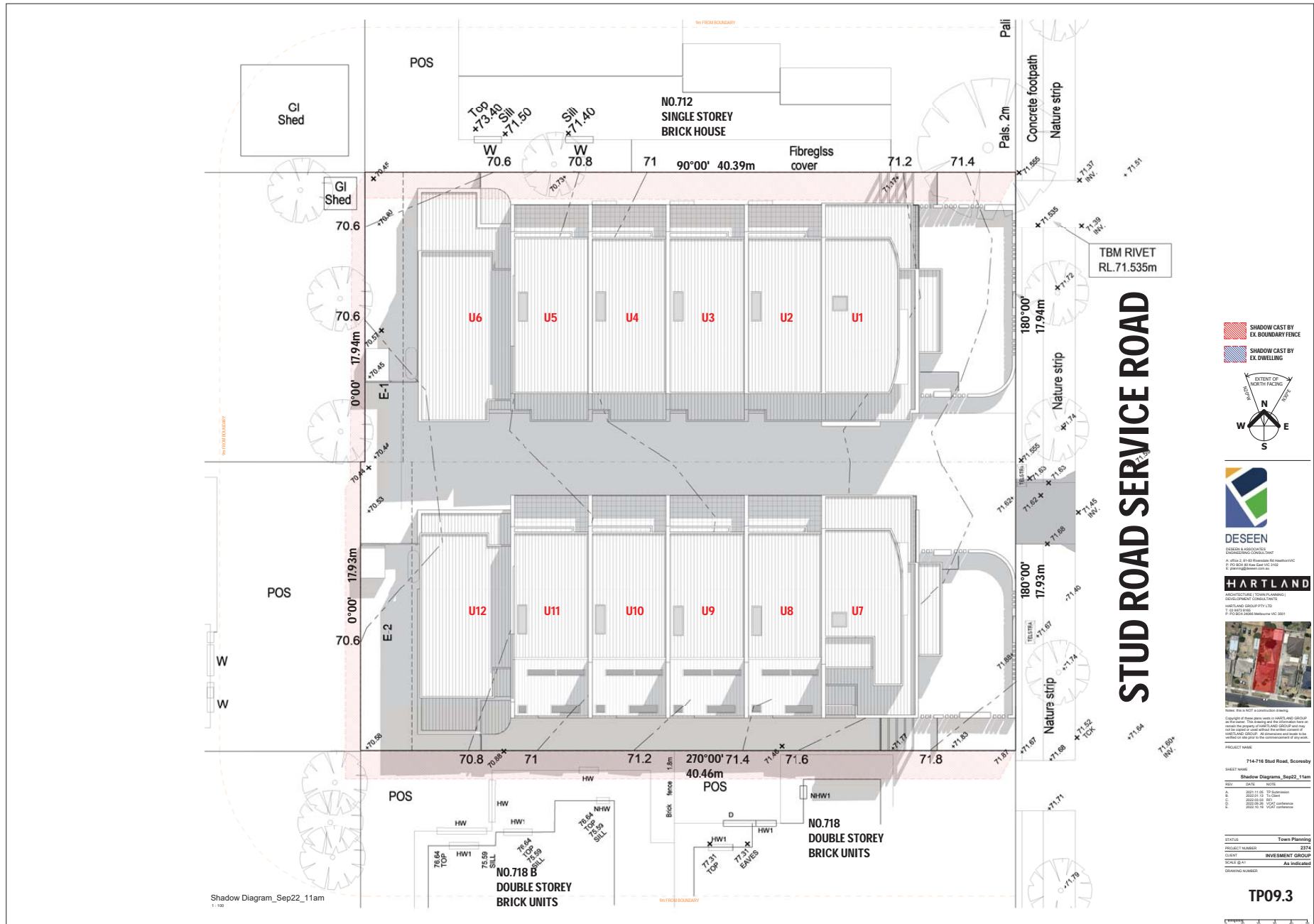




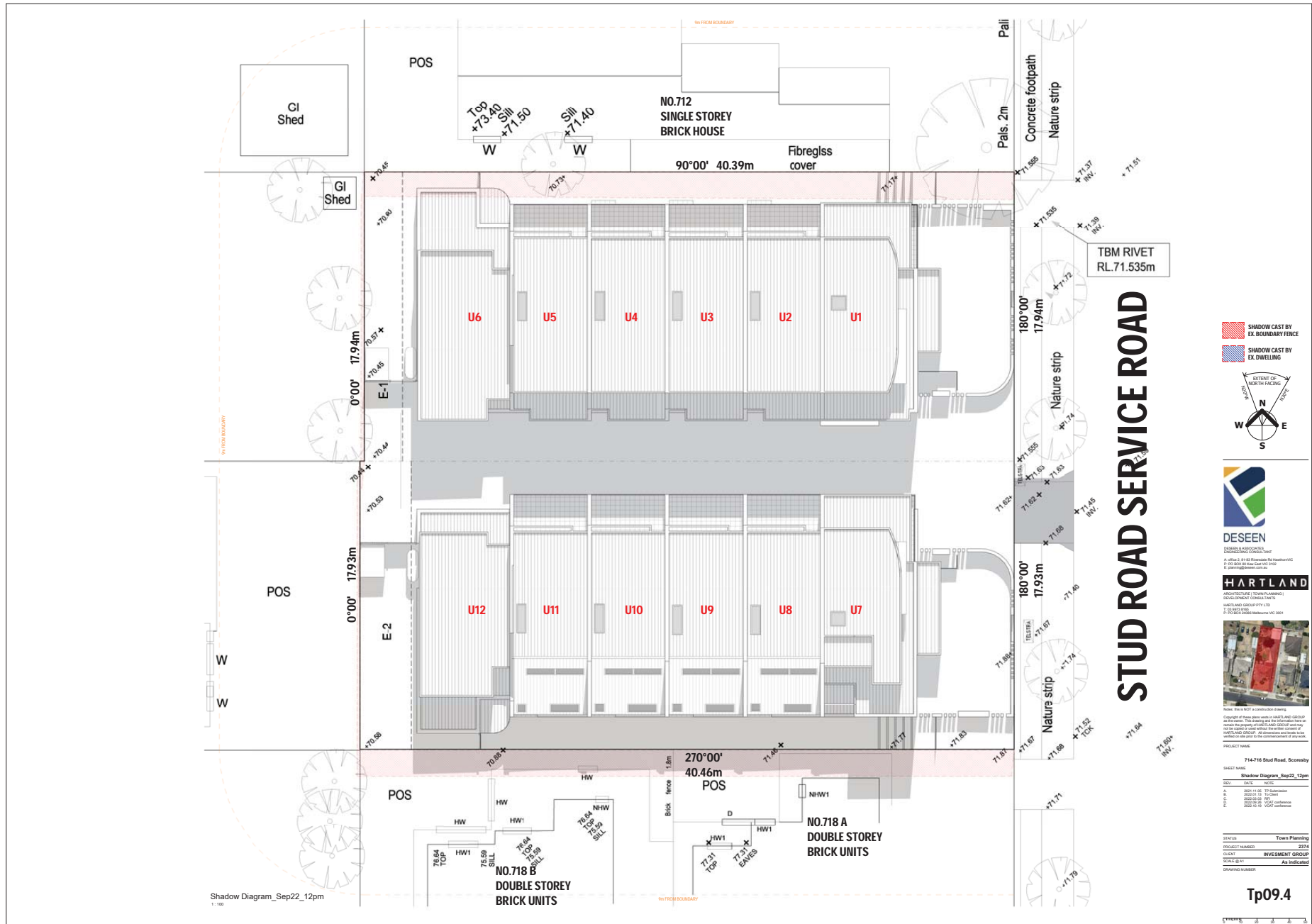












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DESIGN & ASSOCIATES  
ENGINEERING CONSULTANTS  
A/office 2, 8-18 Riverside Rd Hawthorn VIC  
P 03 9588 8000 Fax 03 9588 8001  
www.deseen.com.au

**HARTLAND**  
ARCHITECTURE | TOWN PLANNING |  
DEVELOPMENT CONSULTANTS  
HARTLAND GROUP PTY LTD  
110 WOODBINE RD  
VIC 3009  
www.hartland.com.au

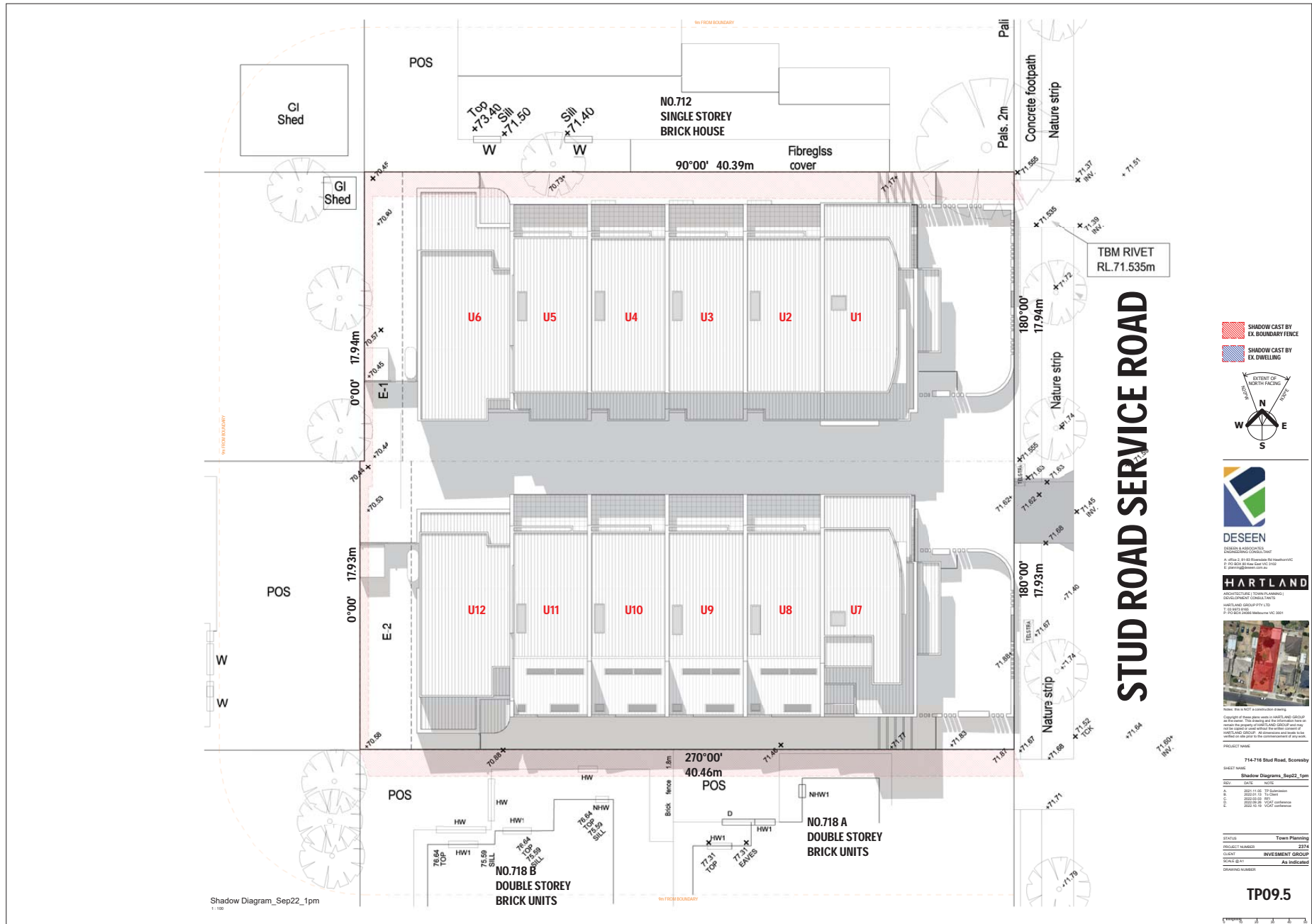
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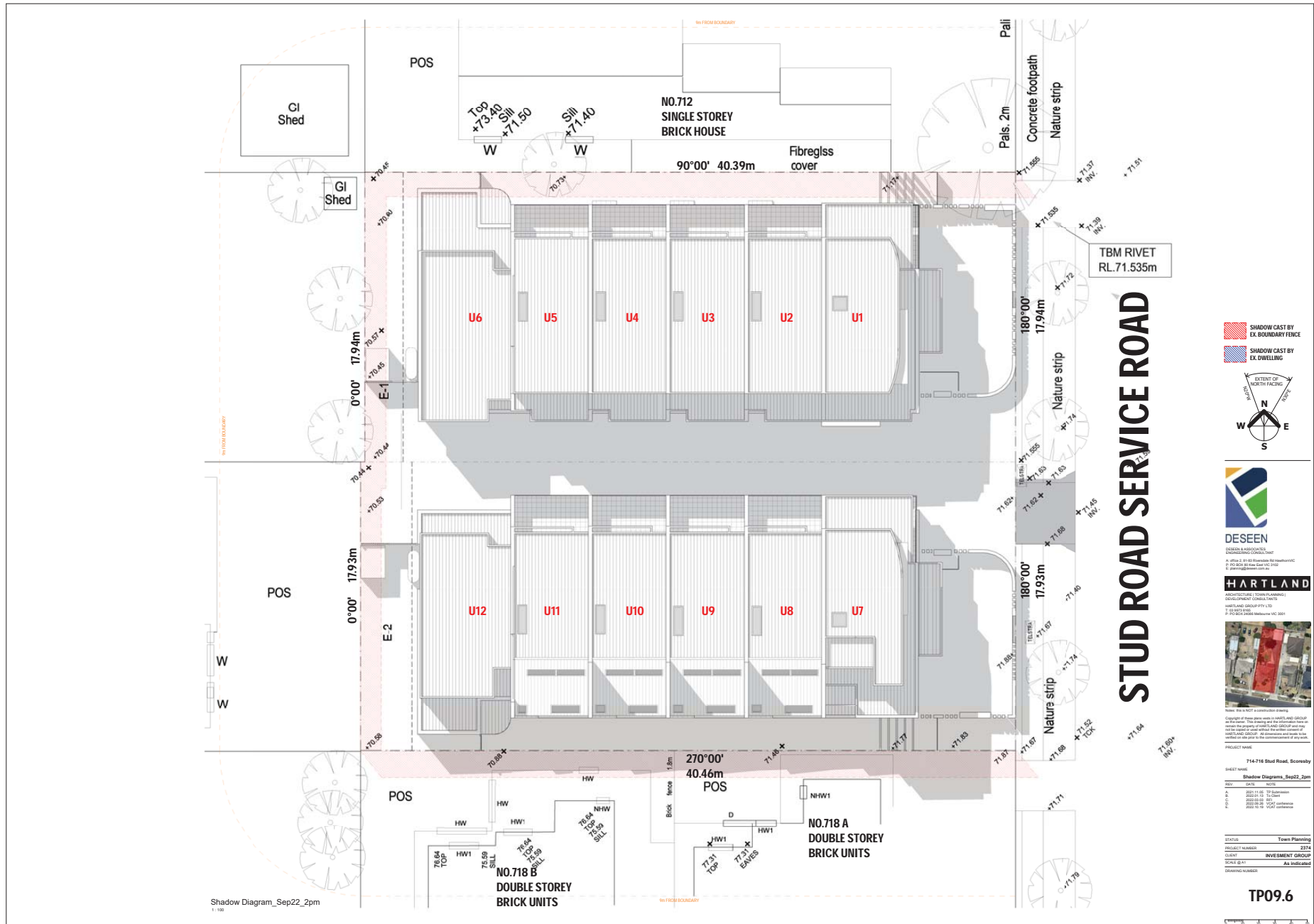
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REV	DATE	ISSUE
A	2022-11-07	1st Submission
B	2022-11-07	2nd Submission
C	2022-11-07	VOC Conference
D	2022-11-16	VOC Conference

DATE: 2022-11-07  
PROJECT NUMBER: 2374  
CLIENT: INVESTMENT GROUP  
SCALE: 1:100  
DRAWING NUMBER: As Indicated

**TP09.4**





**DESEEN**

DESIGN & ASSOCIATE ARCHITECTURE CONSULTANT

A/office 2, 8-18 Riverside Rd Hawthorn VIC 3122, 5/250 St Albans Road VIC 3021

Phone: 03 9594 2880

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ARCHITECTURE | TOWN PLANNING | ENVIRONMENTAL CONSULTANTS

HARTLAND GROUP PTY LTD

11, 12 & 13 WOODWARD ST. MELB. VIC 3001

130 3033 2016 Melbourne VIC 3001

Phone: 03 9347 8888

Project Name: 714-716 Stud Road, Scorsby

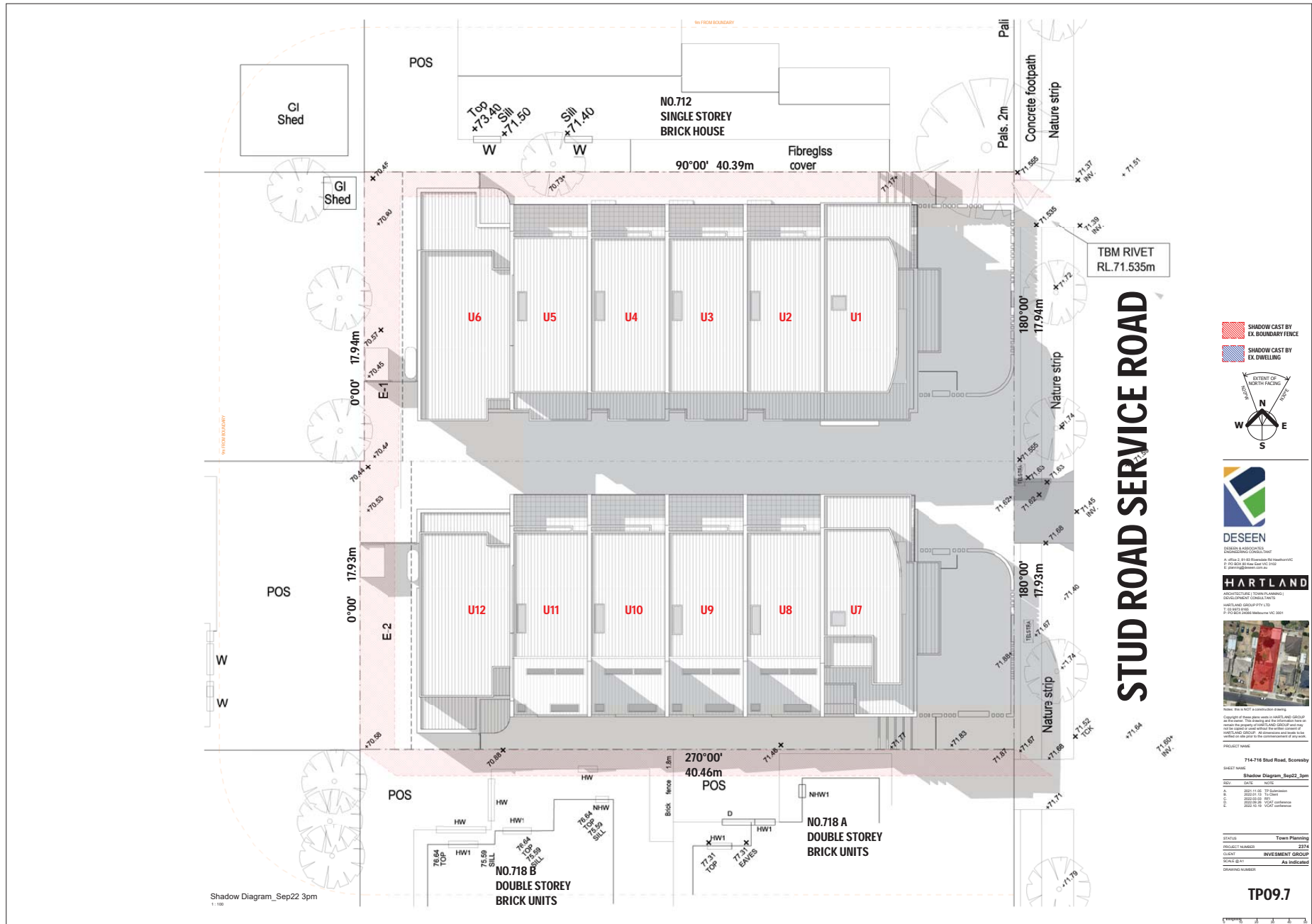
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REV	DATE	ISSUE
A	2022/11/07	2D dimension
B	2022/09/28	2D layout
C	2022/09/28	VOC conference
D	2022/10/19	VOC conference

DATE:	Town Planning
PROJECT NUMBER:	2374
CLIENT:	INVESTMENT GROUP
SCALE:	As Indicated
DRAWING NUMBER:	

**TP09.6**





## 4.2 Knox Obedience Dog Club - Intention to Lease

**SUMMARY:** Acting Leisure Contracts and Projects Officer, Rohan Obst

This report seeks the Committee's approval for the proposed future lease and licence arrangement with the Knox Obedience Dog Club (KODC) at 1672 Ferntree Gully Road, Knox Park (as indicated in Attachment 1).

### RECOMMENDATION

**That the Committee:**

1. **Commence the community engagement process regarding the proposal to lease the building and licence the land in accordance with Section 115 of the Local Government Act 2020.**
2. **Subject to satisfactory completion of the community engagement process, authorise the Chief Executive Officer (or such person the Chief Executive Officer nominates) to:**
  - a) **Negotiate and execute the lease and licence with the Knox Obedience Dog Club (KODC) subject to:**
    - **An initial term of 10 years, with three extension options (at Council's discretion) of five years each.**
    - **Annual rental of \$229.00 (including GST) per annum increasing annually by CPI.**
  - b) **Negotiate and execute the further extension options subject to satisfactory review, to the maximum 25-year term (including the initial term).**
3. **Notify the KODC of the Committee's decision.**

### INTRODUCTION

#### 1.1 Purpose

The Knox Obedience Dog Club (KODC) is a community based, volunteer organisation. The Club's core purpose is to educate dog owners in handling and managing the behaviours of their dogs. This has been particularly important in recent times with an influx of adopted dogs and new owners throughout the COVID 19 Pandemic.

The important community activity is undertaken by the Club's volunteers, and the service offering is important to the Knox community as the KODC are the only obedience club on Council land within the municipality.

#### 1.2 History

KODC has delivered dog obedience education since its inception in 1968 in the Boronia area. Eleven years later as the Club grew, they moved to Knox Park and in 1981 the Club's members self-funded and built the KODC Pavilion, officially opening on 27 June 1982.

Throughout their history, the Club has continually provided a pivotal service to the Knox community in educating and training their members. Currently the Club has some 1,200 members, significantly contributing to a safer community as it relates to dog behaviour.

The Management Agreements which are in place with the Club include a lease agreement of the Clubs Pavilion on Council land, and a licence agreement for the Club to use the outdoor field. These two agreements run in parallel.

### **1.3 Lease Agreement (Exclusive Use)**

The current lease commenced on 1 January 1998 and is due to conclude on 31 December 2022. The conditions of the lease includes the following key principles:

- Use of premises – activities associated with the operation of the KODC including, education, training, socialising, committee meetings and events for their members and the public.
- Length of lease agreement – 25 years, consisting of an initial ten-year term and three five-year extensions.
- Leased area – the land (building) known as 1672 Ferntree Gully Road, Knoxfield, Knox Park, being part of the Certificate of Title Volume 11417 Folio 210.
- The lessee is granted exclusive occupancy of land the building sits on and the building the KODC owns for the agreed period.
- Building maintenance is the full responsibility of the Club. This will be clearly demonstrated through a maintenance responsibility schedule within the lease agreement.
- Special conditions related to building maintenance within agreement and will include a club building maintenance sinking fund and the implementation of a building condition audit that will determine priorities to be addressed as part of ongoing building maintenance.

### **1.4 Licence Agreement (Non-Exclusive Use)**

The current licence commenced on 1 January 1998 and is due to conclude on 31 December 2022. The conditions of the licence include the following key principles:

- A license agreement is offered in parallel for use of land for the physical delivery of dog obedience training, events and education.
- Length of license agreement – 25 years, consisting of an initial ten-year term and three five-year extensions
- Licensed area – the land known as 1672 Ferntree Gully Road, Knoxfield, Knox Park, being part of the Certificate of Title Volume 11417 Folio 210.
- Usage is permitted from 6.00 am to 12.30 pm on Sunday, and from 5.30 pm to 8.30 pm on two nominated weekdays, and between 6.00 am and 7.00 pm on up to an additional 15 weekend days to be nominated.
- Council is responsible for maintaining the land to ensure it is fit for the use and purpose of the KODC.

The current lease and licence fee is \$2,343 per annum inclusive of GST, which has increased annually as part of Council's adopted budget. However, it is recommended to now align this fee

with the community rate A for a not-for-profit group (Lease and Licence Policy) in Council's fees and charges. The Club's financial statement and membership fees clearly demonstrate they are a not-for-profit community based organisation.

## **2. DISCUSSION**

The Club have indicated a preference for Council officers to consider a long-term lease and licence that mirrors their previous agreement of 25 years.

### **2.1 Leasing and Licencing Policy**

At the Council Meeting held on 26 February 2018, Council endorsed the Lease and Licencing Policy (Policy). The purpose of the Policy is to provide a framework for leasing and licensing Council owned and managed properties. It establishes the requirements for all community Lessees and Licensees to demonstrate the community benefit arising from their use of a Council property.

Through implementation of this Policy, Council aims to:

- Maximise the community benefit arising from the use of community facilities;
- Ensure responsible management of community assets; and
- Establish a methodology for categorizing the type of lessors and licensees and calculating fees.

This Policy provides guiding principles to ensure that Council's land and buildings are managed responsibly in line with legislative requirements, while maximising the occupancy and benefit provided to the community through use of these facilities.

Council officers have assessed the Club against the eligibility criteria for a lease and licence agreement, and the Club meets the criteria outlined in the Policy which includes:

- Be an incorporated association or equivalent;
- Be a not-for-profit community-based organisation;
- Use the facility in a manner consistent with Council's objectives and current Community and Council Plan;
- Be open to the general public or members of the Knox community;
- Adhere to all relevant Council policies and procedures and have complied with the terms of any previous lease or licence from Council (where applicable); and
- Maintain appropriate insurances, including public liability insurance.

The Policy outlines that a lease will only be offered where Council considers that providing exclusive rights to a single tenant is in the best interests of the community or is necessary to recognise capital investment by the tenant and secure the desired use and long-term development of the property. The Club, as the owner of the building meet the criteria for consideration of a lease agreement as outlined in the Policy.

In determining the occupant category and fees, the Club is considered as Community Group A, being that of a special interest/hobby group that provides services to the Knox community, is dependent on volunteers, and provides an ongoing and recognized benefit to the Knox and surrounding community.

Council's fees and charges for Community Group A are determined through the budget process, set out in the annual Fees and Charges Schedule.

The Policy position for the term of a lease agreement is that the standard term will be determined on a case-by-case basis, having regard to the circumstances of the facility and lessee, including Council planning and strategic direction, capital investment, the type of facility and proposed use, the extent of community benefit, and long-term planning or other organisational needs.

The Policy position for the term of a licence agreement is that the standard term for a licence agreement will be five years, subject to the satisfactory performance of the standards outlined in the licence agreement. An extension to the standard term may be negotiated on a case-by-case basis only if the tenant invests or has invested in a fixed asset (such as a building or playing surface) and fully maintains the asset or has been identified by Council as requiring long term planning certainty for funding and other organisational requirements.

Given the Club is the building owner and has sole maintenance responsibility for the Pavilion, in accordance with the Policy, consideration could be given to an extension to the standard term.

The Club have requested a term of 25 years (10-year term, plus three x five-year terms).

## **2.2 Building Condition Audit**

A building condition audit was conducted in 2018-2019, and the results of the audit indicated that the overall component condition was performing well. The overall building condition ranking was 2-3 on a 1 (as new) – 5 (failed) scale. The remaining life of the building as identified in the audit is 41 years, therefore, until 2055.

Officers note that the replacement value of the building is \$1,150,000 as per the 2018 building condition report.

## **2.3 Essential Safety Measures**

Council officers have been advised that per the Building Regulations 2018, the owner of the land on which a building is situated is responsible for ensuring that the buildings important safety systems (Essential Safety Measures) are working at the required operational level throughout the life of the building. The new lease agreement will reflect the requirement for Council to undertake Essential Safety Measure inspections on the Pavilion.

## **2.4 Future Building Works**

The Club has indicated its intention to renew flooring and extend the storeroom in the building.

In addition, the Club has plans to upgrade the Pavilion to include an accessible toilet, with project costs originally quoted at \$39,720 including GST. This project has been supported by Council through the provision of grant funding as part of the Leisure Minor Capital Works Grant Scheme. Funding of \$10,000 was approved in part at the Council meeting held on 27 July 2020. The project was delayed due to COVID-19 interruptions and as such the funds for the project have been carried over and the Club have planned for the project to be completed prior to the end of the financial year.

## **2.5 Considerations for the Future Agreements**

### **2.5.1 Extension to the Standard Term**

The Club have requested an extension to the standard term of the agreement. The request is for a term of 25 years (ten-year term, plus three x five years).

In accordance with Council's Policy an extension to the standard term may be negotiated on a case-by-case basis only if the tenant invests or has invested in a fixed asset (such as a building or playing surface) and fully maintains the asset.

The request by the Club for an extension to the standard term is within the remaining life of the building.

Consideration should be given to the inclusion of a special condition outlining the requirement for the Club to include financial provision for a maintenance sinking fund to aid in ensuring a level of continued accountability to maximize building life.

Furthermore, consideration could also be given to the inclusion of a special condition requiring the Club to include a building condition report to assist with building maintenance prioritization.

### **2.5.2 Next Steps**

Should the intention to lease be approved, Council officers will undertake community consultation for the new lease and licence through Council's "Have Your Say" platform.

## **3. CONSULTATION**

Leisure officers have met with representatives of the KODC to discuss and understand the needs of the group. Internal discussions with officers in Property, Facilities and the Asset Management teams have occurred.

## **4. CLIMATE CHANGE CONSIDERATIONS**

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

## **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

No environmental/amenity impacts have been identified.

## **6. FINANCIAL & ECONOMIC IMPLICATIONS**

As the Pavilion is owned by the Club, the Club is responsible for all of the repair and maintenance of the building.

The new lease agreement will reflect the requirement for Council to undertake Essential Safety Measure inspections on the Pavilion. This is consistent with all buildings on Council land.

Council's fees and charges for Community Group A are determined through the budget process, set out in the annual Fees and Charges Schedule. As such, the anticipated fee for the lease and licence is \$229.00 (including GST).

## **7. SOCIAL IMPLICATIONS**

The KODC provides a pivotal service to the Knox community providing education and training to the Knox community. As a voluntary service to the community the KODC is the only one of its kind within the municipality.

The KODC has also been an active participant at numerous Knox Pets in the Park events as a stallholder.

## **8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025**

### **Opportunity & Innovation**

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

### **Neighbourhoods, Housing & Infrastructure**

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

### **Connection, Resilience & Wellbeing**

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Acting Leisure Contracts and Projects Officer, Rohan Obst

**Report Authorised By:** Director Connected Communities, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Leased Area - Knox Obedience Dog Club [4.2.1 - 1 page]

Attachment 1

Leased area – the land (building) known as 1672 Ferntree Gully Road, Knoxfield (Knox Park)



L103 - Leased land where Knox Obedience Dog Club is situated (roofline boundary)



L171 - Boundary of licensed land for Knox Obedience Dog Club for activation of physical dog club activities



## 4.3 Recreation and Leisure Committee Annual Report & Terms of Reference

**SUMMARY: Acting Leisure Services Officer, Cesar Ortiz**

**Council's Recreation and Leisure Committee provides valuable information and advice on sport and leisure issues to support the decision making of Council. This report outlines the outcomes from the review of the Recreation and Leisure Committee and recommends that the Strategic Planning Committee approves its continuation for a further two years.**

### **RECOMMENDATION**

**That the Committee:**

- 1. Approve the continuation of the Recreation and Leisure Committee as an Advisory Committee to Council until 31 December 2024.**
- 2. Adopt the amended Recreation and Leisure Committee Terms of Reference (Attachment 2).**
- 3. Note that officers will progress the recruitment of new members of the Recreation and Leisure Committee Advisory Committee in accordance with the above-named Terms of Reference.**

### **INTRODUCTION**

At the Council Meeting held on 30 November 2020, Council adopted the re-establishment of the Recreation and Leisure Committee (RLC). As a result, at its Strategic Planning Committee Meeting held on 22 February 2021, the Committee appointed 13 community representatives to the RLC for a two-year period commencing in March and concluding 31 December 2022.

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

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

The current members of the RLC were thanked for their efforts and participation at its last meeting on 5 October 2022. Community members who served on the outgoing RLC are:

- Mark Elder - St Johns Tecoma Cricket Club
- Marika Booth - Upwey Ferntree Gully Baseball Club
- Troy Swainston - Eastern Football Netball League
- Leanne Siwes - Eildon Park Tennis Club
- Mark Tyrrell - Knox City Football Club
- Reeve Marsh - Victorian Association of Radio Model Soaring
- Beccy Dawber - Bayswater Junior Football Club
- Clinton Kennon - Cricket Victoria

- Rebecca Carpenter - Sherbrook Little Athletics
- Lynne Simpson - Eastern Raptors Rugby League Club
- David Bourke - General Community
- Samantha Lowe – Knox Gymnastics
- Lyn Shepherd – Mountain District Netball Association

One appointed Committee member resigned during the term of the Committee. Samantha Lowe tendered her resignation from the Recreation and Leisure Committee and was replaced by the appointment of Lyn Shepherd from Mountain District Netball Association.

Two members have completed a maximum term and as a result would not be eligible to reapply, they are Mark Tyrell and Reeve Marsh.

The current RLC members recorded a high attendance rate to meetings, averaging a 71.8% attendance rate throughout the Group's term.

As per Section 3 of the RLC Terms of Reference, the Committee will comprise of up to, but no greater than 15 members and no less than 12 members. Council officers will conduct a recruitment process between 11 November 2022, and 9 December 2022, to determine new membership for this Committee.

## **2. DISCUSSION**

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

### **2.1 Synergies with Existing Committees**

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

### **2.2 Role of the Committee**

The objectives of the RLC are to:

- Provide strategic advice and input relating to the development of Council's leisure policies and procedures;
- Engage in discussion regarding "special interest" sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested, e.g., provide feedback regarding projects to be considered by Council for submission to Sport and Recreation Victoria Grant Programs.

## **2.3 Annual Update**

A major function of the RLC is to provide advice regarding the development and review of Council policies and plans. During the past 24 months, the RLC has provided advice concerning the development and review of the following Council policies, plans, strategies and guidelines:

### **2.3.1 Community Signage on Council Open Space Policy**

Council officers provided a summary on the proposed changes in Community Signage on Council Open Spaces policy. Council officers also recognised the importance that sponsorships, promotional and advertising signs have on a club's income. The RLC provide valuable and practical insights into this policy.

### **2.3.2 Sporting Club Financial Contribution Towards Reserve Developments Policy**

Council officers introduced the policy mentioned above to the RLC and sought feedback from them on how to make this policy clearer to the sporting groups, fairer, more achievable and what elements should be changed and/or added to it.

### **2.3.3 Casual Use of Active Reserves Policy**

Council officers discussed the process of casual hire of community facilities when these are requested from any member of the community. Council Officers also explained that casual hirers must comply with the Interim Guidelines for casual hire of community facilities introduced in 2016 and the casual hire policy. A handbook to facilitate the casual hiring process was presented as well.

### **2.3.4 Proposed Changes to the Sporting Reserve Facility Usage Policy**

Council officers presented the proposed changes to the sporting reserve facility usage policy. The main change to the policy were the following; clubs are required to field at least one female – junior, senior or veterans team within certain period of time, if this cannot be achieved, a club fielding a merged female team with another club in Knox and to merge and amend ranking criteria 10 and 11 of the Policy. This policy review generated lots of positive feedback.

### **2.3.5 Breach of Seasonal Licence Agreements with Sporting Clubs**

Council officers presented and sought feedback on two items of the Breach of Tenancy Policy. The first item open for discussion was the Severity of Breach Matrix and the second one was the Allocation of Penalty Points Matrix. This policy has been in place for a long period, and it is reviewed every three of four years.

### **2.3.6 Sport Awards – Ranking Criteria**

Council officers presented and sought feedback from the RLC on the existing ranking criteria and ways it can be more suitable for the current community sporting landscape.

In addition, the RLC has been involved in the discussion of special interest sport, leisure and recreation topics including:

### **2.3.7 Recreation and Leisure Committee and Leisure Service Purpose**

Council officers welcome all the RLC members and highlighted that the main focus for the next two years' term would be to partner with sporting clubs and community groups to build and retain participation.

### **2.3.8 Capital Works and Grants**

The Committee was kept informed of current and newly completed capital works programs. Sport and Recreation Victoria Grants, structured sporting facility projects, applications and the selection process were discussed.

### **2.3.9 Club Development Programs**

Council officers provided details on the different club development programs offered by the Leisure Services Team to support clubs during the COVID-19 Pandemic. Council officers also requested the RLC to provide feedback on the biggest challenges clubs faced during the last two years to inform future work.

### **2.3.10 Community Resilience Planning and Network Mapping Approach**

Council officers presented Council's Community and Council's Plan to build more resilient communities under situations of high stress, emergencies and disasters.

### **2.3.11 Leisure Minor Capital Works Grants Scheme Policy and Application Process**

Council officers sought feedback from the RLC members about the difficulties and challenges club volunteers faced when applying for LMCWGS. Council officers also provided a summary of Leisure Minor Capital Works Grant Scheme. A major change in the scheme for the 2022 round of applications was the modification of the funding ratio from 50:50 to 75:25 aiming to help clubs to recover from the COVID-19 Pandemic.

### **2.3.12 Knox Cycling Action Plan Workshop**

Council officers provided an overview of the Knox Cycling Action Plan and captured RLC members' thoughts on three components; the sort of facilities and cyclists bike paths should cater for in ten years' time, the network and hierarchy of cycling network and a proposed ranking criteria to determine which cycling projects are needed and their priority level.

### **2.3.13 Sportsfield Seminar**

Council officers presented an update on the Sportsfield Seminar carried out in March 2022. The objective of the seminar was to reinforce sportsfield standards, provide alternative training options to clubs and to provide an overview on ground maintenance works.

### **2.3.14 Knox Festival**

Council officers explained the crucial role Knox Festival plays in the community. The RLC members were asked to consider and provide the "must haves" for the festival in 2022 as well as the best ways sporting clubs can participate at the Knox Festival.

### **2.3.15 Development of the Community and Council Plans**

Council officers explained that Council will be seeking feedback from the RLC on Community Plan (ten-year vision) and the Council Plan (four-year plan that will articulate the vision).

### **2.3.16 Sports, Leisure and Sustainability**

Council officers provided an explanation of Council's draft Climate Response 2021-2031, including the plan's main two features; Knox City Council as an organisation to reach net zero emissions by 2030 and Knox community to reach net zero emissions by 2050.

### **2.3.17 Emergency Management in Local Government**

Council officers outlined that by combining the clubs network with the skills of Emergency Management Team will result in a better emergency management in Knox.

Advice and information and approaches that assisted the development of the above Council policies, plans and projects included specialist advice, benchmarking information, knowledge sharing, and the exploration and testing of ideas.

The RLC also assists with the on-going development of a strong network and continued capacity building between Council and key stakeholders within the sport and recreation sector.

## **2.4 Efficiency and Effectiveness of the Committee**

Council's Leisure Services unit coordinates the administration of the RLC, including the preparation of meeting agendas and minutes for a maximum of four meetings per year. Councillor representatives during 2020-2022 were Councillor Lisa Cooper (Chair) and Councillor Marcia Timmers-Leitch.

It is estimated that approximately 50 hours of Council officer time, including meeting administration and presentation of meeting topics, is required to support meetings of the RLC per annum.

When reviewing the RLC, the outgoing members agreed that the RLC is extremely valuable in addressing issues which will directly affect the community and praised the networking opportunities that the RLC provides.

Throughout this review it was also noted that the frequency of four meetings in person or online (hybrid meeting option) per year was appropriate; the composition of the RLC benefited from an equal level of female representation compared to male representation and members with diverse interests and background.

Council officers involved in administering the RLC consider that it functions effectively, and the feedback provided by RLC members on various topics is valuable.

## **2.5 Group Feedback**

Further feedback was sought from the RLC members, including:

### **2.5.1 What Are the Positives of the RLC?**

- The topics discussed were very practical, especially those around Knox City Council's policies and procedures. RLC members felt that their input was taken into consideration, and that they influenced future policies outcomes.
- The RLC meetings allowed the group to provide suggestions to Council Officers on a wide range of issues, which were relevant to sporting clubs and community groups.
- The RLC meetings are a good opportunity for the members to share their experiences and knowledge among themselves around the Knox City Council proposed meeting topics.

### **2.5.2 What Can Be Improved?**

- To bring to the discussion topics that are arising in each sport in order to build future meeting agendas.
- To provide an opportunity for the RLC members to highlight the positives and to focus on what has been achieved by their organisations.
- To open the discussion to the RLC members on items such as Knox City Council initiatives and capital works plans, thus, different user groups have their say on how those initiatives and plans might impact them directly or indirectly.

### 2.5.3 How Do They Feel About the Composition of the RLC?

- The RLC members suggested that it would be good idea to invite more senior people and young volunteers from the sporting landscape. For instance, invite those who have been awarded in the Knox Sport and Leisure Awards – Young Volunteers of the Year category.

### 2.5.4 Whether the Regularity of Meetings was adequate?

The RLC members agreed that the current regularity of meetings (four per annum) is adequate. In addition to that they also mentioned that hybrid meetings are a great incorporation and adds flexibility to the meetings.

### 2.6 Timeframe for the RLC 2023-2025

Given the feedback provided by the current members of the RLC, a proposed timeframe has been developed to appoint community members to the RLC for a further term (the timeline is detailed below). The application process would be undertaken in line with the RLC Terms of Reference. The updated Terms of Reference has been attached to this report at Attachment 2 for approval.

Date	Task
7 November 2022	SPC report for Annual Review and seeking approval to renew group and Terms of Reference update.
11 November 2022	Applications for Group membership open and advertise vacant positions.
9 December 2022	Applications Close at 4 pm.
12-16 December 2022	Assessment of Applications.
27 February 2023	Council meeting seeking approval of recommended group members.
8 March 2023	Proposed first meeting of the new RLC.

### 2.7 Terms of Reference

At the Council Meeting held on 26 September 2022, Council approved the Council Committees Policy. The key amendments to the proposed terms of reference include:

Extension of the terms of reference to be 4 years with membership of the committee remaining at 2 years for general committee members and annually for Councillors.

The inclusion of hybrid technology for the conduct of meetings

Administrative updates to include wording of the Terms of Reference which is consistent with the Council Committees Policy (2022) have been included. This relates to wording in the areas of membership representation, casual vacancies, synergies with other committees, quorum, conflict of interest provisions, planning and workplan, contact with the media, and meals provisions.

The process for selection and recruitment process for advertisement for Committee members has been included.

The proposed Terms of Reference with the proposed changes are highlighted in Attachment 1, and a clean version in Attachment 2.



### **3. CONSULTATION**

The RLC members were provided with the opportunity to provide feedback on the effectiveness of, and value added by the RLC, with the results of this survey discussed in Section 2.5 of this report.

### **4. CLIMATE CHANGE CONSIDERATIONS**

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

### **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

The RLC considers matters that may affect the health and wellbeing of the Knox community and assists in the progression of key environmental and amenity improvements facing Council (e.g., sustainability of sporting facilities).

### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The cost to Council to support the RLC was approximately \$4,070 and is funded within Council's annual budget. This sum consists of labour to support meetings, costs for catering for the RLC meetings and end of the term recognition gifts for the volunteer members. Due to the current COVID-19 Pandemic, four of the meetings were held via Zoom resulting an approximate saving of \$800 for catering.

- Officer hours - \$3,500.00.
- Catering for the RLC meetings - \$570.

### **7. SOCIAL IMPLICATIONS**

The RLC provides advice to Council concerning the social implications associated with the development of leisure, sport and recreational policies and strategic plans. Following the review of this Committee, it is proposed that this Committee continues to provide this advice.

### **8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025**

#### **Opportunity & Innovation**

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

#### **Connection, Resilience & Wellbeing**

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

#### **Civic Engagement & Integrity**

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

### **9. CONFLICT OF INTEREST**

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

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## **10. CONFIDENTIALITY**

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

**Report Prepared By:**                    **Acting Leisure Services Officer, Cesar Ortiz**

**Report Authorised By:**            **Director Connected Communities, Tanya Scicluna**

### **Attachments**

1. Attachment 1 Terms of Reference Recreation Leisure Committee marked up version [**4.3.1** - 9 pages]
2. Attachment 2 Terms of Reference Recreation Leisure Committee clean version [**4.3.2** - 7 pages]



# Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Coordinator Leisure Services
Approval Date:	<del>22 March 2021-07</del> <a href="#">November 2022</a>	Version Number:	<a href="#">110</a>
Review Date:	<del>Four</del> <i>Two</i> 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 Committee exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

## 2. Objectives

The objectives of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to external funding programs.

Advisory Committees, when established under this Policy, will be aligned to one of the following groups:

- Life Stages Group;
- Sustainable Development Group;
- Inclusive, Active and Creative Community Groups; and
- Grants Evaluation Group.

Whilst the individual committees will meet either online or in person (hybrid option will be available) at the designated times within its Terms of Reference, each 'group' will meet once annually. This will generally be between October and December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

Provide feedback to group on priorities for individual committees;  
 Update group of progress of key issues; and  
 Identify synergies between groups and links to progressing the Community and Council Plan.



### 3. Membership, Period of Membership and Method of Appointment

The Committee will comprise of up to, but no greater than 15 members and no less than 12 members, including the following:

- Councillor(s) – appointed annually by Council.
- Community representative(s) – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the Council Committee.
- Industry or professional representatives – appointed by Council through a registration of interest and selection process or via request depending on expertise and need.
- ~~Councillor representatives (three) – Annually appointed by Council;~~
- ~~General Community representatives;~~
- ~~Sporting Association representatives ; and~~
- ~~Sector representatives.~~

Membership representation is described below:

- ~~Councillor representatives – Appointed annually;~~
- ~~General Community representatives – These representatives are enthusiastic about sport and leisure. They may or may not be affiliated with a specific sporting or leisure group;~~
- Industry or professional representatives ~~Sporting Association representatives – Actively support a sporting code within the City of Knox and special interest groups i.e youth, access and inclusion and/or the broader sporting and leisure sector.; and~~
- ~~Sector representatives – Represent special interest groups i.e. youth, access and inclusion and/or the broader sporting and leisure sector.~~

It is expected that each member will attend either online or in person (hybrid meetings will be available) a minimum of 75% of meetings annually. ~~If a member attends less than 75% of meetings annually, Council could appoint a replacement member if deemed necessary.~~

#### 3.1 Applications

Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Leisure, sporting and health and fitness trends;
- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Sporting and leisure networks;
- A working knowledge of sport and leisure within Knox; and
- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the Committee, a written letter of resignation should be made to the Chairperson. ~~Council reserves its right to truncate the term of the Committee.~~

#### 3.2 Term

Non-Councillor members on the Committee will be appointed for a maximum term of two years. At the conclusion of each term, pending Council approval, new Committee members will be appointed via the aforementioned application process.



### **3.31 Selection and Recruitment of Community and Professional Industry Representative Members**

~~The process to appoint community members will be advertised on Council's website, digital platforms, publications and through local networks. Applicants must make application via an expression of interest process. The process to appoint community members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.~~

Eligible community members will have an interest in and good working knowledge of sport and leisure in Knox.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and two Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members.

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.

### **3.42 Casual Vacancies**

~~Casual vacancies which arise 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.~~

~~If there is no suitable candidate from the previous selection process, the Council Committee may appoint by another method, as approved by the CEO.~~

~~The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Council Committee for the remainder of the previous incumbent's term. Casual vacancies which occur due to a sporting association Committee members or a general community Committee member being unable to complete their appointments, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community.~~

~~Should there be further clarity on how to determine priority eg. Replace with qualities of the concluding member, or use the original ranking criteria, the selection panel will make a recommendation to the Chief Executive Officer, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.~~



Should there be no suitable alternative candidate from the previous selection process (inability to ensure that the composition of the Committee is inclusive, diverse and equitable); the position will remain unfilled unless the total membership of the Committee has reached a level below the minimum membership requirements.

Where there are no suitable candidates identified and the minimum membership requirements are not met, a formal expression of interest and selection process is required. The outcome of the formal expression of interest process will be presented to Council for determination.

### 3.53 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.

### 3.64 Council Officers

Council officers will be nominated to support the committee by the CEO as required to provide advice and administrative support to the committee.

## 4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The Committee may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the Committee.

In accordance with section [76E-124](#) of the Local Government Act [20201989](#), a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. ~~The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. A Council Committee cannot make recommendations for matters outside its agreed scope as detailed in the Terms of Reference.~~

## 5. Synergies with existing committees

~~The Committee is the only Council committee that deals with broad-based sport, recreation and leisure issues within the City of Knox. Given the specific function of the Committee, the amalgamation with an existing committee is not recommended or considered appropriate. However, it must be noted that the other committees may have input in to key issues (eg. Community Safety, Health and Wellbeing, Disability Advisory Committee, Youth Advisory Committee, etc).~~

~~The Committee forms part of the Inclusive, Active and Creative Communities Group of Committees, which meets twice annually.~~

## 6.5. Quorum





~~There will be no designated quorum for Council Committees. A Council Committee can proceed if Councillor nominee/s are not present at the meeting. A quorum will be fifty per cent (50%) of the Committee membership plus one.~~

#### **Substitute representation for a committee meeting**

~~Should a sporting association member of the Committee be unable to attend a meeting either online or in person, the said member could send an associate of their organisation/group as a substitute. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Manager Active and Creative Communities prior to the meeting.~~

~~Should a general community member with no alignment to an organisation/group be an apology for a meeting, the member will be unable to be replaced by a substitute.~~

~~Professional/industry representatives unable to attend a committee meeting either online or in person (hybrid meetings will be available) 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.~~

## 7.6. Meeting Procedures

The Committee will meet either online or in person (Hybrid meetings will be available) four times per calendar year and additional meetings may be scheduled if required.

Meetings will follow Knox City Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

~~The Committee will meet on a quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. The Committee will also participate in the six-monthly group meetings and the annual Advisory Committee Forum.~~

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

At the commencement of each term 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 such as Occupational Health and Safety, Child Safe Standards, Conflict of Interest and the relevant governance matters, First Nations matters, Emergency Management and other topics that may be of relevance to individual Council Committees 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.

Whilst the individual committees will meet either online or in-person (hybrid option will be available) at the designated times within its Terms of Reference, each 'group' will meet once annually

### 8.7. Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to the Committee.

Where there is one Councillor representative on the Recreation & Leisure Committee that Councillor stands as Chairperson. Where there is more than one Councillor representative the Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

### 9.8. Agendas and Meeting Notes

Agendas and Meeting Notes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting.

The Council Committee may through its Terms of Reference, provide guidance regarding the public availability of agendas and meeting notes, having regard to Council's Public Transparency Policy and the requirement that Council Information be publicly available, unless:

- a) the information is confidential by virtue of the Act or any other Act; or
- b) public availability of the information would be contrary to the public interest.

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

The minutes-notes of a Committee meeting must:

- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes-meeting notes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;



- (b) Distributed to all Committee Members following confirmation from the Chairperson and within -14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

~~Minutes/Meeting notes~~ must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

~~Agendas and Minutes of the Committee will be made available on Council's website/intranet.~~

~~Agendas and notes from meetings are not required to be made available on Council's website to the public.~~

~~Agendas and notes from meetings are not required to be made available to the public. However the Annual Committee Report is presented to Council each year and is available to the public. The Annual Committee Report provides a summary of the topics and emerging issues discussed by the Committee over the preceding 12 month period.~~

## ~~10.9.~~ 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.

## ~~11.10.~~ 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.~~

Meetings of Committees will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest



in relation to a matter before the Council Committee, they must disclose the matter to the Council Committee 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 staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting. Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the Committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager Governance within five working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on Council's website.

All members of the Advisory Committee may be invited to attend annual training on Conduct and Interest provisions run by the Governance team.

## 12.11. Planning and Reporting

### 11.1 Annual Work Plan

Council Committees are required to formulate an annual work plan that aligns with Council's Community Plan and Council Plan. From time to time Council Committees may be requested to include training, or other business in their agendas that is outside their agreed Work Plan, on matters such as:

- Occupational Health and Safety;
- Child Safe Standards;
- Conflict of Interest and relevant governance matters;
- First Nations matters;
- Emergency Management; and
- Other topics that may be of relevance to individual Council Committees.

Council Committees will need to accommodate such requests, particularly where there are statutory obligations. However, every endeavour should be made to minimise the impact of such matters on the ongoing business of the Committee.

### 11.2 Annual Report

Council Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Council Committee and should directly reflect the objectives and the performance measures of the committee as set out in its Terms of Reference. Once adopted by the Council. The Council Officers will prepare a Council report on an annual basis in line with their stated objectives. The report should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference.



### ~~13.~~ Administration ~~Administration Support~~

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

Administration support will be provided by the Active & Creative Communities Department.

### ~~14.12.~~ Contact with the Media

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a Council Committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Council Committee. Contact with the Media by Advisory Committee members will be conducted in accordance with the relevant Councillor and staff media policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.

### ~~15.13.~~ Review Date

Council Committees must be reviewed on a regular basis, with a review date generally not exceeding a 4 year period. If the committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period. The Committee will sunset after two years. If the Committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the Committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

### ~~16.14.~~ Meals

Council will provide reasonable meals for Council Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget. 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.

### 15. 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 and approved by the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, changes to Federal or State Government department names or legislation; or other minor amendments that do not have material impact on the provisions or intent of the Policy. Where any change or update is considered to be a material change, it must be considered by Council or a relevant Delegated Committee.



# Recreation & Leisure Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Coordinator Leisure Services
Approval Date:	7 November 2022	Version Number:	11
Review Date:	<i>Four Years from Meeting Date</i>		

## 1. Purpose

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

The Committee exists to:

- Assist Council with its community engagement process and provide valuable information to support the decision making of Council; and
- Support Council's commitment to engage with its community and to acknowledge the critical role recreation, sport and leisure plays in the wellbeing of our community.

## 2. Objectives

The objectives of the Committee are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested e.g. provide feedback regarding projects to be considered by Council for submission to external funding programs.

## 3. Membership, Period of Membership and Method of Appointment

The Committee will comprise of up to, but no greater than 15 members and no less than 12 members, including the following:

- Councillor(s) – appointed annually by Council.
- Community representative(s) – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the Council Committee.
- Industry or professional representatives – appointed by Council through a registration of interest and selection process or via request depending on expertise and need.

It is expected that each member will attend either online or in person (hybrid meetings will be available) a minimum of 75% of meetings annually.



### **3.1 Applications**

Applications will be assessed based upon their interest, knowledge and expertise relating to:

- Leisure, sporting and health and fitness trends;
- Sporting and leisure infrastructure;
- Community capacity building, particularly the importance of volunteerism;
- Sporting and leisure networks;
- A working knowledge of sport and leisure within Knox; and
- The provision of sport and leisure within a Local Government context.

Should it be required, a follow up interview with the applicant will take place. In the event of a member resigning from the Committee, a written letter of resignation should be made to the Chairperson.

### **3.2 Term**

Non-Councillor members on the Committee will be appointed for a maximum term of two years. At the conclusion of each term, pending Council approval, new Committee members will be appointed via the aforementioned application process.

### **3.3 Selection and Recruitment of Community and Professional Industry Representative Members**

The process to appoint community members will be advertised on Council's website, digital platforms, publications and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of sport and leisure in Knox.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and two Council Officers from the relevant service unit;
- The method of appointment will be via an online expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Consideration will be given to ensuring that the composition of the Committee is inclusive, diverse, equitable, and representative of the broader Knox community.
- Council will be responsible for appointing all Councillor, community and professional/industry representative members.

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.

### **3.4 Casual Vacancies**

Casual vacancies which arise 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.





If there is no suitable candidate from the previous selection process, the Council Committee may appoint by another method, as approved by the CEO.

The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Council Committee for the remainder of the previous incumbent's term.

### **3.5 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.

### **3.6 Council Officers**

Council officers will be nominated to support the committee by the CEO as required to provide advice and administrative support to the committee.

## **4. Delegated Authority and Decision Making**

The Committee acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council. The Committee may determine and form (through its membership) specific purpose committees to undertake research and make recommendations to the Committee.

In accordance with section 124 of the Local Government Act 2020, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function. A Council Committee cannot make recommendations for matters outside its agreed scope as detailed in the Terms of Reference.

## **5. Quorum**

There will be no designated quorum for Council Committees. A Council Committee can proceed if Councillor nominee/s are not present at the meeting.

## **6. Meeting Procedures**

The Committee will meet either online or in person (Hybrid meetings will be available) four times per calendar year and additional meetings may be scheduled if required.

Meetings will follow Knox City Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;



- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

At the commencement of each term 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 such as Occupational Health and Safety, Child Safe Standards, Conflict of Interest and the relevant governance matters, First Nations matters, Emergency Management and other topics that may be of relevance to individual Council Committees 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.

## 7. Chair

The position of Chairperson shall be reviewed annually immediately following Councillor appointments to the Committee.

Where there is one Councillor representative on the Recreation & Leisure Committee that Councillor stands as Chairperson. Where there is more than one Councillor representative the Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise Council's Governance Team of the name of the Chairperson within one week of appointment. These details will then be updated on the intranet and the Internet.

## 8. Agendas and Meeting Notes

Agendas and Meeting Notes must be prepared for each meeting of the Committee. The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting. The Council Committee may through its Terms of Reference, provide guidance regarding the public availability of agendas and meeting notes, having regard to Council's Public Transparency Policy and the requirement that Council Information be publicly available, unless:

- a) the information is confidential by virtue of the Act or any other Act; or
- b) public availability of the information would be contrary to the public interest.

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

The notes of a Committee meeting must:



- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft meeting notes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for formal endorsement.

Meeting notes must be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

## 9. 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.

## 10. 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 Committees will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Council Committee, they must disclose the matter to the Council Committee 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 staff and/or 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 may be invited to attend annual training on Conduct and Interest provisions run by the Governance team.

## 11. Planning and Reporting

### 11.1 Annual Work Plan

Council Committees are required to formulate an annual work plan that aligns with Council's Community Plan and Council Plan. From time to time Council Committees may be requested to include training, or other business in their agendas that is outside their agreed Work Plan, on matters such as:

- Occupational Health and Safety;
- Child Safe Standards;
- Conflict of Interest and relevant governance matters;
- First Nations matters;
- Emergency Management; and
- Other topics that may be of relevance to individual Council Committees.

Council Committees will need to accommodate such requests, particularly where there are statutory obligations. However, every endeavour should be made to minimise the impact of such matters on the ongoing business of the Committee.

### 11.2 Annual Report

Council Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Council Committee and should directly reflect the objectives and the performance measures of the committee as set out in its Terms of Reference. Once adopted by the Council.

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

## 12. Contact with the Media

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a Council Committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Council Committee.

## 13. Review Date

Council Committees must be reviewed on a regular basis, with a review date generally not exceeding a 4 year period. If the committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

## 14. Meals

Council will provide reasonable meals for Council Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.



## 15. 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 and approved by the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, changes to Federal or State Government department names or legislation; or other minor amendments that do not have material impact on the provisions or intent of the Policy. Where any change or update is considered to be a material change, it must be considered by Council or a relevant Delegated Committee.

## 4.4 ICT Capital Works Report

### **SUMMARY:**

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

### **RECOMMENDATION**

**That the Committee receive and note the ICT Capital Works Report, as at 27 October 2022.**

#### **1. INTRODUCTION**

This report summarises Council's ICT Capital Works Program for the 2022/2023 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month.

The ICT Capital Works Report is included as an attachment. Highlights of the ICT Capital Works Report include:

- The Asset Management Information System project has governance approval to progress with its first phase of implementation of the Confirm solution to the Parks team on 2 November 22.
- The Early Years project is also ready to implement their first phase of the project in early November 22, delivering the new EnrolNow solution, which will manage enrolments in preparation for the new educational year.
- The Intranet Project is engaging with stakeholders across the organisation to plan the structure of the new content for the intranet aligned to business needs. A Request for Quote process is underway to select a vendor to build the underlying intranet platform using a Sharepoint solution.
- The Enterprise Integration Platform project has selected a solution and is finalising a Proof of Concept.

#### **2. CONFIDENTIALITY**

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

**Report Prepared By: Head of IT PMO, Shona Richards**

**Report Authorised By: Chief Information Officer, Scott Coleman**

### **Attachments**

1. Council Report No financials [4.4.1 - 5 pages]

Project Status	Project Name	Status
In progress		
	<p><b>Active Aging System Platform</b></p> <p>This project will review Carelink Plus, the key system, and related processes currently used by Community Access and Support, to improve their experience and optimise the data shared with other systems.</p> <p>Workshops with individual Community Access and Support teams have been held to understand the opportunities and pain points that exist and the vendor provided a demonstration of the latest version capabilities for the Carelink Plus system ahead of an upgrade..</p>	Green
	<p><b>Asset Management Information System</b></p> <p>Council’s current Asset Management Information system ‘Lifecycle’ is a critical tool to manage Council Assets. This project is to replace the current Lifecycle system with 'Confirm' a contemporary, modern, well supported and compliant system equivalent that meets Council’s current and future needs. The 'Confirm' solution is market leading, innovative, and flexible in managing the broad range of Council asset classes and provision of services in the most effective and efficient manner.</p> <p>The project has been re-baselined, with the implementation of Phase 1 for Parks being the 2 November 22 and Works the 21 November 22. Phase 2 will be implemented by the end of August 2023. User training for the “Champion” users and Admin Officers is complete, as is the training for the impacted user groups. Testing has been completed with no critical defects. Project has received governance approvals to go live in line with implementation readiness criteria.</p>	Green
	<p><b>Corporate Reporting Solutions</b></p> <p>The Corporate Reporting Project will deliver process and technical solutions for management of key strategic plans, frameworks, audit compliance, risks, policies and delegations.</p> <p>The implementation phase has begun. Design and configuration of the first “Audit” module has progressed well in October. Technical review for people systems integration is in progress with a workshop to be held with vendor early November.</p>	Green
	<p><b>DCCT Program - Ph-2 Intranet Redevelopment</b></p> <p>Digital Customer Channels Transformation Program - Phase 2 Intranet. This project replaces the current staff intranet with a contemporary digital solution, enabling staff to efficiently connect with colleagues, information, ideas and systems across Council.</p> <p>The evaluation of the system build RFQ is progressing well, with vendor demonstrations occurring in November. Content workshops with various business areas from across Council have commenced, completing early November.</p>	Green



Project Status	Project Name	Status
	<p><b>Early Years Platform</b></p> <p>The Early Years Project will review service requirements, ensuring the correct solution is in place to meet process and technical requirements whilst delivering a better experience for our Kindergarten and Childcare communities.</p> <p>The system design is complete and configuration is nearing completion. Development work for GIS integration is complete and map functionality in the Registration form is being finalised. First round of data has been provided for uploading into EnrolNow. Training is scheduled for mid -October and User Acceptance the week following training. Awareness sessions have been held with Kindergarten and Hub leadership teams and Kindergarten Educators. Go live will occur in two phases, 1 - Core system go live planned for 7 November and 2 - Digital Sign in / Sign Out planned for 30 November when the children commence kindergarten services in the new year.</p>	Green
	<p><b>Enterprise Integration Platform</b></p> <p>The Enterprise Integration Platform project seeks to reduce the overall complexity of our technical environment with a single enterprise platform that will support KCC's vision of sustainable integration capability.</p> <p>Testing has commenced for the Proof of Concept; permit application documents created in Pathway are integrated to KX. Planning for a showcase is in progress and a Proof of Concept Lessons Learnt session has been scheduled for early November. The project scope document was presented at the ICT Steering Committee Meeting and at the ICT Governance Meeting and received endorsement and approval.</p>	Green
	<p><b>Project Management Office - ICT Governance</b></p> <p>This budget allocation is to cover costs associated with ICT governance including independent members of the ICT Governance Committee.</p> <p>The allocation continues to track to plan.</p>	Green
	<p><b>Project Management Office</b></p> <p>Project Management Office oversees quality aspects of the overall Portfolio of ICT. The PMO is used for PMO resource costs, and non-project specific charges, including annual leave and admin/team activities.</p> <p>The budget for this function continues to be managed according to plan.</p>	Green

On hold	
<p><b>Master Data Management</b></p> <p>Master Data Management (MDM) is a cultural change program focused on the collaborative effort between service areas, people, systems and processes to form a common understanding of how the Council will maintain and support key datasets.</p> <p>This project is in Red Status due to the project going on hold pending a new Project Sponsor and confirmation of direction of project. KCC initiated the Master Data Management (MDM) project mid-2020, where a vendor supported capability assessment was completed across Council. The project recommended the onboarding of a data architect which has been actioned and who is now taking the lead on forming our data management strategy. Following the completion of the organisational restructure, the Customer and Performance Director, Greg Curcio has been confirmed as the ongoing sponsor. Once the project is restarted, the scope of the project will be determined, a Project Manager assigned, and a re-baseline of project timelines to return the project status to Green.</p>	Red
<p><b>Spatial Capability</b></p> <p>Spatial information is all about the location of people, properties, and objects. Council uses spatial information to better understand its community, assets and resources and ensure that it provides the high-quality services, policies, and programs. This project centres on how to increase spatial capabilities across a range of functions across council.</p> <p>This project is in Red Status due to delays in progressing delivery of spatial capabilities whilst GIS platform considerations are resolved. In February 22 the current solution provider mandated a move from On-Premise to the Cloud in June 2023, however in October 22 discussions have commenced to extend the current on premise solution to June 2025. Additional spatial capabilities will be considered alongside longer term platform needs as part of the ICT Next Gen Strategy.</p>	Red
Not started	
<p><b>Cloud Solutions</b></p> <p>This project aims to prioritise migration of key solutions from on Premise to the Cloud. Cloud solutions increase operation and storage flexibility of our IT systems, improves business continuity risk, improves staff accessibility, and ensures ease of regular automatic updates. Cloud solutions reduces maintenance cost of hardware, software, resource and energy costs.</p> <p>This project will commence upon completion of the ICT Next Gen strategy in 2023.</p>	Not Started
<p><b>Customer Relationship Management</b></p> <p>Customer Relationship Management refers to all strategies, techniques, tools, and technologies used by Council for effectively servicing our community-based customers.</p> <p>This project is now due to commence in 2023 in line with the completion of the Customer Experience Strategy which is currently out for Community consultation and the Next Gen ICT Strategy &amp; Roadmap development.</p>	Not Started
<p><b>DCCT Program - Ph-3 Integration Phase</b></p> <p>This phase will expand on earlier delivery of the Digital program, with the implementation of a secure portal to Knox staff, a Knox business hub and additional integration with Knox systems.</p> <p>The phase will commence in 2023 upon completion of the CX and ICT Next Gen Strategies.</p>	Not Started

<p><b>Facilities Booking Solution - Phase 2 Community Facilities Booking Solution</b></p> <p>This project is the second phase of the facilities booking project. Phase 1 deployed the Priava solution and this second phase will be to extend the booking solution to the community for facilities booking, including access to 300+ facilities such as halls, pavilions, ovals etc.</p> <p>This project will commence when resource capacity becomes available from the Asset Management Project and project management pool over the coming months</p>	Not Started
<b>Completed</b>	
<p><b>Business Intelligence</b></p> <p>The Business Intelligence Project aims to build and continually improve Council's business intelligence capability, and work with the business to develop BI solutions which provide crucial insights to drive improved strategy development, evidence-based planning and business improvement.</p> <p>This project was completed in July 2021. The Business Intelligence (BI) Project has finalised its set objectives to enable Council teams with BI and Analytics capability by implementing a structured approach to address BI and data related requests. Through the project implementation a total of 16 use cases across 11 departments were delivered over the last 12 months. Power Users were identified and provided with advanced training on BI tools. The Strategy and BI team will continue to support business on BI and Analytics requirements following project closure.</p>	Complete
<p><b>Community Engagement Platform</b></p> <p>Assisting Strategy and Business Intelligence to deliver a centre-led community engagement approach, which includes effective processes, tools, data management and technology integration. This will be supported by a new community engagement digital platform to facilitate external and internal engagement. Together the project will deliver improved outcomes to the community, by ensuring that the community voice is included in decisions made by Council.</p> <p>This project was completed in February 2021, when the Knox "Have Your Say" platform went live. The solution underpins the policy and framework for Knox's engagement with the community on decision making that affects them. Additional staff awareness sessions and on-demand training are available to support the ongoing use of the tool.</p>	Complete
<p><b>DCCT Program - Ph-1 Website Redevelopment</b></p> <p>Digital Customer Channels Transformation Program. The project replaced the existing website, with a new digital solution which delivers a quick, convenient and rewarding digital interactions with Council. Content on the site was refreshed and a new operating model agreed to ensure the website meets Community expectations into the future.</p> <p>This project was completed in June 2021 following the successful deployment of Council's new website. Ongoing support has been handed over to the newly established Digital Experience Team. All final project tasks including the decommissioning of the old website have been completed.</p>	Complete

<p><b>Facilities Booking Solution - Phase 1 Staff Room Bookings</b></p> <p>The project has successfully implemented a contemporary facilities booking solution called Priava, to facilitate staff bookings of Civic Centre function rooms, fleet vehicles, staff meeting rooms and staff meeting rooms in Knox Community and Leisure Centres (50+ additional rooms available for staff reservation).</p> <p>This project was successfully completed in 2019.</p>	Complete
<p><b>HR Systems</b></p> <p>The Enhancing our People Systems project delivered three work packages 1. PageUp Recruitment, Learning, Variations and Onboarding, 2. Humanforce Time &amp; Attendance and 3. PageUp Performance and Succession.</p> <p>This project was completed in 2021. New systems are in place and formal handover has occurred with People &amp; Culture.</p>	Complete
<p><b>Pathway Program</b></p> <p>This program delivers enhancements to the Pathway system, which manages customer requests and enquiries, rates, payments, infringements, animal registrations and permit and renewal applications. The key outcomes include developing online services with an improved customer experience, enable seamless integration between systems, and optimise the use of available functionality within Pathway such as dashboards and electronic document delivery.</p> <p>The ICT funding for Pathway enhancements has concluded and ongoing development transitioned to BAU operations in September 2021. The program has delivered significant benefits to Council. IT will continue to support Pathway and ePathway development as a core application at Knox.</p>	Complete

## 4.5 Capital Works Program Monthly Report

### **SUMMARY: Coordinator – Capital Works, John Bixby**

**The Capital Works Program Report shows projects on Council’s Capital Works Program and indicates the status of each project as of 21 October 2022.**

### **RECOMMENDATION**

**That the Committee receive and note the Capital Works Program Report as of 21 October 2022.**

#### **1. INTRODUCTION**

This report summarises Council’s Capital Works Program for the 2022/23 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 21 October 2022 is attached as Attachment A.

Highlights of the Works Report as of 21 October 2022 include:

- Gilbert Park modular - construction work is expected to be completed late October with refurbishment works on the existing pavilion to commence in November
- Llewellyn Reserve, Wantirna South - Masterplan Implementation landscaping works completed with pathway works nearing completion.
- Amesbury Avenue, Wantirna - Intersection Treatments completed
- Locker Program for Council Kindergartens completed

Council has a number of projects presently being scoped, out to quote/tender and a lot expected to be completed in November which is positive. Many projects continue to experience delays due to the wet weather. Councils project budget value reflects the preliminary carry forward of 21/22 funds in addition to new project funding for the 22/23 financial year, which are subject to finalisation.

#### **2. CONFIDENTIALITY**

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

**Report Prepared by:                   Acting Coordinator – Capital Works, John Bixby**

**Report Authorised by:            Director Infrastructure, Grant Thorne**

### **Attachments**

1. Capital Works Program - Works Report as 21 October 2022 - Attachment A [4.5.1 - 17 pages]

**Knox City Council Project Status Report**

21-Oct-2022

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$855,820</b>
All Wards	Scoping for various pedestrian bridge renewals including Brenock Park Drive, Chatham Ave and Henderson Rd. Council is scoping a large maintenance package of bridge repair works.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$300,000</b>
All Wards	Program is presently being scoped.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,187,200</b>
All Wards	A contract for these works went to Council in the September meeting and has be awarded as per officer report. Works have since been allocated to successful contractors with works expected to start early November.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,600,000</b>
All Wards	Drainage renewal works are in progress at various locations including Rangeview Rd Boronia, Elizabeth St Bayswater and Knox Community Gardens.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$2,430,850</b>
All Wards	Several renewal packages have been awarded to contractors and works are in progress at a variety of locations.	
<b>10</b>	<b>Bicycle and Shared Path Renewal Program</b>	<b>\$688,000</b>
All Wards	The shared path renewal program is currently being scoped.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$3,959,251</b>
All Wards	Expenditure is on track, with over 40% of overall budget already spent or committed. The program of works is now completed and quotes for works will be requested for the coming weeks. Works completed since last update include Knox Gardens Tennis Club Kitchen Renewals and Grease Trap installation, Upgrades to Switchboards across the municipality.  Works currently under way include - Dobson Park Pavilion Bathroom, DDA Toilet and Umpire Rooms Renewals, Bayswater Seniors Rekeying, Knox Leisureworks Pool Plant Renewals, Access Control and Duress alarm system installation and concrete egress path upgrade.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,509,500</b>
All Wards	Contract 3000 Knox Playspace Renewal 2021-22: Playspace upgrade at Karoo Rd is under construction and expect to be completed early November; Construction works at Grange Dr and Heritage Way will be commenced soon. Knox Playspace Renewal 2022-23: First round of community consultation was completed. We are in the process of developing the draft concept plans for four playground upgrades (Kent Park, Sovereign Crest Reserve, Castlefield Square and Val Boyd Reserve).	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$147,000</b>
All Wards	Expenditure is not likely required, until late June 2023.	

**Knox City Council Project Status Report**

21-Oct-2022

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>24</b>	<b>Carpark Renewal</b>	<b>\$560,000</b>
All Wards	The carpark renewal program is currently being scoped.	
<b>25</b>	<b>Plant &amp; Machinery Renewal Program</b>	<b>\$2,260,000</b>
All Wards	Fleet Renewal Program underway, expected delays in some plant & equipment supply due to effect of COVID across manufacturing in general.	
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$524,519</b>
All Wards	Currently delivering infill street tree planting program	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$6,000,000</b>
Tirhatuan	Construction - Bulk earthworks are progressing onsite.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	The roadside furniture program is currently being scoped.	
<b>147</b>	<b>Energy Retrofits for Community Buildings</b>	<b>\$150,000</b>
All Wards	Scoping completed for first stage of projects to be implemented including car park LED retrofits and internal lighting at a number of council facilities.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$40,000</b>
All Wards	Actions from Fire Services Inspections at both Early Years Hubs, Stamford House and the Operations Centre as well as actions from Annual Essential Safety Measure Reports (AESMR) for other Council Buildings are being undertaken.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$40,000</b>
All Wards	Asbestos Removal Completed at Scoresby Reserve Tennis, Chandler Park Pavilion and 80% complete at Dobson Park Pavilion. Prices still being sought for Asbestos Audits with engagement of contractor to be completed in the coming weeks.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$200,000</b>
All Wards	The contract for these works was awarded at the September Council meeting. Works will commence once contracts have been established.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$72,000</b>
All Wards	Sports seating renewal completed at Eildon reserve.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$15,000</b>
All Wards	Scoping works for the current financial year underway.	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$155,000</b>
All Wards	Brief for Starlight Reserve wetland renewal to be issued in coming weeks. Scope for Juniper wetland to be developed in November.	



**Knox City Council Project Status Report**

21-Oct-2022

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>441</b>	<b>Significant Municipal Site Renewal</b>	<b>\$313,559</b>
All Wards	Tim Neville Arboretum, Dorset Rd and Francis Cres frontage garden bed renewals: Contractor works completed ready for planting.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$75,000</b>
All Wards	Scoping further works.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$25,000</b>
All Wards	Renewal Program has been created containing several sites that will require inspections to determine eligibility for the funding.  Councils aim is to have site selected and prices submitted from Builders Panel for works to commence in January.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$68,000</b>
All Wards	Repair/repainting of stone wall completed at Sovereign Crest reserve.	
<b>537</b>	<b>Roadside Plantings Renewal</b>	<b>\$64,000</b>
All Wards	Scoping works for the current financial year.	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$80,000</b>
All Wards	Assessment continues on the 'Placemaker Legacy Artworks' to determine restoration priorities and deaccession recommendations. Quotes sought for upgrade of the 'Cinema Lane Lightbox Gallery'. Consultation commenced with key stakeholders regarding best restoration options for 'Alley Oop' to align with new State Basketball Centre. Planning and consultation with stakeholders regarding restoration of artwork at Knox Skate and BMX Park.	
<b>576</b>	<b>Emergency Warning Systems in Early Years Facilities</b>	<b>\$100,000</b>
All Wards	Scoresby West installation to be undertaken during Preschool Refurbishment, which has already commenced.	
<b>675</b>	<b>Public Art Project</b>	<b>\$317,000</b>
All Wards	Public art projects planned for delivery in 22/23 including Erica Ave Public Art Lighting, FTG Creative Placemaking, Knox Regional Netball Centre and Stamford Park. All projects are in planning and stage one implementation and currently running to schedule for delivery as per contracts. Final delivery stage for Boronia Laneways and Arcades Upgrade with work due to be completed Nov 2022.	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$70,000</b>
All Wards	Sites being chosen for turf installation during the warmer months.	
<b>717</b>	<b>Knox Central Package</b>	<b>\$300,000</b>
Dinsdale	The purchase of the parcel of land to enable the future road corridor has been finalised. The review of the precinct plan needs to be completed to confirm the nature and location of the road corridor.	

**Knox City Council Project Status Report**

21-Oct-2022

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>746</b>	<b>Revegetation Plan</b>	<b>\$100,000</b>
All Wards	Priority revegetation site preparation (weed removal and mulching is underway. This work will continue through to late February/early March.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$60,000</b>
Dobson	Talaskia Masterplan Implementation works completed.	
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$70,000</b>
All Wards	Sites to be confirmed.	
<b>837</b>	<b>Westfield Library (Permanent) - Design and Fitout</b>	<b>\$3,444,205</b>
Dinsdale	Preparing contract documents for fit out contract, due to start works on site in November	
<b>867</b>	<b>Knox Regional Netball Centre Extension</b>	<b>\$4,010,722</b>
Dobson	Construction works to date include – roof installation complete, external wall cladding complete, window frames installed, glazing complete, timber sports floor and upgrade works to southern car park commenced. Internal walls and services rough-in complete, acoustic ceiling panels complete. Car park concrete works 90% complete. Painting to internal walls, joinery for cabinets, toilet partitions and flooring works nearing completion.	
<b>868</b>	<b>H V Jones, Ferntree Gully - Masterplan Implementation Stage 3</b>	<b>\$805,000</b>
Friberg	Delivery of Stage 3 of the HV Jones Masterplan includes upgrades to the netball courts and renewal of the existing carpark. The contract has now been awarded with works to commence late January 2023	
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Implementation Stage 3</b>	<b>\$40,000</b>
Friberg	Design of the skate bowl extension to commence in 2022/23 financial year, in line with the masterplan implementation. The development of a design brief is now complete. Consultant has now been appointed and scoping stage has commenced.	
<b>871</b>	<b>Energy Performance Contract Implementation</b>	<b>\$218,065</b>
All Wards	All planned installation and retrofit as part of the Energy Performance Contract has now been completed. Commissioning and tuning for optimum efficiency is currently underway.	
<b>935</b>	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$38,900</b>
Tirhatuan	(1) Negotiations continuing around surface defects issue. Additional geotechnical work complete. Negotiating remedial treatment proposal with Contractor and Council's Insurance. (2) Courts 4 & 5 - Detailed Design complete and presented to Club for feedback.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$129,600</b>
Dobson	Contractor was scheduled to start October, wet weather dictates the delivery of works.	

**Knox City Council Project Status Report**

21-Oct-2022

<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>944</b>	<b>Knox Central (Former Operations Centre)</b>	<b>\$350,000</b>
Dinsdale	Monitoring works are continuing at the former Operations Centre site.	
<b>948</b>	<b>Modular Building Program</b>	<b>\$1,570,000</b>
All Wards	Lakesfield Reserve Carpark - Design complete and tender process underway in combination with Rowville Reserve Carpark. Anticipate to be able to appoint Contractor end of November 2022. Gilbert Park modular - construction work is expected to be completed late October with refurbishment works on the existing pavilion to commence in November. Marie Wallace modular construction is complete with delivery to site expected early December after completion of site works for foundation/footings. Onsite works expected to commence early November with fit off/completion of project and handover expected by late January. Site works delay has changed/revised the completion time noting building permit for site works required Melbourne Water consent. Marie Wallace existing pavilion refurbishment is scheduled to commence late October/early November as is awaiting finalisation of building permit and expected to be complete by mid January with handover by late January.	
<b>950</b>	<b>Family &amp; Childrens Services Buildings &amp; Facilities</b>	<b>\$350,000</b>
All Wards	Construction works started and is progressing well. Project is expected to be completed by end of this year.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$277,000</b>
All Wards	Wicks Reserve modular toilet nearing completion in the factory with delivery to site and site works expected to be completed by early November. Existing toilet is scheduled for demolition by end of October with full project completion expected by mid-November. Siting and services investigation currently underway for Chandler Reserve standalone public toilet with view to prepare quotation documentation for request for quotes in mid-late Nov and appointment of Contractor for construction by late December.	
<b>995</b>	<b>Peregrine Reserve, Rowville - Masterplan Implementation Stage 2</b>	<b>\$411,125</b>
Taylor	Construction of the new Junior BMX pump track and outdoor gym equipment now complete and officially open.	
<b>997</b>	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b>	<b>\$31,606</b>
Scott	Landscaping works at Llewellyn Reserve Wantirna South have been completed. Pathway works have commenced and will be completed by November 2022.	
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways</b>	<b>\$1,000,000</b>
Dinsdale	Construction - The project has been handed over to Melbourne Water for delivery. Construction is due to commence in early 2023.	
<b>1003</b>	<b>Wantirna Reserve, Wantirna - Masterplan</b>	<b>\$30,000</b>
Collier	The appointment of a Design Consultant is pending on the outcome of the procurement process. Once engaged the Design Consultant will progress the Masterplan design based on a Design Brief developed through consultation with all internal stakeholders. Existing construction works currently in progress on site will be captured in the Masterplan as part of the overall strategy.	

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Project Number	Project Name	Total Adjusted Budget
<b>1054</b>	<b>Knox Regional Sports Park - Stages 2 and 3 (VARMS)</b>	<b>\$1,483,456</b>
Scott	The expansion of the State Basketball Centre is being managed by the State Government through Sport and Recreation Victoria (SRV) and Development Victoria (DV) on behalf of stakeholders including Council as project partner. The construction works for the Victorian Association of Radio Model Soaring (VARMS) project at Rowville Recreation Reserve are progressing. Building works are continuing and completion of carpark and access roads works expected to occur in November with completion overall expected in early December 2022.	
<b>1119</b>	<b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$1,646,389</b>
Collier	Contractor appointed. Possession of Site granted and works underway and around 10% complete. Demolition works nearing completion with power shut-down of area anticipated to occur around first weekend of November.	
<b>1123</b>	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$105,035</b>
All Wards	On track for all works to be completed by the end of 2022.	
<b>1124</b>	<b>Sportsfield Fencing Renewals</b>	<b>\$50,000</b>
All Wards	On track to complete all works by June 2023.	
<b>1162</b>	<b>Templeton Street, Wantirna - Linemarking and Intersection Treatments</b>	<b>\$39,557</b>
Collier	The shared paths are almost complete. Line marking and signage is still to be done.	
<b>1163</b>	<b>Renou Road, Wantirna South - Intersection Treatments</b>	<b>\$106,577</b>
Collier	The shared paths are almost complete. Line marking and signage is still to be done	
<b>1173</b>	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b>	<b>\$527,428</b>
Dobson	Quarry Reserve Toilet Block: Construction of the new toilet block building is progressing well with slab works completed, steel frame installed and shotcrete walls completed. Estimated completion mid-November. Quarry Reserve City Skyline Lookout: A contractor has been appointed for the design & delivery of the project. Geotechnical survey work has been completed. Final structural design works are currently being undertaken based on the Geotechnical survey findings. Once design and preconstruction works are completed by the contractor, construction work are expected to start later in the year.	
<b>1176</b>	<b>Solar in Community Facilities</b>	<b>\$175,000</b>
All Wards	Finalising scoping for a number of sites including VARMS, and a number of pavilions. Procurement expected to commence in November.	
<b>1180</b>	<b>Forest Rd to Koolunga Reserve, FTG - Wetland Construction</b>	<b>\$386,000</b>
Chandler	Construction of the wetland at Koolunga Reserve is on-hold pending the outcomes of the community consultation and master planning currently underway.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1184</b>	<b>Egan Lee Reserve - Wetland Construction</b>	<b>\$35,000</b>
Scott	Investigation ongoing. Interrogating existing flood modelling to determine appropriate options. Project scope to be revised if necessary.	
<b>1238</b>	<b>BAMP Facility Upgrades</b>	<b>\$50,000</b>
All Wards	Project brief to be developed after program consolidation for consultancy report on priority project listing. Expected to commence in late October/early November with Consultant engaged by late November. Delayed awaiting finalisation of modular building program review.	
<b>1262</b>	<b>Cultural Facilities - Knox Pop Up Events Trailer &amp; Kit</b>	<b>\$2,000</b>
All Wards	Audit of current equipment undertaken to help inform replacement of damaged gear or gaps in kit for 2022/23. Council has begun to make purchases to update kit as required.	
<b>1265</b>	<b>Park Crescent Children and Family Centre, Boronia - Refurbishment Scoping</b>	<b>\$50,000</b>
Baird	As built plan completed in October and forwarded to Family and Children Services team for review. Expected detailed designs to be completed by April 2023.	
<b>1267</b>	<b>Early Years Facilities - Landscaping Upgrades</b>	<b>\$100,000</b>
All Wards	Projects to renew outdoor play spaces for 2022/2023 facilities have been confirmed. Works will commence in the January School Holiday term break.	
<b>1269</b>	<b>Rosa Benedikt Community Centre, Scoresby - Minor Upgrade</b>	<b>\$52,288</b>
Tirhatuan	Construction activities in progress, the project is scheduled to be completed within the agreed timeframe of mid-November with tenants.	
<b>1281</b>	<b>Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path</b>	<b>\$40,000</b>
Tirhatuan	Consultation is currently being sought with the private landowners.	
<b>1297</b>	<b>Amesbury Avenue, Wantirna - Intersection Treatments</b>	<b>\$43,094</b>
Collier	Construction work has been completed.	
<b>1300</b>	<b>Parking Management Plan Implementation</b>	<b>\$50,000</b>
All Wards	No Stopping Signage along Yorkminster Ave has been installed. Comments for potential parking restrictions in Garrison Gr are being reviewed. Quotes for traffic studies in The Basin, Mountain Gate and Rowville Activity centres closed on 18 October.	
<b>1308</b>	<b>Kevin Ave, Ferntree Gully Flood Investigation - Scoping</b>	<b>\$200,000</b>
Dobson	Scoping revised after detail design internal consultation. Awaiting further drainage analysis. Once analysis completed and revised scope confirmed, design will resume.	
<b>1309</b>	<b>1825 Ferntree Gully Road - Flood Mitigation Works</b>	<b>\$366,390</b>
Friberg	Detail design and engineer's estimate completed - this has highlighted funding shortfall. Awaiting confirmation from Council on budget approach.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1310</b>	<b>Flood Mitigation Reactive Complaints Upgrade Works</b>	<b>\$100,000</b>
All Wards	Bridgewater Way, Rowville - Works started. Viewgrand Rise, Lysterfield - Revising quote.	
<b>1311</b>	<b>Major Roads LED Streetlight Replacement</b>	<b>\$126,587</b>
All Wards	Replacement of lights has recommenced in Boronia with the project expected to be completed by early November.	
<b>1315</b>	<b>Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)</b>	<b>\$8,363,296</b>
Baird	Underground services complete. Steel frame erection to commence end of October.	
<b>1316</b>	<b>Rowville Recreation Reserve - Car Park Upgrade</b>	<b>\$317,736</b>
Taylor	Design complete and tender process underway in combination with Lakesfield Reserve Carpark. Tenders closed on 20 September and tender evaluation underway. Anticipate being able to appoint Contractor by Mid-November '22.	
<b>1319</b>	<b>Gilbert Park Reserve, Knoxfield - Batting Cage Renewal</b>	<b>\$118,875</b>
Friberg	Expected completion late October/early November.	
<b>1320</b>	<b>Eildon Park Reserve, Rowville - Tennis Court Renewals</b>	<b>\$445,104</b>
Taylor	Contractor appointed. Awaiting pre-construction documentation to be presented and approved before awarding Possession of site. Anticipate construction will commence late October/early November 2022.	
<b>1322</b>	<b>Glenfern Park (FTGTC) - Tennis Court Renewals</b>	<b>\$100,000</b>
Dobson	Contract works nearing completion and partial Practical Completion achieved. Temporary line-marking works installed with final acrylic coating to be applied when the required ambient temperature conditions prevail.	
<b>1363</b>	<b>Lupton Way Shared Zone Construction and Public Art Lighting</b>	<b>\$336,528</b>
Baird	Civil works completed. Street furniture installed onsite. Landscaping will be at the end of October with street lighting to follow.	
<b>1386</b>	<b>Parks - New Tractor</b>	<b>\$120,000</b>
All Wards	Tractor due to arrive prior to January 2023.	
<b>1389</b>	<b>Egan Lee Reserve Renewal - Top Oval Renewal</b>	<b>\$1,500,000</b>
Scott	Report planned to be presented to Council in mid-December to award construction contract.	
<b>1391</b>	<b>Knox Hockey Facility Development</b>	<b>\$3,270,000</b>
Collier	Construction - Earthworks are nearing completion, however due wet weather in the recent week, subgrade works have been delayed.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1406</b>	<b>Miller's Homestead - Upgrade</b>	<b>\$141,061</b>
Chandler	As the centre is in operation every day, confirmed scope of works for stage one will be undertaken during agreed timeframes between the contractor and tenant from November and Feb 2023.	
<b>1411</b>	<b>Mountain Hwy, Bayswater, (Scoresby Road to Jersey Road) - Shared Path</b>	<b>\$172,605</b>
Baird	Construction work has been completed.	
<b>1413</b>	<b>Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation</b>	<b>\$40,000</b>
Dobson	Development of the Kings Park Masterplan. Currently finalising the draft masterplan to present to the broader community.	
<b>1414</b>	<b>Cardiff Street - Flood Mitigation Works</b>	<b>\$688,000</b>
Baird	Investigation to find cause of flooding and possible solutions is ongoing.	
<b>1415</b>	<b>Olivebank to Underwood &amp; Alexander Reserve, FTG - Wetland Treatment - Scope &amp; Analysis</b>	<b>\$40,000</b>
Dobson	Options for flood mitigation works being developed and will be assessed in coming months.	
<b>1422</b>	<b>Gilbert Reserve - Wetland (Scoping &amp; Analysis)</b>	<b>\$35,000</b>
Friberg	Concept design nearing completion.	
<b>1426</b>	<b>The Basin Triangle Masterplan</b>	<b>\$5,000</b>
Chandler	Community Engagement for the Draft Basin Triangle Masterplan has been completed. Consultation findings from the Draft Masterplan will be incorporated into The Basin Parking Management Plan project, and Council Officers will re-engage with the community once both projects are ready for consultation.	
<b>1437</b>	<b>1000 Steps Car Parking and Shared Use Path Bridge</b>	<b>\$0</b>
Dobson	A 1000 Steps bridge and carpark report is being prepared for consideration.	
<b>1439</b>	<b>Mossfield Avenue, Ferntree Gully - Construction</b>	<b>\$375,000</b>
Baird	Contractor for road renewal package appointed. Construction commencement anticipated around mid-January '23.	
<b>1440</b>	<b>Mountain Gate Drive, Ferntree Gully - Construction</b>	<b>\$615,000</b>
Friberg	Contractor for road renewal package appointed. Received quote from Telstra to upgrade asbestos pits within work zone. Construction well underway on section between Adele Ave & Silverton Dr - works around 15 % complete. Section between Adele Ave and Ferntree Gully Rd will include night-works with commencement date still to be confirmed but anticipated to commence late October/early November '22.	



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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1441</b>	<b>Studfield Shops, Rear Laneway, Wantirna South - Construction</b>	<b>\$375,000</b>
Dinsdale	Contractor for road renewal package appointed. Construction commencement date to commence around Mid-January '23.	
<b>1442</b>	<b>Avalon Road, Rowville - Construction</b>	<b>\$835,000</b>
Tirhatuan	Contractor for road renewal package appointed. Construction commencement date to commence around Mid-January '23.	
<b>1444</b>	<b>Adele Avenue, Ferntree Gully - Construction</b>	<b>\$370,000</b>
Friberg	Contractor for road renewal package appointed. Kerb & channel works on North side completed and on South side nearing completion - construction around 35% complete. Anticipate contract works to be completed before Christmas.	
<b>1445</b>	<b>Marlborough Road, Bayswater - Construction</b>	<b>\$160,000</b>
Dinsdale	Contractor for road renewal package appointed. Works 60% completed with only asphalt works remaining and expected to be completed by late-October/early November 2022.	
<b>1448</b>	<b>Fairpark Reserve, Ferntree Gully - Netball Court Renewals</b>	<b>\$139,126</b>
Baird	Construction well underway with works approximately 90% complete. Basketball/netball tower foundation design and certification completed. Asphalt and lighting works delayed due to building permit application and industry supply lead-time delays.  Works re-commenced in early September and expected to be completed by early November.	
<b>1450</b>	<b>Reta Matthews Reserve, Ferntree Gully - Tennis Court Renewals</b>	<b>\$592,747</b>
Baird	Contractor appointed and construction underway with 20% complete. Demolition completed and discussion on need for additional stabilisation works to take place. Anticipate construction to be completed by Late-December '22.	
<b>1455</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Cricket Net Renewal</b>	<b>\$187,080</b>
Dobson	Scheduled completion end of October.	
<b>1456</b>	<b>Dobson Park, Ferntree Gully - Cricket Net Renewal</b>	<b>\$187,080</b>
Baird	Scheduled completion end of October.	
<b>1459</b>	<b>Lewis Park, Wantirna South - Oval 1 Floodlighting</b>	<b>\$129,666</b>
Dinsdale	Project completion has been delayed with wet weather affecting pole footing installation and contractor staff shortages. Working with contractor on options to expedite the pole footing installation with site currently still too wet for machinery to come in. Completion of project is expected early November.	
<b>1460</b>	<b>Templeton Reserve, Wantirna - Floodlighting Upgrade</b>	<b>\$128,101</b>
Collier	Flood lighting pole footings poured, installation of poles will take place once the area dry out following all the heavy rain.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1461</b>	<b>Kings Park, Upper Ferntree Gully - Oval 1 - Floodlighting</b>	<b>\$171,337</b>
Dobson	Awaiting installation of the new electrical switchboard, we had a design delay working out the best location and design/layout of the new switchboard and the light switches to align with the Pavilion upgrade works.	
<b>1462</b>	<b>Knox Athletics, Knoxfield - New Shade Structures</b>	<b>\$95,874</b>
Friberg	Shade structure component of larger refurbishment including track renewal and lighting is at tender documentation stage. This will proceed to tender in late October with expectation that Contractor will be appointed prior to Christmas and commence in the New Year.	
<b>1464</b>	<b>Schultz Reserve, Wantirna - Pavilion Refurbishment</b>	<b>\$75,000</b>
Collier	Procurement report has been approved and preparation of contract documentation is underway. Contractor due to commence on site following this.	
<b>1465</b>	<b>Knox Park Athletics, Knoxfield - Lighting to Track</b>	<b>\$382,400</b>
Friberg	Work to commence with Athletics track renewal project.	
<b>1466</b>	<b>Schultz Reserve, Wantirna - Shade Structure</b>	<b>\$50,000</b>
Collier	Procurement report has been approved and preparation of contract documentation is underway. Contractor due to commence on site following this.	
<b>1467</b>	<b>Fairpark Reserve, Ferntree Gully - Safety Netting (Southern End)</b>	<b>\$50,000</b>
Baird	Works will occur upon completion of the major pavilion redevelopment and associated carpark and landscaping works. This will be in 2022/23.	
<b>1470</b>	<b>Electronic Entry to Sporting Pavilions.</b>	<b>\$60,000</b>
All Wards	Quotes have been obtained for Liberty Avenue Sports Pavilion, Colchester Reserve Pavilion and Wally Tew Pavilion. All works to be scheduled for Christmas holiday period.	
<b>1472</b>	<b>Wally Tew Reserve, Ferntree Gully - Car Park Upgrade</b>	<b>\$77,295</b>
Dobson	Contractor appointed and construction underway with 40% complete. Anticipate works to be completed by early-November '22.	
<b>1476</b>	<b>Community Placemaking Program - Murals and Lighting - Scope</b>	<b>\$55,000</b>
All Wards	FTG Creative Placemaking Plan complete. Installation of lightbox laneway in Horologist Lane complete. Planning for delivery of key actions from the Plan is underway.	
<b>1478</b>	<b>Locker Program - Council Kindergartens</b>	<b>\$43,000</b>
All Wards	Project completed.	
<b>1479</b>	<b>Liberty Avenue, Rowville Kindergarten - Verandah Replacement - Design</b>	<b>\$100,000</b>
Taylor	Design completed.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1492</b>	<b>Francis Crescent, Ferntree Gully - Footpath Construction</b>	<b>\$20,000</b>
Dobson	Construction work has been completed.	
<b>1494</b>	<b>1726 Ferntree Gully Road, Ferntree Gully - Footpath Scope</b>	<b>\$15,000</b>
Friberg	On hold until the land is sold and/or redeveloped.	
<b>1495</b>	<b>Ferntree Gully Road, Scoresby - Footpath Construction</b>	<b>\$49,765</b>
Tirhatuan	Works scheduled for possible start date in February 2023.	
<b>1496</b>	<b>Short Street, Boronia - Footpath Design</b>	<b>\$51,785</b>
Baird	Works scheduled for possible start date in January 2023.	
<b>1499</b>	<b>Buckingham Drive, Rowville - LATM Treatment</b>	<b>\$120,000</b>
Taylor	Works to be scheduled by Construction team after completion of Liberty Avenue LATM project. Arrangements made for an on-site check of proposed locations by end of October.	
<b>1500</b>	<b>Liberty Avenue, Rowville - LATM Design</b>	<b>\$250,000</b>
Tirhatuan	The Construction team are completing other projects at present and this project is likely to be scheduled for early next year.	
<b>1505</b>	<b>Mountain Highway, Boronia - Shared Path - Design</b>	<b>\$76,255</b>
Chandler	Currently awaiting some initial comments from Department of Transport. Some delays due to Department of Transport officer's changes.	
<b>1514</b>	<b>Carrington Park, Knoxfield - Masterplan Implementation</b>	<b>\$150,000</b>
Friberg	Previous site plan is under review. Currently in the process of preparing draft plan for new path connections at Carrington Park. We aim to deliver part of the path connections in late November and early December.	
<b>1515</b>	<b>Major Crescent Reserve, Lysterfield - Landscape Plan</b>	<b>\$25,000</b>
Taylor	Finalising the final landscape plan for Major Crescent Reserve.	
<b>1518</b>	<b>Schultz Reserve, Wantirna - Landscape Plan</b>	<b>\$25,000</b>
Collier	Finalising the final landscape plan for Schultz Reserve.	
<b>1521</b>	<b>Erica Avenue Streetscape Renewal</b>	<b>\$598,971</b>
Baird	The design and delivery of the Erica Ave Streetscape renewal is part of the Department of Jobs, Precincts and Regions DJPR Suburban Revitalisation Program. Construction of Stage 1 (north eastern side of the street) is in progress. The design for Stage 2 has been completed, with Stage 2 construction expected to commence in November 2022.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1522</b>	<b>Essex Crt - Design</b>	<b>\$20,000</b>
Dinsdale	Survey completed and Detailed Design underway and 80% complete. Geotech investigation well underway.	
<b>1523</b>	<b>Harley Street North - Design</b>	<b>\$35,000</b>
Friberg	Survey completed and Detailed Design underway and 50% complete. Geotech investigation well underway.	
<b>1524</b>	<b>Harley Street - Design</b>	<b>\$34,000</b>
Friberg	Survey completed and Detailed Design underway and 10% complete. Geotech investigation well underway.	
<b>1525</b>	<b>Allister Close - Design</b>	<b>\$33,000</b>
Friberg	Survey completed and Geotech investigation well underway. Detailed Design underway 20% complete, service plan prepared for electronic service locating.	
<b>1526</b>	<b>The Haven - Design</b>	<b>\$15,000</b>
Dinsdale	Survey completed and Detailed Design underway and 40% complete. Geotech investigation well underway.	
<b>1527</b>	<b>Richards Avenue - Design</b>	<b>\$90,000</b>
Friberg	Survey nearing completion. Geotech investigation well underway.	
<b>1528</b>	<b>Chandler Road - Design</b>	<b>\$48,000</b>
Chandler	Awaiting direction from Boronia Renewal Strategy panel.	
<b>1529</b>	<b>Knox Athletics Track Renewal &amp; Upgrades</b>	<b>\$3,250,000</b>
Friberg	Council is finalising detailed design aspects. Report detailing project for endorsement to be submitted to Council 18 December meeting.	
<b>1531</b>	<b>Guy Turner Reserve - Sportsfield Renewal</b>	<b>\$1,350,000</b>
Dinsdale	Construction has started.	
<b>1532</b>	<b>Batterham Reserve Oval 1 - Sportsfield Renewal</b>	<b>\$20,000</b>
Chandler	Currently being designed.	
<b>1533</b>	<b>Kings Park 1 - Sportsfield Renewal</b>	<b>\$20,000</b>
Dobson	Currently being designed.	
<b>1534</b>	<b>Bayswater Oval - Sportsfield Renewal</b>	<b>\$20,000</b>
Dinsdale	Currently being designed.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1535</b>	<b>Templeton Reserve - Fencing Renewal</b>	<b>\$65,000</b>
Collier	Works scheduled to be completed by the end of October.	
<b>1536</b>	<b>Knox Gardens Reserve Oval 1 - Fencing Renewal</b>	<b>\$59,000</b>
Scott	Scheduled to be completed early November, one small job was added to the fence renewal.	
<b>1537</b>	<b>Bayswater Oval - Cricket Net Renewal</b>	<b>\$350,000</b>
Dinsdale	Currently being designed.	
<b>1538</b>	<b>Guy Turner Reserve - Cricket Net Renewal</b>	<b>\$300,000</b>
Dinsdale	Currently being designed.	
<b>1539</b>	<b>Schultz Reserve - New Cricket Nets</b>	<b>\$250,000</b>
Collier	Currently being designed.	
<b>1540</b>	<b>Pickett Reserve - Cricket Net Renewal</b>	<b>\$11,000</b>
Baird	Currently being designed.	
<b>1541</b>	<b>Golf Practice Nets</b>	<b>\$40,000</b>
All Wards	Works to be completed by the end of November.	
<b>1543</b>	<b>Sportsfield Infrastructure program replacement</b>	<b>\$30,000</b>
All Wards	Ongoing renewal/reactive replacement program.	
<b>1544</b>	<b>Irrigation Infrastructure Program Replacement</b>	<b>\$60,000</b>
All Wards	Ongoing irrigation reactive/renewal replacement program.	
<b>1545</b>	<b>Walker Reserve - extension of safety netting</b>	<b>\$10,000</b>
Scott	Preliminary scope and cost investigations progressing.	
<b>1546</b>	<b>Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade</b>	<b>\$20,000</b>
Taylor	Site visit to assess the existing condition and review the full scope of works will take place late October with the aim to issue a design scope to three architectural firms to quote in mid November.	
<b>1547</b>	<b>Kings Park (Baseball) - Floodlighting Upgrade</b>	<b>\$400,000</b>
Dobson	Site and services investigation expected to be complete by end of October, with a view to prepare tender documents and release bulk tender with Boronia Bowls Club and Guy Turner in mid-November to appoint Contractor before Christmas.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1548</b>	<b>Guy Turner Reserve - Floodlighting Upgrade</b>	<b>\$300,000</b>
Dinsdale	Site and services investigation expected to be complete by end of October, with a view to prepare tender documents and release bulk tender with Boronia Bowls Club and Kings Park Baseball in mid-November to appoint Contractor before Christmas.	
<b>1549</b>	<b>Boronia Bowls Club - Green Lighting</b>	<b>\$120,000</b>
Dinsdale	Site and services investigation expected to be complete by end of October, with a view to prepare tender documents and release bulk tender with Kings Park Baseball and Guy Turner in mid-November to appoint Contractor before Christmas.	
<b>1550</b>	<b>Park Ridge Reserve Existing Pavilion Refurbishment - Design</b>	<b>\$50,000</b>
Taylor	Concept design to align with the modular building construction. Brief to be prepared for architect in October with view to engage architect by December.	
<b>1551</b>	<b>Knox Community Art Centre Theatre Equipment Renewal</b>	<b>\$20,000</b>
Dinsdale	Preferred supplier for annual lighting rig service identified, works to be scheduled for Jan/Feb 2023 maintenance period.	
<b>1552</b>	<b>Knox Community Arts Centre - Seating Bank Upgrade</b>	<b>\$200,000</b>
Dinsdale	Tender currently open, closing on 24/10. Evaluation to occur late October.	
<b>1553</b>	<b>FW Kerr Bathroom Upgrade</b>	<b>\$10,000</b>
Dobson	Finalizing Scope of Works in process, concept design rescheduled to be completed by end of December.	
<b>1554</b>	<b>The Basin Community House - portico</b>	<b>\$25,000</b>
Chandler	Project not commenced. Aim to engage contractor in late 2022.	
<b>1555</b>	<b>Community Facilities Signage - Upgrades</b>	<b>\$60,000</b>
All Wards	Scope and procurement of signage to commence in late 2022. Delivery and install early-mid 2023.	
<b>1556</b>	<b>Rose Street - Footpath Design &amp; Construction</b>	<b>\$45,000</b>
Dobson	Consultation underway, waiting for responses from adjacent residents.	
<b>1557</b>	<b>Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design</b>	<b>\$15,000</b>
Tirhatuan	The initial public consultation letter has been drafted and is under review.	
<b>1558</b>	<b>Napoleon Road Stage 4 - Shared Path Construction</b>	<b>\$330,000</b>
Taylor	A review of the concept plan is being carried out.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1559</b>	<b>Upper Ferntree Gully Rail Link - Shared Path Construction</b>	<b>\$150,000</b>
Dobson	Awaiting comments from Victrack/Metro Trains Melbourne. Seeking clarification on the level of details and documentation required for their approvals.	
<b>1560</b>	<b>Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design</b>	<b>\$160,000</b>
Chandler	Procurement of the design services underway.	
<b>1561</b>	<b>Harold Street Onroad Bicycle Facilities - Design</b>	<b>\$0</b>
Collier	Wantirna College principal has indicated initial support for shared path outside the school after meeting on 10 October. Design of cycle link and path to be reviewed with attention to pedestrian /motorist conflict points.	
<b>1562</b>	<b>Meridian Parade - Onroad Bicycle Facilities - Construction</b>	<b>\$40,000</b>
Taylor	Currently working on a design for the section of path between Meridian Parade and High Street Road due to the grade difference. A plan for the on-road line marking has been drafted.	
<b>1563</b>	<b>Stud Road Onroad Bicycle Facilities - Design</b>	<b>\$45,000</b>
Taylor	Concept design completed and presented to Traffic & Transport. Awaiting outcome of Traffic & Transport consultation with owners/stakeholders. Once completed, feedback to be provided to Project Delivery and detail design will commence.	
<b>1564</b>	<b>Victoria Road - Kerb outstands at school crossing</b>	<b>\$60,000</b>
Dobson	A preliminary plan is being developed and will be used for consultation with adjacent residents.	
<b>1565</b>	<b>Napoleon Rd - Electronic 40km/h signs at school crossings</b>	<b>\$80,000</b>
Dobson	A community consultation plan is being developed.	
<b>1566</b>	<b>Brenock Park Drive Footpath and Bus Stop works</b>	<b>\$30,000</b>
Dobson	The scope of works is currently being investigated with advice being sought from Department Of Transport regarding the possibility to remove/modify the bus indent.	
<b>1567</b>	<b>193 Forest Rd, Boronia Stormwater Upgrades - Scope</b>	<b>\$5,000</b>
Dobson	Project being investigated for possible solutions.	
<b>1568</b>	<b>EV Charging stations in Council facilities for fleet charging</b>	<b>\$50,000</b>
All Wards	Quotes for expanding AC Charging in the Eastgate South Car Park to be sought in early November.	
<b>1569</b>	<b>Knox Regional Netball Centre, Ferntree Gully - Masterplan Implementation</b>	<b>\$15,000</b>
Dobson	The carpark works have been completed as part of the Netball Centre upgrade works.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Adjusted Budget</b>
<b>1571</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation - Stage 2 - Sport &amp; Play Hub</b>	<b>\$500,000</b>
Dinsdale	Design - Value Management is currently being undertaken due to the cost escalations being experienced across the construction industry.	
<b>1572</b>	<b>Community Gardens Facility - scope</b>	<b>\$120,000</b>
Dinsdale	High level concept options being finalised. Site investigation works (geotech, feature level & survey, etc.) to commence late 2022. Detailed concept plan to be developed in early 2023.	
<b>1573</b>	<b>Lupton Way Future Public Art Lighting</b>	<b>\$100,000</b>
Baird	Identifying key locations for public art lighting on Lupton Way. Focusing on Council owned land as to not interfere with Vic Track masterplan for Boronia Station.	



5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

7.1 Urgent Business

8 Confidential Items

8.1 Carrington Park Leisure Centre - Squash Proposal

A confidential report is circulated under separate cover.